



EUROPEAN HEALTH AND DIGITAL EXECUTIVE AGENCY (HADEA)

HADEA.A – Health and Food
A.2 – EU4Health/SMP Food

GRANT AGREEMENT

Project 101139165 — BoPPP SK

PREAMBLE

This **Agreement** (‘the Agreement’) is **between** the following parties:

on the one part,

the **European Health and Digital Executive Agency (HADEA)** (‘EU executive agency’ or ‘granting authority’), under the powers delegated by the European Commission (‘European Commission’),

and

on the other part,

1. ‘the coordinator’:

USTREDNY KONTROLNY A SKUSOBNY USTAV POLNOHOSPODARSKY V BRATISLAVE (UKSUP), PIC 885992375, established in MATUSKOVA 21, BRATISLAVA 833 16, Slovakia,

and the following other beneficiaries, if they sign their ‘accession form’ (see Annex 3 and Article 40):

2. **VYSKUMNY USTAV VODNEHO HOSPODARSTVA (VUVH)**, PIC 997263403, established in nahr. arm. gen. L. Svobodu 5, Bratislava 81249, Slovakia,

Unless otherwise specified, references to ‘beneficiary’ or ‘beneficiaries’ include the coordinator and affiliated entities (if any).

If only one beneficiary signs the grant agreement (‘mono-beneficiary grant’), all provisions referring to the ‘coordinator’ or the ‘beneficiaries’ will be considered — mutatis mutandis — as referring to the beneficiary.

The parties referred to above have agreed to enter into the Agreement.

By signing the Agreement and the accession forms, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

Annex 1 Description of the action¹

Annex 2 Estimated budget for the action

Annex 2a Additional information on unit costs and contributions (if applicable)

Annex 3 Accession forms (if applicable)²

Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)³

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

¹ Template published on [Portal Reference Documents](#).

² Template published on [Portal Reference Documents](#).

³ Template published on [Portal Reference Documents](#).

TERMS AND CONDITIONS

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DATA SHEET

1. General data

Project summary:

Project summary
<p>The Slovak Republic is experiencing delays in the assessment of active substance dossiers and in plant protection products (PPP) authorization and mutual recognition. The delays with respect to the legal deadlines vary from 12,5 months in mutual recognition of products up to 26 months in evaluating active substance dossiers. The main reason for the delays is a lack of personal resources in the institutes carrying out the evaluation work. There is a significant turnover of qualified evaluators, including departures due to maternity or parental leave and dismissals stemming from job changes or relocation to other regions or countries. Moreover, the institutes lack qualified experts in the assessment of microorganisms and related PPP. In the meantime, the Slovak Republic has not achieved a full cost-recovery system yet. The fees for evaluation do not reflect the actual costs and are not ring-fenced to the institutions carrying out the assessment work. This project, planned for 60 months, addresses these issues by strengthening the professional and personnel capacities of the institutes performing the evaluation and coordination work. Furthermore, the project seeks to enhance the expertise in the assessment of plant protection products and active substances based on microorganisms. Last but not least, this project proposes the steps to establish a full cost-recovery system. The project consortium consists of two members. CCTIA is the leading national expert authority which coordinates the overall authorization process, including the assessment, and issues the decisions. At the same time, it plays an expert role in the assessment of identity and physico-chemical and microbiological properties, analytical methods and biological efficacy. VUVH is the expert institute providing partial inputs into the assessment process in the field of groundwater, soil and sediments and the methods of analysis of pesticide residues in water.</p>

Keywords:

- active substances, boosting capacities, delays, legal deadlines, microorganisms, pesticides, plant protection products

Project number: 101139165

Project name: Boosting capacities in plant protection products in Slovakia

Project acronym: BoPPP SK

Call: SMP-FOOD-2022-BIOCIDES-PESTICIDES-IBA

Topic: SMP-FOOD-2022-BIOCIDES-PESTICIDES-IBA-PESTICIDES

Type of action: SMP Project Grants

Granting authority: European Health and Digital Executive Agency

Grant managed through EU Funding & Tenders Portal: Yes (eGrants)

Project starting date: fixed date: 1 January 2024

Project end date: 31 December 2028

Project duration: 60 months

Consortium agreement: Yes

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Total eligible costs (BEN and AE)	Max grant amount
1	COO	UKSUP	USTREDNY KONTROLNY A SKUSOBNY USTAV POLNOHOSPODARSKY V BRATISLAVE	SK	885992375	495 624.00	371 718.00
2	BEN	VUVH	VYSKUMNY USTAV VODNEHO HOSPODARSTVA	SK	997263403	282 480.00	211 860.00

N°	Role	Short name	Legal name	Ctry	PIC	Total eligible costs (BEN and AE)	Max grant amount
Total						778 104.00	583 578.00

Coordinator:

- USTREDNY KONTROLNY A SKUSOBNY USTAV POLNOHOSPODARSKY V BRATISLAVE (UKSUP)

3. Grant**Maximum grant amount, total estimated eligible costs and contributions and funding rate:**

Total eligible costs (BEN and AE)	Funding rate (%)	Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
778 104.00	75	583 578.00	583 578.00

Grant form: Budget-based**Grant mode:** Action grant**Budget categories/activity types:**

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Financial support to third parties
- E. Indirect costs

Cost eligibility options:

- Standard supplementary payments
- Limitation for subcontracting
- Travel and subsistence:
 - Travel: Unit or Actual costs
 - Accommodation: Unit or Actual costs
 - Subsistence: Unit or Actual costs
- Equipment: depreciation only
- Costs for providing financial support to third parties (actual cost; max amount for each recipient: EUR 0.00)
- Indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: Yes

- Other ineligible costs

Budget flexibility: Yes (no flexibility cap)

4. Reporting, payments and recoveries

4.1 Continuous reporting (art 21)

Deliverables: see Funding & Tenders Portal Continuous Reporting tool

4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22):

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/10 days before starting date/ financial guarantee (if required) – whichever is the latest
1	1	30	Periodic report	60 days after end of reporting period	Interim payment	90 days from receiving periodic report
2	31	60	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

Prefinancing payments and guarantees:

Prefinancing payment		Prefinancing guarantee		
Type	Amount	Guarantee amount	Division per participant	
Prefinancing 1 (initial)	291 789.00	n/a	1 - UKSUP	n/a
			2 - VUVH	n/a

Reporting and payment modalities (art 21, 22):

Mutual Insurance Mechanism (MIM): No

Restrictions on distribution of initial prefinancing: The prefinancing may be distributed only if the minimum number of beneficiaries set out in the call conditions (if any) have acceded to the Agreement and only to beneficiaries that have acceded.

Interim payment ceiling (if any): 90% of the maximum grant amount

No-profit rule: Yes

Late payment interest: ECB + 3.5%

Bank account for payments:

SK2981800000007000077309

Conversion into euros: Double conversion

Reporting language: Language of the Agreement

4.3 Certificates (art 24):

Certificates on the financial statements (CFS):

Conditions:

Schedule: interim/final payment, if threshold is reached

Standard threshold (beneficiary-level):

- financial statement: requested EU contribution to costs \geq EUR 325 000.00

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

Joint and several liability for enforced recoveries (in case of non-payment):

Limited joint and several liability of other beneficiaries — up to the maximum grant amount of the beneficiary

Joint and several liability of affiliated entities — n/a

5. Consequences of non-compliance, applicable law & dispute settlement forum

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

EU beneficiaries: EU General Court + EU Court of Justice (on appeal)

Non-EU beneficiaries: Courts of Brussels, Belgium (unless an international agreement provides for the enforceability of EU court judgements)

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

Record-keeping (for X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Reviews (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Audits (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)



Extension of findings from other grants to this grant (no later than X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Impact evaluation (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

This Agreement sets out the rights and obligations and terms and conditions applicable to the grant awarded for the implementation of the action set out in Chapter 2.

ARTICLE 2 — DEFINITIONS

For the purpose of this Agreement, the following definitions apply:

Actions — The project which is being funded in the context of this Agreement.

Grant — The grant awarded in the context of this Agreement.

EU grants — Grants awarded by EU institutions, bodies, offices or agencies (including EU executive agencies, EU regulatory agencies, EDA, joint undertakings, etc.).

Participants — Entities participating in the action as beneficiaries, affiliated entities, associated partners, third parties giving in-kind contributions, subcontractors or recipients of financial support to third parties.

Beneficiaries (BEN) — The signatories of this Agreement (either directly or through an accession form).

Affiliated entities (AE) — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046⁴ which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

Associated partners (AP) — Entities which participate in the action, but without the right to charge costs or claim contributions.

Purchases — Contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks (see Annex 1).

Subcontracting — Contracts for goods, works or services that are part of the action tasks (see Annex 1).

In-kind contributions — In-kind contributions within the meaning of Article 2(36) of EU Financial

⁴ For the definition, see Article 187 Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1): "**affiliated entities** [are]:

- (a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];
- (b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 136(1) and 141(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation".

Regulation 2018/1046, i.e. non-financial resources made available free of charge by third parties.

Fraud — Fraud within the meaning of Article 3 of EU Directive 2017/1371⁵ and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995⁶, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

Irregularities — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95⁷.

Grave professional misconduct — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 136(1)(c) of EU Financial Regulation 2018/1046.

Applicable EU, international and national law — Any legal acts or other (binding or non-binding) rules and guidance in the area concerned.

Portal — EU Funding & Tenders Portal; electronic portal and exchange system managed by the European Commission and used by itself and other EU institutions, bodies, offices or agencies for the management of their funding programmes (grants, procurements, prizes, etc.).

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101139165 — BoPPP SK** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

The duration and the starting date of the action are set out in the Data Sheet (see Point 1).

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

The grant is an action grant⁸ which takes the form of a budget-based mixed actual cost grant (i.e. a

⁵ Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).

⁶ OJ C 316, 27.11.1995, p. 48.

⁷ Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

⁸ For the definition, see Article 180(2)(a) EU Financial Regulation 2018/1046: '**action grant**' means an EU grant to finance "an action intended to help achieve a Union policy objective".

grant based on actual costs incurred, but which may also include other forms of funding, such as unit costs or contributions, flat-rate costs or contributions, lump sum costs or contributions or financing not linked to costs).

5.2 Maximum grant amount

The maximum grant amount is set out in the Data Sheet (see Point 3) and in the estimated budget (Annex 2).

5.3 Funding rate

The funding rate for costs is 75% of the action's eligible costs.

Contributions are not subject to any funding rate.

5.4 Estimated budget, budget categories and forms of funding

The estimated budget for the action is set out in Annex 2.

It contains the estimated eligible costs and contributions for the action, broken down by participant and budget category.

Annex 2 also shows the types of costs and contributions (forms of funding)⁹ to be used for each budget category.

If unit costs or contributions are used, the details on the calculation will be explained in Annex 2a.

5.5 Budget flexibility

The budget breakdown may be adjusted — without an amendment (see Article 39) — by transfers (between participants and budget categories), as long as this does not imply any substantive or important change to the description of the action in Annex 1.

However:

- changes to the budget category for volunteers (if used) always require an amendment
- changes to budget categories with lump sums costs or contributions (if used; including financing not linked to costs) always require an amendment
- changes to budget categories with higher funding rates or budget ceilings (if used) always require an amendment
- addition of amounts for subcontracts not provided for in Annex 1 either require an amendment or simplified approval in accordance with Article 6.2
- other changes require an amendment or simplified approval, if specifically provided for in Article 6.2
- flexibility caps: not applicable.

⁹ See Article 125 EU Financial Regulation 2018/1046.

ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS AND CONTRIBUTIONS

In order to be eligible, costs and contributions must meet the **eligibility** conditions set out in this Article.

6.1 General eligibility conditions

The **general eligibility conditions** are the following:

- (a) for actual costs:
 - (i) they must be actually incurred by the beneficiary
 - (ii) they must be incurred in the period set out in Article 4 (with the exception of costs relating to the submission of the final periodic report, which may be incurred afterwards; see Article 21)
 - (iii) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
 - (iv) they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation
 - (v) they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
 - (vi) they must comply with the applicable national law on taxes, labour and social security and
 - (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency
- (b) for unit costs or contributions (if any):
 - (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
 - (ii) the units must:
 - be actually used or produced by the beneficiary in the period set out in Article 4 (with the exception of units relating to the submission of the final periodic report, which may be used or produced afterwards; see Article 21)
 - be necessary for the implementation of the action and
 - (iii) the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 20)
- (c) for flat-rate costs or contributions (if any):
 - (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2

- (ii) the costs or contributions to which the flat-rate is applied must:
 - be eligible
 - relate to the period set out in Article 4 (with the exception of costs or contributions relating to the submission of the final periodic report, which may be incurred afterwards; see Article 21)
- (d) for lump sum costs or contributions (if any):
 - (i) they must be declared under one of the budget categories set out in Article 6.2 and Annex 2
 - (ii) the work must be properly implemented by the beneficiary in accordance with Annex 1
 - (iii) the deliverables/outputs must be achieved in the period set out in Article 4 (with the exception of deliverables/outputs relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)
- (e) for unit, flat-rate or lump sum costs or contributions according to usual cost accounting practices (if any):
 - (i) they must fulfil the general eligibility conditions for the type of cost concerned
 - (ii) the cost accounting practices must be applied in a consistent manner, based on objective criteria, regardless of the source of funding
- (f) for financing not linked to costs (if any): the results must be achieved or the conditions must be fulfilled as described in Annex 1.

In addition, for direct cost categories (e.g. personnel, travel & subsistence, subcontracting and other direct costs) only costs that are directly linked to the action implementation and can therefore be attributed to it directly are eligible. They must not include any indirect costs (i.e. costs that are only indirectly linked to the action, e.g. via cost drivers).

6.2 Specific eligibility conditions for each budget category

For each budget category, the **specific eligibility conditions** are as follows:

Direct costs

A. Personnel costs

A.1 Costs for employees (or equivalent) are eligible as personnel costs if they fulfil the general eligibility conditions and are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action.

They must be limited to salaries, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act) and be calculated on the basis of the costs actually incurred, in accordance with the following method:

{daily rate for the person
multiplied by
number of day-equivalents worked on the action (rounded up or down to the nearest half-day)}.

The daily rate must be calculated as:

{annual personnel costs for the person
divided by
215}.

The number of day-equivalents declared for a person must be identifiable and verifiable (see Article 20).

The total number of day-equivalents declared in EU grants, for a person for a year, cannot be higher than 215.

The personnel costs may also include supplementary payments for personnel assigned to the action (including payments on the basis of supplementary contracts regardless of their nature), if:

- it is part of the beneficiary's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required
- the criteria used to calculate the supplementary payments are objective and generally applied by the beneficiary, regardless of the source of funding used.

A.2 and A.3 Costs for natural persons working under a direct contract other than an employment contract and costs for **seconded persons by a third party against payment** are also eligible as personnel costs, if they are assigned to the action, fulfil the general eligibility conditions and:

- (a) work under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed) and
- (b) the result of the work belongs to the beneficiary (unless agreed otherwise).

They must be calculated on the basis of a rate which corresponds to the costs actually incurred for the direct contract or secondment and must not be significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.

A.4 The work of **SME owners** for the action (i.e. owners of beneficiaries that are small and medium-sized enterprises¹⁰ not receiving a salary) or **natural person beneficiaries** (i.e. beneficiaries that are natural persons not receiving a salary) may be declared as personnel costs, if they fulfil the general

¹⁰ For the definition, see Commission Recommendation 2003/361/EC: micro, small or medium-sized enterprise (SME) are enterprises

- engaged in an economic activity, irrespective of their legal form (including, in particular, self-employed persons and family businesses engaged in craft or other activities, and partnerships or associations regularly engaged in an economic activity) and
- employing fewer than 250 persons (expressed in 'annual working units' as defined in Article 5 of the Recommendation) and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

eligibility conditions and are calculated as unit costs in accordance with the method set out in Annex 2a.

B. Subcontracting costs

Subcontracting costs for the action (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible, if they are calculated on the basis of the costs actually incurred, fulfil the general eligibility conditions and are awarded using the beneficiary's usual purchasing practices — provided these ensure subcontracts with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (see Article 12).

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

Subcontracting may cover only a limited part of the action.

The tasks to be subcontracted and the estimated cost for each subcontract must be set out in Annex 1 and the total estimated costs of subcontracting per beneficiary must be set out in Annex 2 (or may be approved ex post in the periodic report, if the use of subcontracting does not entail changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants; 'simplified approval procedure').

C. Purchase costs

Purchase costs for the action (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible if they fulfil the general eligibility conditions and are bought using the beneficiary's usual purchasing practices — provided these ensure purchases with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (see Article 12).

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

C.1 Travel and subsistence

Purchases for **travel, accommodation and subsistence** must be calculated as follows:

- travel: as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35¹¹ or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel
- accommodation: as unit costs in accordance with the method set out in Annex 2a if covered by Decision C(2021)35¹² or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel
- subsistence: as unit costs in accordance with the method set out in Annex 2a if covered by

¹¹ Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

¹² Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

Decision C(2021)35¹³ or otherwise as costs actually incurred and in line with the beneficiary's usual practices on travel.

C.2 Equipment

Purchases of **equipment, infrastructure or other assets** used for the action must be declared as depreciation costs, calculated on the basis of the costs actually incurred and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.

Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be taken into account.

Costs for **renting or leasing** equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

C.3 Other goods, works and services

Purchases of **other goods, works and services** must be calculated on the basis of the costs actually incurred.

Such goods, works and services include, for instance, consumables and supplies, promotion, dissemination, protection of results, translations, publications, certificates and financial guarantees, if required under the Agreement.

D. Other cost categories

D.1 Financial support to third parties

Costs for providing financial support to third parties (in the form of **grants, prizes** or similar forms of support; if any) are eligible, if and as declared eligible in the call conditions, if they fulfil the general eligibility conditions, are calculated on the basis of the costs actually incurred and the support is implemented in accordance with the conditions set out in Annex 1.

These conditions must ensure objective and transparent selection procedures and include at least the following:

(a) for grants (or similar):

- (i) the maximum amount of financial support for each third party ('recipient'); this amount may not exceed the amount set out in the Data Sheet (see Point 3) or otherwise agreed with the granting authority
- (ii) the criteria for calculating the exact amount of the financial support
- (iii) the different types of activity that qualify for financial support, on the basis of a closed list
- (iv) the persons or categories of persons that will be supported and
- (v) the criteria and procedures for giving financial support

¹³ Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

- (b) for prizes (or similar):
 - (i) the eligibility and award criteria
 - (ii) the amount of the prize and
 - (iii) the payment arrangements.

Indirect costs

E. Indirect costs

Indirect costs will be reimbursed at the flat-rate of 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any).

Contributions

Not applicable

6.3 Ineligible costs and contributions

The following costs or contributions are **ineligible**:

- (a) costs or contributions that do not comply with the conditions set out above (Article 6.1 and 6.2), in particular:
 - (i) costs related to return on capital and dividends paid by a beneficiary
 - (ii) debt and debt service charges
 - (iii) provisions for future losses or debts
 - (iv) interest owed
 - (v) currency exchange losses
 - (vi) bank costs charged by the beneficiary's bank for transfers from the granting authority
 - (vii) excessive or reckless expenditure
 - (viii) deductible or refundable VAT (including VAT paid by public bodies acting as public authority)
 - (ix) costs incurred or contributions for activities implemented during grant agreement suspension (see Article 31)
 - (x) in-kind contributions by third parties
- (b) costs or contributions declared under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget), except for the following cases:
 - (i) Synergy actions: not applicable

- (ii) if the action grant is combined with an operating grant¹⁴ running during the same period and the beneficiary can demonstrate that the operating grant does not cover any (direct or indirect) costs of the action grant
- (c) costs or contributions for staff of a national (or regional/local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant)
- (d) costs or contributions (especially travel and subsistence) for staff or representatives of EU institutions, bodies or agencies
- (e) other :
 - (i) country restrictions for eligible costs: not applicable
 - (ii) costs or contributions declared specifically ineligible in the call conditions.

6.4 Consequences of non-compliance

If a beneficiary declares costs or contributions that are ineligible, they will be rejected (see Article 27).

This may also lead to other measures described in Chapter 5.

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

The beneficiaries, as signatories of the Agreement, are fully responsible towards the granting authority for implementing it and for complying with all its obligations.

They must implement the Agreement to their best abilities, in good faith and in accordance with all the obligations and terms and conditions it sets out.

They must have the appropriate resources to implement the action and implement the action under their own responsibility and in accordance with Article 11. If they rely on affiliated entities or other participants (see Articles 8 and 9), they retain sole responsibility towards the granting authority and the other beneficiaries.

They are jointly responsible for the *technical* implementation of the action. If one of the beneficiaries fails to implement their part of the action, the other beneficiaries must ensure that this part is implemented by someone else (without being entitled to an increase of the maximum grant amount and subject to an amendment; see Article 39). The *financial* responsibility of each beneficiary in case of recoveries is governed by Article 22.

¹⁴ For the definition, see Article 180(2)(b) of EU Financial Regulation 2018/1046: ‘**operating grant**’ means an EU grant to finance “the functioning of a body which has an objective forming part of and supporting an EU policy”.

The beneficiaries (and their action) must remain eligible under the EU programme funding the grant for the entire duration of the action. Costs and contributions will be eligible only as long as the beneficiary and the action are eligible.

The **internal roles and responsibilities** of the beneficiaries are divided as follows:

(a) Each beneficiary must:

- (i) keep information stored in the Portal Participant Register up to date (see Article 19)
- (ii) inform the granting authority (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 19)
- (iii) submit to the coordinator in good time:
 - the prefinancing guarantees (if required; see Article 23)
 - the financial statements and certificates on the financial statements (CFS) (if required; see Articles 21 and 24.2 and Data Sheet, Point 4.3)
 - the contribution to the deliverables and technical reports (see Article 21)
 - any other documents or information required by the granting authority under the Agreement
- (iv) submit via the Portal data and information related to the participation of their affiliated entities.

(b) The coordinator must:

- (i) monitor that the action is implemented properly (see Article 11)
- (ii) act as the intermediary for all communications between the consortium and the granting authority, unless the Agreement or granting authority specifies otherwise, and in particular:
 - submit the prefinancing guarantees to the granting authority (if any)
 - request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority
 - submit the deliverables and reports to the granting authority
 - inform the granting authority about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Articles 22 and 32)
- (iii) distribute the payments received from the granting authority to the other beneficiaries without unjustified delay (see Article 22).

The coordinator may not delegate or subcontract the above-mentioned tasks to any other beneficiary or third party (including affiliated entities).

However, coordinators which are public bodies may delegate the tasks set out in Point (b)(ii) last indent and (iii) above to entities with ‘authorisation to administer’ which they have created or which are controlled by or affiliated to them. In this case, the coordinator retains sole responsibility for the payments and for compliance with the obligations under the Agreement.

Moreover, coordinators which are ‘sole beneficiaries’¹⁵ (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

The beneficiaries must have **internal arrangements** regarding their operation and co-ordination, to ensure that the action is implemented properly.

If required by the granting authority (see Data Sheet, Point 1), these arrangements must be set out in a written **consortium agreement** between the beneficiaries, covering for instance:

- the internal organisation of the consortium
- the management of access to the Portal
- different distribution keys for the payments and financial responsibilities in case of recoveries (if any)
- additional rules on rights and obligations related to background and results (see Article 16)
- settlement of internal disputes
- liability, indemnification and confidentiality arrangements between the beneficiaries.

The internal arrangements must not contain any provision contrary to this Agreement.

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

Not applicable

9.2 Third parties giving in-kind contributions to the action

Other third parties may give in-kind contributions to the action (i.e. personnel, equipment, other goods, works and services, etc. which are free-of-charge), if necessary for the implementation.

Third parties giving in-kind contributions do not implement any action tasks. They may not charge costs or contributions to the action and the costs for the in-kind contributions are not eligible.

¹⁵ For the definition, see Article 187(2) EU Financial Regulation 2018/1046: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

The third parties and their in-kind contributions should be set out in Annex 1.

9.3 Subcontractors

Subcontractors may participate in the action, if necessary for the implementation.

Subcontractors must implement their action tasks in accordance with Article 11. The costs for the subcontracted tasks (invoiced price from the subcontractor) are eligible and may be charged by the beneficiaries, under the conditions set out in Article 6. The costs will be included in Annex 2 as part of the beneficiaries' costs.

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the subcontractors.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the subcontractors.

9.4 Recipients of financial support to third parties

If the action includes providing financial support to third parties (e.g. grants, prizes or similar forms of support), the beneficiaries must ensure that their contractual obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the third parties receiving the support (recipients).

The beneficiaries must also ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the recipients.

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

Participants which are established in a non-EU country (if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC¹⁶
- for the controls under Article 25: to allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

¹⁶ Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

Special rules on dispute settlement apply (see Data Sheet, Point 5).

10.2 Participants which are international organisations

Participants which are international organisations (IOs; if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

For such participants, nothing in the Agreement will be interpreted as a waiver of their privileges or immunities, as accorded by their constituent documents or international law.

Special rules on applicable law and dispute settlement apply (see Article 43 and Data Sheet, Point 5).

10.3 Pillar-assessed participants

Pillar-assessed participants (if any) may rely on their own systems, rules and procedures, in so far as they have been positively assessed and do not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries.

‘Pillar-assessment’ means a review by the European Commission on the systems, rules and procedures which participants use for managing EU grants (in particular internal control system, accounting system, external audits, financing of third parties, rules on recovery and exclusion, information on recipients and protection of personal data; see Article 154 EU Financial Regulation 2018/1046).

Participants with a positive pillar assessment may rely on their own systems, rules and procedures, in particular for:

- record-keeping (Article 20): may be done in accordance with internal standards, rules and procedures
- currency conversion for financial statements (Article 21): may be done in accordance with usual accounting practices
- guarantees (Article 23): for public law bodies, prefinancing guarantees are not needed
- certificates (Article 24):
 - certificates on the financial statements (CFS): may be provided by their regular internal or external auditors and in accordance with their internal financial regulations and procedures

- certificates on usual accounting practices (CoMUC): are not needed if those practices are covered by an ex-ante assessment

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant's internal rules and procedures and the framework agreement (if any)
- grant agreement suspension (Article 31): certain costs incurred during grant suspension are eligible (notably, minimum costs necessary for a possible resumption of the action and costs relating to contracts which were entered into before the pre-information letter was received and which could not reasonably be suspended, reallocated or terminated on legal grounds)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds
- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

Participants whose pillar assessment covers procurement and granting procedures may also do purchases, subcontracting and financial support to third parties (Article 6.2) in accordance with their internal rules and procedures for purchases, subcontracting and financial support.

Participants whose pillar assessment covers data protection rules may rely on their internal standards, rules and procedures for data protection (Article 15).

The participants may however not rely on provisions which would breach the principle of equal treatment of applicants or beneficiaries or call into question the decision awarding the grant, such as in particular:

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)

- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)
- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

If the pillar assessment was subject to remedial measures, reliance on the internal systems, rules and procedures is subject to compliance with those remedial measures.

Participants whose assessment has not yet been updated to cover (the new rules on) data protection may rely on their internal systems, rules and procedures, provided that they ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subject
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the personal data.

Participants must inform the coordinator without delay of any changes to the systems, rules and procedures that were part of the pillar assessment. The coordinator must immediately inform the granting authority.

Pillar-assessed participants that have also concluded a framework agreement with the EU, may moreover — under the same conditions as those above (i.e. not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries) — rely on the provisions set out in that framework agreement.

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement, the call conditions and all legal obligations under applicable EU, international and national law.

11.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

They must formally notify the granting authority without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The granting authority may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

12.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the beneficiary may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

The parties must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') — during the implementation of the action and for at least until the time-limit set out in the Data Sheet (see Point 6).

If a beneficiary requests, the granting authority may agree to keep such information confidential for a longer period.

Unless otherwise agreed between the parties, they may use sensitive information only to implement the Agreement.

The beneficiaries may disclose sensitive information to their personnel or other participants involved in the action only if they:

- (a) need to know it in order to implement the Agreement and
- (b) are bound by an obligation of confidentiality.

The granting authority may disclose sensitive information to its staff and to other EU institutions and bodies.

It may moreover disclose sensitive information to third parties, if:

- (a) this is necessary to implement the Agreement or safeguard the EU financial interests and
- (b) the recipients of the information are bound by an obligation of confidentiality.

The confidentiality obligations no longer apply if:

- (a) the disclosing party agrees to release the other party
- (b) the information becomes publicly available, without breaching any confidentiality obligation
- (c) the disclosure of the sensitive information is required by EU, international or national law.

Specific confidentiality rules (if any) are set out in Annex 5.

13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444¹⁷ and its implementing rules).

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority.

Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority.

Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

Specific security rules (if any) are set out in Annex 5.

13.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

Specific ethics rules (if any) are set out in Annex 5.

14.2 Values

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for

¹⁷ Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

Specific rules on values (if any) are set out in Annex 5.

14.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

Any personal data under the Agreement will be processed under the responsibility of the data controller of the granting authority in accordance with and for the purposes set out in the Portal Privacy Statement.

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725¹⁸.

15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679¹⁹).

They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

¹⁸ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

¹⁹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('GDPR') (OJ L 119, 4.5.2016, p. 1).

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation.

The beneficiaries must inform the persons whose data are transferred to the granting authority and provide them with the Portal Privacy Statement.

15.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 16 — INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE

16.1 Background and access rights to background

The beneficiaries must give each other and the other participants access to the background identified as needed for implementing the action, subject to any specific rules in Annex 5.

‘Background’ means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that is:

- (a) held by the beneficiaries before they acceded to the Agreement and
- (b) needed to implement the action or exploit the results.

If background is subject to rights of a third party, the beneficiary concerned must ensure that it is able to comply with its obligations under the Agreement.

16.2 Ownership of results

The granting authority does not obtain ownership of the results produced under the action.

‘Results’ means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether or not it can be protected, as well as any rights attached to it, including intellectual property rights.

16.3 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes

The granting authority has the right to use non-sensitive information relating to the action and materials and documents received from the beneficiaries (notably summaries for publication, deliverables, as well as any other material, such as pictures or audio-visual material, in paper or electronic form) for policy, information, communication, dissemination and publicity purposes — during the action or afterwards.

The right to use the beneficiaries’ materials, documents and information is granted in the form of a royalty-free, non-exclusive and irrevocable licence, which includes the following rights:

- (a) **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- (b) **distribution to the public** (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes)
- (c) **editing or redrafting** (including shortening, summarising, inserting other elements (e.g. meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation)
- (d) **translation**
- (e) **storage** in paper, electronic or other form
- (f) **archiving**, in line with applicable document-management rules
- (g) the right to authorise **third parties** to act on its behalf or sub-license to third parties the modes of use set out in Points (b), (c), (d) and (f), if needed for the information, communication and publicity activity of the granting authority
- (h) **processing**, analysing, aggregating the materials, documents and information received and **producing derivative works**.

The rights of use are granted for the whole duration of the industrial or intellectual property rights concerned.

If materials or documents are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

Where applicable, the granting authority will insert the following information:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the [name of granting authority] under conditions.”

16.4 Specific rules on IPR, results and background

Specific rules regarding intellectual property rights, results and background (if any) are set out in Annex 5.

16.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such a breach may also lead to other measures described in Chapter 5.

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results by providing targeted information to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority.

17.2 Visibility — European flag and funding statement

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to

exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

17.3 Quality of information — Disclaimer

Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

17.4 Specific communication, dissemination and visibility rules

Specific communication, dissemination and visibility rules (if any) are set out in Annex 5.

17.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

18.1 Specific rules for carrying out the action

Specific rules for implementing the action (if any) are set out in Annex 5.

18.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such a breach may also lead to other measures described in Chapter 5.

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

The beneficiaries must provide — during the action or afterwards and in accordance with Article 7 — any information requested in order to verify eligibility of the costs or contributions declared, proper implementation of the action and compliance with the other obligations under the Agreement.

The information provided must be accurate, precise and complete and in the format requested, including electronic format.

19.2 Participant Register data updates

The beneficiaries must keep — at all times, during the action or afterwards — their information stored in the Portal Participant Register up to date, in particular, their name, address, legal representatives, legal form and organisation type.

19.3 Information about events and circumstances which impact the action

The beneficiaries must immediately inform the granting authority (and the other beneficiaries) of any of the following:

- (a) **events** which are likely to affect or delay the implementation of the action or affect the EU's financial interests, in particular:
 - (i) changes in their legal, financial, technical, organisational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature)
 - (ii) linked action information: not applicable
- (b) **circumstances** affecting:
 - (i) the decision to award the grant or
 - (ii) compliance with requirements under the Agreement.

19.4 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

The beneficiaries must — at least until the time-limit set out in the Data Sheet (see Point 6) — keep records and other supporting documents to prove the proper implementation of the action in line with the accepted standards in the respective field (if any).

In addition, the beneficiaries must — for the same period — keep the following to justify the amounts declared:

- (a) for actual costs: adequate records and supporting documents to prove the costs declared (such as contracts, subcontracts, invoices and accounting records); in addition, the beneficiaries' usual accounting and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documents
- (b) for flat-rate costs and contributions (if any): adequate records and supporting documents to prove the eligibility of the costs or contributions to which the flat-rate is applied

- (c) for the following simplified costs and contributions: the beneficiaries do not need to keep specific records on the actual costs incurred, but must keep:
- (i) for unit costs and contributions (if any): adequate records and supporting documents to prove the number of units declared
 - (ii) for lump sum costs and contributions (if any): adequate records and supporting documents to prove proper implementation of the work as described in Annex 1
 - (iii) for financing not linked to costs (if any): adequate records and supporting documents to prove the achievement of the results or the fulfilment of the conditions as described in Annex 1
- (d) for unit, flat-rate and lump sum costs and contributions according to usual cost accounting practices (if any): the beneficiaries must keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions set out in Articles 6.1 and 6.2.

Moreover, the following is needed for specific budget categories:

- (e) for personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor, unless another reliable time-record system is in place; the granting authority may accept alternative evidence supporting the time worked for the action declared, if it considers that it offers an adequate level of assurance
- (f) additional record-keeping rules: not applicable

The records and supporting documents must be made available upon request (see Article 19) or in the context of checks, reviews, audits or investigations (see Article 25).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Article 25), the beneficiaries must keep these records and other supporting documentation until the end of these procedures.

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

20.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, costs or contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 21 — REPORTING

21.1 Continuous reporting

The beneficiaries must continuously report on the progress of the action (e.g. **deliverables, milestones, outputs/outcomes, critical risks, indicators**, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal.

21.2 Periodic reporting: Technical reports and financial statements

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2):

- for additional prefinancings (if any): an **additional prefinancing report**
- for interim payments (if any) and the final payment: a **periodic report**.

The prefinancing and periodic reports include a technical and financial part.

The technical part includes an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool.

The financial part of the additional prefinancing report includes a statement on the use of the previous prefinancing payment.

The financial part of the periodic report includes:

- the financial statements (individual and consolidated; for all beneficiaries/affiliated entities)
- the explanation on the use of resources (or detailed cost reporting table, if required)
- the certificates on the financial statements (CFS) (if required; see Article 24.2 and Data Sheet, Point 4.3).

The **financial statements** must detail the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action (see Articles 6 and 22).

All eligible costs and contributions incurred should be declared, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts that are not declared in the individual financial statements will not be taken into account by the granting authority.

By signing the financial statements (directly in the Portal Periodic Reporting tool), the beneficiaries confirm that:

- the information provided is complete, reliable and true
- the costs and contributions declared are eligible (see Article 6)
- the costs and contributions can be substantiated by adequate records and supporting documents (see Article 20) that will be produced upon request (see Article 19) or in the context of checks, reviews, audits and investigations (see Article 25)
- for the final periodic report: all the revenues have been declared (if required; see Article 22).

Beneficiaries will have to submit also the financial statements of their affiliated entities (if any). In case of recoveries (see Article 22), beneficiaries will be held responsible also for the financial statements of their affiliated entities.

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union* (ECB website), calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the *Official Journal* for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period.

Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

21.4 Reporting language

The reporting must be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

21.5 Consequences of non-compliance

If a report submitted does not comply with this Article, the granting authority may suspend the payment deadline (see Article 29) and apply other measures described in Chapter 5.

If the coordinator breaches its reporting obligations, the granting authority may terminate the grant or the coordinator's participation (see Article 32) or apply other measures described in Chapter 5.

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

Payments will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

They will be made in euro to the bank account indicated by the coordinator (see Data Sheet, Point 4.2) and must be distributed without unjustified delay (restrictions may apply to distribution of the initial prefinancing payment; see Data Sheet, Point 4.2).

Payments to this bank account will discharge the granting authority from its payment obligation.

The cost of payment transfers will be borne as follows:

- the granting authority bears the cost of transfers charged by its bank
- the beneficiary bears the cost of transfers charged by its bank

- the party causing a repetition of a transfer bears all costs of the repeated transfer.

Payments by the granting authority will be considered to have been carried out on the date when they are debited to its account.

22.2 Recoveries

Recoveries will be made, if — at beneficiary termination, final payment or afterwards — it turns out that the granting authority has paid too much and needs to recover the amounts undue.

The general liability regime for recoveries (first-line liability) is as follows: At final payment, the coordinator will be fully liable for recoveries, even if it has not been the final recipient of the undue amounts. At beneficiary termination or after final payment, recoveries will be made directly against the beneficiaries concerned.

Beneficiaries will be fully liable for repaying the debts of their affiliated entities.

In case of enforced recoveries (see Article 22.4):

- the beneficiaries will be jointly and severally liable for repaying debts of another beneficiary under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4)
- affiliated entities will be held liable for repaying debts of their beneficiaries under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4).

22.3 Amounts due

22.3.1 Prefinancing payments

The aim of the prefinancing is to provide the beneficiaries with a float.

It remains the property of the EU until the final payment.

For **initial prefinancings** (if any), the amount due, schedule and modalities are set out in the Data Sheet (see Point 4.2).

For **additional prefinancings** (if any), the amount due, schedule and modalities are also set out in the Data Sheet (see Point 4.2). However, if the statement on the use of the previous prefinancing payment shows that less than 70% was used, the amount set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.

Prefinancing payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

22.3.2 Amount due at beneficiary termination — Recovery

In case of beneficiary termination, the granting authority will determine the provisional amount due for the beneficiary concerned. Payments (if any) will be made with the next interim or final payment.

The **amount due** will be calculated in the following step:

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the beneficiary for all reporting periods, by calculating the ‘maximum EU contribution to costs’ (applying the funding rate to the accepted costs of the beneficiary), taking into account requests for a lower contribution to costs and CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the ‘total accepted EU contribution’ for the beneficiary.

The **balance** is then calculated by deducting the payments received (if any; see report on the distribution of payments in Article 32), from the total accepted EU contribution:

$$\left\{ \begin{array}{l} \text{total accepted EU contribution for the beneficiary} \\ \text{minus} \\ \text{prefinancing and interim payments received (if any)} \end{array} \right\}.$$

If the balance is **positive**, the amount will be included in the next interim or final payment to the consortium.

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount due, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered and ask this amount to be paid to the coordinator (**confirmation letter**).

The amounts will later on also be taken into account for the next interim or final payment.

22.3.3 Interim payments

Interim payments reimburse the eligible costs and contributions claimed for the implementation of the action during the reporting periods (if any).

Interim payments (if any) will be made in accordance with the schedule and modalities set out the Data Sheet (see Point 4.2).

Payment is subject to the approval of the periodic report. Its approval does not imply recognition of compliance, authenticity, completeness or correctness of its content.

The **interim payment** will be calculated by the granting authority in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

The granting authority will calculate the ‘accepted EU contribution’ for the action for the reporting period, by first calculating the ‘maximum EU contribution to costs’ (applying the funding rate to the accepted costs of each beneficiary), taking into account requests for a lower contribution to costs, and CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

After that, the granting authority will take into account grant reductions from beneficiary termination (if any). The resulting amount is the ‘total accepted EU contribution’.

Step 2 — Limit to the interim payment ceiling

The resulting amount is then capped to ensure that the total amount of prefinancing and interim payments (if any) does not exceed the interim payment ceiling set out in the Data Sheet (see Point 4.2).

Interim payments (or parts of them) may be offset (without the beneficiaries’ consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

22.3.4 Final payment — Final grant amount — Revenues and Profit — Recovery

The final payment (payment of the balance) reimburses the remaining part of the eligible costs and contributions claimed for the implementation of the action (if any).

The final payment will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

Payment is subject to the approval of the final periodic report. Its approval does not imply recognition of compliance, authenticity, completeness or correctness of its content.

The **final grant amount for the action** will be calculated in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the action for all reporting periods, by calculating the ‘maximum EU contribution to costs’ (applying the funding rate to the total accepted costs of each beneficiary), taking into account requests for a lower contribution to costs, CFS threshold cappings (if any; see Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any).

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the ‘total accepted EU contribution’.

Step 2 — Limit to the maximum grant amount

If the resulting amount is higher than the maximum grant amount set out in Article 5.2, it will be limited to the latter.

Step 3 — Reduction due to the no-profit rule

If the no-profit rule is provided for in the Data Sheet (see Point 4.2), the grant must not produce a profit (i.e. surplus of the amount obtained following Step 2 plus the action’s revenues, over the eligible costs and contributions approved by the granting authority).

‘Revenue’ is all income generated by the action, during its duration (see Article 4), for beneficiaries that are profit legal entities.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the eligible costs approved by the granting authority (as compared to the amount calculated following Steps 1 and 2 minus the contributions).

The **balance** (final payment) is then calculated by deducting the total amount of prefinancing and interim payments already made (if any), from the final grant amount:

$$\begin{aligned} & \{\text{final grant amount} \\ & \text{minus} \\ & \{\text{prefinancing and interim payments made (if any)}\} \}. \end{aligned}$$

If the balance is **positive**, it will be **paid** to the coordinator.

The final payment (or part of it) may be offset (without the beneficiaries’ consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to recover, the final grant amount, the amount to be recovered and the reasons why
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and date for payment.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

22.3.5 Audit implementation after final payment — Revised final grant amount — Recovery

If — after the final payment (in particular, after checks, reviews, audits or investigations; see Article 25) — the granting authority rejects costs or contributions (see Article 27) or reduces the grant (see Article 28), it will calculate the **revised final grant amount** for the beneficiary concerned.

The **beneficiary revised final grant amount** will be calculated in the following step:

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

The granting authority will first calculate the ‘revised accepted EU contribution’ for the beneficiary, by calculating the ‘revised accepted costs’ and ‘revised accepted contributions’.

After that, it will take into account grant reductions (if any). The resulting ‘revised total accepted EU contribution’ is the beneficiary revised final grant amount.

If the revised final grant amount is lower than the beneficiary’s final grant amount (i.e. its share in the final grant amount for the action), it will be **recovered** in accordance with the following procedure:

The **beneficiary final grant amount** (i.e. share in the final grant amount for the action) is calculated as follows:

$$\left\{ \begin{array}{l} \text{total accepted EU contribution for the beneficiary} \\ \text{divided by} \\ \text{total accepted EU contribution for the action} \end{array} \right\} \times \left\{ \begin{array}{l} \text{multiplied by} \\ \text{final grant amount for the action} \end{array} \right\}.$$

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and the date for payment.

Recoveries against affiliated entities (if any) will be handled through their beneficiaries.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

22.4 Enforced recovery

If payment is not made by the date specified in the debit note, the amount due will be recovered:

- (a) by offsetting the amount — without the coordinator or beneficiary's consent — against any amounts owed to the coordinator or beneficiary by the granting authority.

In exceptional circumstances, to safeguard the EU financial interests, the amount may be offset before the payment date specified in the debit note.

For grants where the granting authority is the European Commission or an EU executive agency, debts may also be offset against amounts owed by other Commission services or executive agencies.

- (b) by drawing on the financial guarantee(s) (if any)
- (c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)
- (d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)
- (e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 2018/1046.

The amount to be recovered will be increased by **late-payment interest** at the rate set out in Article 22.5, from the day following the payment date in the debit note, up to and including the date the full payment is received.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366²⁰ applies.

For grants where the granting authority is an EU executive agency, enforced recovery by offsetting or enforceable decision will be done by the services of the European Commission (see also Article 43).

22.5 Consequences of non-compliance

22.5.1 If the granting authority does not pay within the payment deadlines (see above), the beneficiaries are entitled to **late-payment interest** at the rate applied by the European Central Bank (ECB) for its main refinancing operations in euros ('reference rate'), plus the rate specified in the

²⁰ Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

Data Sheet (Point 4.2). The reference rate is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

If the late-payment interest is lower than or equal to EUR 200, it will be paid to the coordinator only on request submitted within two months of receiving the late payment.

Late-payment interest is not due if all beneficiaries are EU Member States (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of this Agreement).

If payments or the payment deadline are suspended (see Articles 29 and 30), payment will not be considered as late.

Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.

Late-payment interest is not considered for the purposes of calculating the final grant amount.

22.5.2 If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the coordinator may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

If required by the granting authority (see Data Sheet, Point 4.2), the beneficiaries must provide (one or more) prefinancing guarantee(s) in accordance with the timing and the amounts set out in the Data Sheet.

The coordinator must submit them to the granting authority in due time before the prefinancing they are linked to.

The guarantees must be drawn up using the template published on the Portal and fulfil the following conditions:

- (a) be provided by a bank or approved financial institution established in the EU or — if requested by the coordinator and accepted by the granting authority — by a third party or a bank or financial institution established outside the EU offering equivalent security
- (b) the guarantor stands as first-call guarantor and does not require the granting authority to first have recourse against the principal debtor (i.e. the beneficiary concerned) and
- (c) remain explicitly in force until the final payment and, if the final payment takes the form of a recovery, until five months after the debit note is notified to a beneficiary.

They will be released within the following month.

23.2 Consequences of non-compliance

If the beneficiaries breach their obligation to provide the prefinancing guarantee, the prefinancing will not be paid.

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 24 — CERTIFICATES

24.1 Operational verification report (OVR)

Not applicable

24.2 Certificate on the financial statements (CFS)

If required by the granting authority (see Data Sheet, Point 4.3), the beneficiaries must provide certificates on their financial statements (CFS), in accordance with the schedule, threshold and conditions set out in the Data Sheet.

The coordinator must submit them as part of the periodic report (see Article 21).

The certificates must be drawn up using the template published on the Portal, cover the costs declared on the basis of actual costs and costs according to usual cost accounting practices (if any), and fulfil the following conditions:

- (a) be provided by a qualified approved external auditor which is independent and complies with Directive 2006/43/EC²¹ (or for public bodies: by a competent independent public officer)
- (b) the verification must be carried out according to the highest professional standards to ensure that the financial statements comply with the provisions under the Agreement and that the costs declared are eligible.

The certificates will not affect the granting authority's right to carry out its own checks, reviews or audits, nor preclude the European Court of Auditors (ECA), the European Public Prosecutor's Office (EPPO) or the European Anti-Fraud Office (OLAF) from using their prerogatives for audits and investigations under the Agreement (see Article 25).

If the costs (or a part of them) were already audited by the granting authority, these costs do not need to be covered by the certificate and will not be counted for calculating the threshold (if any).

24.3 Certificate on the compliance of usual cost accounting practices (CoMUC)

Not applicable

24.4 Systems and process audit (SPA)

Not applicable

24.5 Consequences of non-compliance

²¹ Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

If a beneficiary does not submit a certificate on the financial statements (CFS) or the certificate is rejected, the accepted EU contribution to costs will be capped to reflect the CFS threshold.

If a beneficiary breaches any of its other obligations under this Article, the granting authority may apply the measures described in Chapter 5.

ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

The granting authority may — during the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing costs and contributions, deliverables and reports.

25.1.2 Project reviews

The granting authority may carry out reviews on the proper implementation of the action and compliance with the obligations under the Agreement (general project reviews or specific issues reviews).

Such project reviews may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiary concerned and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent, outside experts. If it uses outside experts, the coordinator or beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The coordinator or beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted (including information on the use of resources). The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.

The coordinator or beneficiary concerned may be requested to participate in meetings, including with the outside experts.

For **on-the-spot visits**, the beneficiary concerned must allow access to sites and premises (including to the outside experts) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a **project review report** will be drawn up.

The granting authority will formally notify the project review report to the coordinator or beneficiary concerned, which has 30 days from receiving notification to make observations.

Project reviews (including project review reports) will be in the language of the Agreement.

25.1.3 Audits

The granting authority may carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

Such audits may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the beneficiary concerned and will be considered to start on the date of the notification.

The granting authority may use its own audit service, delegate audits to a centralised service or use external audit firms. If it uses an external firm, the beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. Sensitive information and documents will be treated in accordance with Article 13.

For **on-the-spot** visits, the beneficiary concerned must allow access to sites and premises (including for the external audit firm) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a **draft audit report** will be drawn up.

The auditors will formally notify the draft audit report to the beneficiary concerned, which has 30 days from receiving notification to make observations (contradictory audit procedure).

The **final audit report** will take into account observations by the beneficiary concerned and will be formally notified to them.

Audits (including audit reports) will be in the language of the Agreement.

25.2 European Commission checks, reviews and audits in grants of other granting authorities

Where the granting authority is not the European Commission, the latter has the same rights of checks, reviews and audits as the granting authority.

25.3 Access to records for assessing simplified forms of funding

The beneficiaries must give the European Commission access to their statutory records for the periodic assessment of simplified forms of funding which are used in EU programmes.

25.4 OLAF, EPPO and ECA audits and investigations

The following bodies may also carry out checks, reviews, audits and investigations — during the action or afterwards:

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013²² and No 2185/96²³
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

If requested by these bodies, the beneficiary concerned must provide full, accurate and complete information in the format requested (including complete accounts, individual salary statements or other personal data, including in electronic format) and allow access to sites and premises for on-the-spot visits or inspections — as provided for under these Regulations.

To this end, the beneficiary concerned must keep all relevant information relating to the action, at least until the time-limit set out in the Data Sheet (Point 6) and, in any case, until any ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims have been concluded.

25.5 Consequences of checks, reviews, audits and investigations — Extension of results of reviews, audits or investigations

25.5.1 Consequences of checks, reviews, audits and investigations in this grant

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to rejections (see Article 27), grant reduction (see Article 28) or other measures described in Chapter 5.

Rejections or grant reductions after the final payment will lead to a revised final grant amount (see Article 22).

Findings in checks, reviews, audits or investigations during the action implementation may lead to a request for amendment (see Article 39), to change the description of the action set out in Annex 1.

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations in any EU grant may also lead to consequences in other EU grants awarded under similar conditions ('extension to other grants').

Moreover, findings arising from an OLAF or EPPO investigation may lead to criminal prosecution under national law.

25.5.2 Extension from other grants

Results of checks, reviews, audits or investigations in other grants may be extended to this grant, if:

- (a) the beneficiary concerned is found, in other EU grants awarded under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and

²² Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1).

²³ Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

- (b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — within the time-limit for audits set out in the Data Sheet (see Point 6).

The granting authority will formally notify the beneficiary concerned of the intention to extend the findings and the list of grants affected.

If the extension concerns **rejections of costs or contributions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings
- (b) the request to submit revised financial statements for all grants affected
- (c) the correction rate for extrapolation, established on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected, if the beneficiary concerned:
 - (i) considers that the submission of revised financial statements is not possible or practicable or
 - (ii) does not submit revised financial statements.

If the extension concerns **grant reductions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings and
- (b) the **correction rate for extrapolation**, established on the basis of the systemic or recurrent errors and the principle of proportionality.

The beneficiary concerned has **60 days** from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method/rate**.

On the basis of this, the granting authority will analyse the impact and decide on the implementation (i.e. start rejection or grant reduction procedures, either on the basis of the revised financial statements or the announced/alternative method/rate or a mix of those; see Articles 27 and 28).

25.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, costs or contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

The granting authority may carry out impact evaluations of the action, measured against the objectives and indicators of the EU programme funding the grant.

Such evaluations may be started during implementation of the action and until the time-limit set out

in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiaries and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent outside experts.

The coordinator or beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

26.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the granting authority may apply the measures described in Chapter 5.

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF COSTS AND CONTRIBUTIONS

27.1 Conditions

The granting authority will — at beneficiary termination, interim payment, final payment or afterwards — reject any costs or contributions which are ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 25).

The rejection may also be based on the extension of findings from other grants to this grant (see Article 25).

Ineligible costs or contributions will be rejected.

27.2 Procedure

If the rejection does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the rejection, the amounts and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the rejection (payment review procedure).

If the rejection leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

27.3 Effects

If the granting authority rejects costs or contributions, it will deduct them from the costs or contributions declared and then calculate the amount due (and, if needed, make a recovery; see Article 22).

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

The granting authority may — at beneficiary termination, final payment or afterwards — reduce the grant for a beneficiary, if:

- (a) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (see Article 25).

The amount of the reduction will be calculated for each beneficiary concerned and proportionate to the seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying an individual reduction rate to their accepted EU contribution.

28.2 Procedure

If the grant reduction does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the reduction, the amount to be reduced and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the reduction (payment review procedure).

If the grant reduction leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

28.3 Effects

If the granting authority reduces the grant, it will deduct the reduction and then calculate the amount due (and, if needed, make a recovery; see Article 22).

SECTION 2 SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

The granting authority may — at any moment — suspend the payment deadline if a payment cannot be processed because:

- (a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed
- (b) there are doubts about the amount to be paid (e.g. ongoing audit extension procedure, queries

about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or

- (c) there are other issues affecting the EU financial interests.

29.2 Procedure

The granting authority will formally notify the coordinator of the suspension and the reasons why.

The suspension will **take effect** the day the notification is sent.

If the conditions for suspending the payment deadline are no longer met, the suspension will be **lifted** — and the remaining time to pay (see Data Sheet, Point 4.2) will resume.

If the suspension exceeds two months, the coordinator may request the granting authority to confirm if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the report and the revised report is not submitted (or was submitted but is also rejected), the granting authority may also terminate the grant or the participation of the coordinator (see Article 32).

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

The granting authority may — at any moment — suspend payments, in whole or in part for one or more beneficiaries, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant.

If payments are suspended for one or more beneficiaries, the granting authority will make partial payment(s) for the part(s) not suspended. If suspension concerns the final payment, the payment (or recovery) of the remaining amount after suspension is lifted will be considered to be the payment that closes the action.

30.2 Procedure

Before suspending payments, the granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to suspend payments and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

At the end of the suspension procedure, the granting authority will also inform the coordinator.

The suspension will **take effect** the day after the confirmation notification is sent.

If the conditions for resuming payments are met, the suspension will be **lifted**. The granting authority will formally notify the beneficiary concerned (and the coordinator) and set the suspension end date.

During the suspension, no prefinancing will be paid to the beneficiaries concerned. For interim payments, the periodic reports for all reporting periods except the last one (see Article 21) must not contain any financial statements from the beneficiary concerned (or its affiliated entities). The coordinator must include them in the next periodic report after the suspension is lifted or — if suspension is not lifted before the end of the action — in the last periodic report.

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

The beneficiaries may request the suspension of the grant or any part of it, if exceptional circumstances — in particular *force majeure* (see Article 35) — make implementation impossible or excessively difficult.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the suspension takes effect; this date may be before the date of the submission of the amendment request and
- the expected date of resumption.

The suspension will **take effect** on the day specified in the amendment.

Once circumstances allow for implementation to resume, the coordinator must immediately request another **amendment** of the Agreement to set the suspension end date, the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the amendment. This date may be before the date of the submission of the amendment request.

During the suspension, no prefinancing will be paid. Costs incurred or contributions for activities implemented during grant suspension are not eligible (see Article 6.3).

31.2 EU-initiated GA suspension

31.2.1 Conditions

The granting authority may suspend the grant or any part of it, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant
- (c) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA suspension grounds: not applicable.

31.2.2 Procedure

Before suspending the grant, the granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to suspend the grant and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

The suspension will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification).

Once the conditions for resuming implementation of the action are met, the granting authority will formally notify the coordinator a **lifting of suspension letter**, in which it will set the suspension end date and invite the coordinator to request an amendment of the Agreement to set the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see

Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the lifting of suspension letter. This date may be before the date on which the letter is sent.

During the suspension, no prefinancing will be paid. Costs incurred or contributions for activities implemented during suspension are not eligible (see Article 6.3).

The beneficiaries may not claim damages due to suspension by the granting authority (see Article 33).

Grant suspension does not affect the granting authority's right to terminate the grant or a beneficiary (see Article 32) or reduce the grant (see Article 28).

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the consortium ends work on the action ('end of work date') and
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

The termination will **take effect** on the termination date specified in the amendment.

If no reasons are given or if the granting authority considers the reasons do not justify termination, it may consider the grant terminated improperly.

32.1.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the costs incurred and contributions for activities implemented before the end of work date (see Article 22). Costs relating to contracts due for execution only after the end of work are not eligible.

If the granting authority does not receive the report within the deadline, only costs and contributions which are included in an approved periodic report will be taken into account (no costs/contributions if no periodic report was ever approved).

Improper termination may lead to a grant reduction (see Article 28).

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

The coordinator may request the termination of the participation of one or more beneficiaries, on request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the opinion of the beneficiary concerned (or proof that this opinion has been requested in writing)
- the date the beneficiary ends work on the action ('end of work date')
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

If the termination concerns the coordinator and is done without its agreement, the amendment request must be submitted by another beneficiary (acting on behalf of the consortium).

The termination will **take effect** on the termination date specified in the amendment.

If no information is given or if the granting authority considers that the reasons do not justify termination, it may consider the beneficiary to have been terminated improperly.

32.2.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work, the financial statement, the explanation on the use of resources, and, if applicable, the certificate on the financial statement (CFS; see Articles 21 and 24.2 and Data Sheet, Point 4.3)
- (iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the report submitted and taking into account the costs incurred and contributions for activities implemented before the end of work date (see Article 22). Costs relating to contracts due for execution only after the end of work are not eligible.

The information in the termination report must also be included in the periodic report for the next reporting period (see Article 21).

If the granting authority does not receive the termination report within the deadline, only costs and contributions which are included in an approved periodic report will be taken into account (no costs/contributions if no periodic report was ever approved).

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the second request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the second request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

Improper termination may lead to a reduction of the grant (see Article 31) or grant termination (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

The granting authority may terminate the grant or the participation of one or more beneficiaries, if:

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations
- (g) a beneficiary (or person having powers of representation, decision-making or control, or person

essential for the award/implementation of the grant) has been found guilty of grave professional misconduct

- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (or created another entity with this purpose)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
 - (i) substantial errors, irregularities or fraud or
 - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings from other grants to this grant; see Article 25)
- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
 - (i) linked action issues: not applicable
 - (ii) additional GA termination grounds: not applicable.

32.3.2 Procedure

Before terminating the grant or participation of one or more beneficiaries, the granting authority will send a **pre-information letter** to the coordinator or beneficiary concerned:

- formally notifying the intention to terminate and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the termination and the date it will take effect (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

For beneficiary terminations, the granting authority will — at the end of the procedure — also inform the coordinator.

The termination will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification; ‘termination date’).

32.3.3 Effects

(a) for **GA termination**:

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the last open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the costs incurred and contributions for activities implemented before termination takes effect (see Article 22). Costs relating to contracts due for execution only after termination are not eligible.

If the grant is terminated for breach of the obligation to submit reports, the coordinator may not submit any report after termination.

If the granting authority does not receive the report within the deadline, only costs and contributions which are included in an approved periodic report will be taken into account (no costs/contributions if no periodic report was ever approved).

Termination does not affect the granting authority’s right to reduce the grant (see Article 28) or to impose administrative sanctions (see Article 34).

The beneficiaries may not claim damages due to termination by the granting authority (see Article 33).

After termination, the beneficiaries’ obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

(b) for **beneficiary termination**:

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work, the financial statement, the explanation on the use of resources, and, if applicable, the certificate on the financial statement (CFS; see Articles 21 and 24.2 and Data Sheet, Point 4.3)
- (iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the

report submitted and taking into account the costs incurred and contributions for activities implemented before termination takes effect (see Article 22). Costs relating to contracts due for execution only after termination are not eligible.

The information in the termination report must also be included in the periodic report for the next reporting period (see Article 21).

If the granting authority does not receive the termination report within the deadline, only costs and contributions included in an approved periodic report will be taken into account (no costs/contributions if no periodic report was ever approved).

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

The granting authority cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of the implementation of the Agreement, including for gross negligence.

The granting authority cannot be held liable for any damage caused by any of the beneficiaries or other participants involved in the action, as a consequence of the implementation of the Agreement.

33.2 Liability of the beneficiaries

The beneficiaries must compensate the granting authority for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement, provided that it was caused by gross negligence or wilful act.

The liability does not extend to indirect or consequential losses or similar damage (such as loss of

profit, loss of revenue or loss of contracts), provided such damage was not caused by wilful act or by a breach of confidentiality.

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95²⁴).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

A party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

‘Force majeure’ means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unforeseeable, exceptional situation and beyond the parties’ control,
- was not due to error or negligence on their part (or on the part of other participants involved in the action), and
- proves to be inevitable in spite of exercising all due diligence.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

EU grants are managed fully electronically through the EU Funding & Tenders Portal (‘Portal’).

All communications must be made electronically through the Portal, in accordance with the Portal Terms and Conditions and using the forms and templates provided there (except if explicitly instructed otherwise by the granting authority).

²⁴ Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

Communications must be made in writing and clearly identify the grant agreement (project number and acronym).

Communications must be made by persons authorised according to the Portal Terms and Conditions. For naming the authorised persons, each beneficiary must have designated — before the signature of this Agreement — a ‘legal entity appointed representative (LEAR)’. The role and tasks of the LEAR are stipulated in their appointment letter (see Portal Terms and Conditions).

If the electronic exchange system is temporarily unavailable, instructions will be given on the Portal.

36.2 Date of communication

The sending date for communications made through the Portal will be the date and time of sending, as indicated by the time logs.

The receiving date for communications made through the Portal will be the date and time the communication is accessed, as indicated by the time logs. Formal notifications that have not been accessed within 10 days after sending, will be considered to have been accessed (see Portal Terms and Conditions).

If a communication is exceptionally made on paper (by e-mail or postal service), general principles apply (i.e. date of sending/receipt). Formal notifications by registered post with proof of delivery will be considered to have been received either on the delivery date registered by the postal service or the deadline for collection at the post office.

If the electronic exchange system is temporarily unavailable, the sending party cannot be considered in breach of its obligation to send a communication within a specified deadline.

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

The address for paper communications to the granting authority (if exceptionally allowed) is the official mailing address indicated on its website.

For beneficiaries, it is the legal address specified in the Portal Participant Register.

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

The provisions in the Data Sheet take precedence over the rest of the Terms and Conditions of the Agreement.

Annex 5 takes precedence over the Terms and Conditions; the Terms and Conditions take precedence over the Annexes other than Annex 5.

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71²⁵, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

The day during which that event occurs is not considered as falling within the period.

‘Days’ means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

39.2 Procedure

The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool.

The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3). If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The granting authority may request additional information.

If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party.

An amendment **takes effect** on the date of entry into force or other date specified in the amendment.

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

²⁵ Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).

40.1 Accession of the beneficiaries mentioned in the Preamble

The beneficiaries which are not coordinator must accede to the grant by signing the accession form (see Annex 3) directly in the Portal Grant Preparation tool, within 30 days after the entry into force of the Agreement (see Article 44).

They will assume the rights and obligations under the Agreement with effect from the date of its entry into force (see Article 44).

If a beneficiary does not accede to the grant within the above deadline, the coordinator must — within 30 days — request an amendment (see Article 39) to terminate the beneficiary and make any changes necessary to ensure proper implementation of the action. This does not affect the granting authority's right to terminate the grant (see Article 32).

40.2 Addition of new beneficiaries

In justified cases, the beneficiaries may request the addition of a new beneficiary.

For this purpose, the coordinator must submit a request for amendment in accordance with Article 39. It must include an accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool.

New beneficiaries will assume the rights and obligations under the Agreement with effect from the date of their accession specified in the accession form (see Annex 3).

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

In justified cases, the beneficiary of a mono-beneficiary grant may request the transfer of the grant to a new beneficiary, provided that this would not call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

The beneficiary must submit a request for **amendment** (see Article 39), with

- the reasons why
- the accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool and
- additional supporting documents (if required by the granting authority).

The new beneficiary will assume the rights and obligations under the Agreement with effect from the date of accession specified in the accession form (see Annex 3).

ARTICLE 42 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE GRANTING AUTHORITY

The beneficiaries may not assign any of their claims for payment against the granting authority to any third party, except if expressly approved in writing by the granting authority on the basis of a reasoned, written request by the coordinator (on behalf of the beneficiary concerned).

If the granting authority has not accepted the assignment or if the terms of it are not observed, the assignment will have no effect on it.

In no circumstances will an assignment release the beneficiaries from their obligations towards the granting authority.

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law

The Agreement is governed by the applicable EU law, supplemented if necessary by the law of Belgium.

Special rules may apply for beneficiaries which are international organisations (if any; see Data Sheet, Point 5).

43.2 Dispute settlement

If a dispute concerns the interpretation, application or validity of the Agreement, the parties must bring action before the EU General Court — or, on appeal, the EU Court of Justice — under Article 272 of the Treaty on the Functioning of the EU (TFEU).

For non-EU beneficiaries (if any), such disputes must be brought before the courts of Brussels, Belgium — unless an international agreement provides for the enforceability of EU court judgements.

For beneficiaries with arbitration as special dispute settlement forum (if any; see Data Sheet, Point 5), the dispute will — in the absence of an amicable settlement — be settled in accordance with the Rules for Arbitration published on the Portal.

If a dispute concerns administrative sanctions, offsetting or an enforceable decision under Article 299 TFEU (see Articles 22 and 34), the beneficiaries must bring action before the General Court — or, on appeal, the Court of Justice — under Article 263 TFEU.

For grants where the granting authority is an EU executive agency (see Preamble), actions against offsetting and enforceable decisions must be brought against the European Commission (not against the granting authority; see also Article 22).

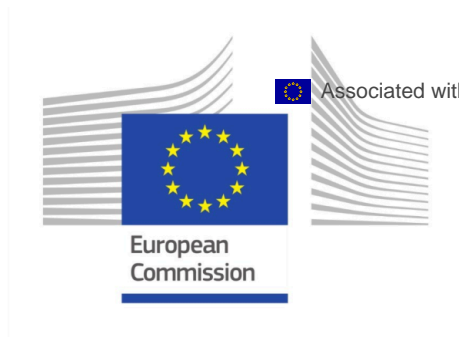
ARTICLE 44 — ENTRY INTO FORCE

The Agreement will enter into force on the day of signature by the granting authority or the coordinator, depending on which is later.

SIGNATURES

For the coordinator

For the granting authority



ANNEX 1



Single Market Programme (SMP)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens.

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101139165
Project name:	Boosting capacities in plant protection products in Slovakia
Project acronym:	BoPPP SK
Call:	SMP-FOOD-2022-BIOCIDES-PESTICIDES-IBA
Topic:	SMP-FOOD-2022-BIOCIDES-PESTICIDES-IBA-PESTICIDES
Type of action:	SMP-PJG
Service:	HADEA/A/02
Project starting date:	fixed date: 1 January 2024
Project duration:	60 months

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List of milestones (outputs/outcomes)	12
List of critical risks	13

PROJECT SUMMARY

Project summary

Grant Preparation (General Information screen) — Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.

Use the project summary from your proposal.

The Slovak Republic is experiencing delays in the assessment of active substance dossiers and in plant protection products (PPP) authorization and mutual recognition. The delays with respect to the legal deadlines vary from 12,5 months in mutual recognition of products up to 26 months in evaluating active substance dossiers. The main reason for the delays is a lack of personal resources in the institutes carrying out the evaluation work. There is a significant turnover of qualified evaluators, including departures due to maternity or parental leave and dismissals stemming from job changes or relocation to other regions or countries. Moreover, the institutes lack qualified experts in the assessment of microorganisms and related PPP. In the meantime, the Slovak Republic has not achieved a full cost-recovery system yet. The fees for evaluation do not reflect the actual costs and are not ring-fenced to the institutions carrying out the assessment work.

This project, planned for 60 months, addresses these issues by strengthening the professional and personnel capacities of the institutes performing the evaluation and coordination work. Furthermore, the project seeks to enhance the expertise in the assessment of plant protection products and active substances based on microorganisms. Last but not least, this project proposes the steps to establish a full cost-recovery system.

The project consortium consists of two members. CCTIA is the leading national expert authority which coordinates the overall authorization process, including the assessment, and issues the decisions. At the same time, it plays an expert role in the assessment of identity and physico-chemical and microbiological properties, analytical methods and biological efficacy. VUVH is the expert institute providing partial inputs into the assessment process in the field of groundwater, soil and sediments and the methods of analysis of pesticide residues in water.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	UKSUP	USTREDNY KONTROLNY A SKUSOBNY USTAV POLNOHOSPODARSKY V BRATISLAVE	SK	885992375
2	BEN	VUVH	VYSKUMNY USTAV VODNEHO HOSPODARSTVA	SK	997263403

LIST OF WORK PACKAGES

Work packages						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Project management and coordination	1 - UKSUP	16.00	1	60	
WP2	Reduce delays for active substance dossiers	1 - UKSUP	42.00	1	60	D2.1 – Annual report on activities of employees in active substances
WP3	Reduce delays for product authorisation and mutual recognition	1 - UKSUP	174.00	1	60	D3.1 – Annual report on activities of employees in product authorisation and mutual recognition
WP4	Increase competence in micro-organisms	1 - UKSUP	84.00	1	60	D4.1 – Annual report on activities of employees in evaluation of microorganisms
WP5	Achieve or maintain a full cost-recovery system	1 - UKSUP	0.00	1	60	D5.1 – Situation analysis D5.2 – Fee list UKSUP (yearly updates) D5.3 – Fee list VUVH (yearly updates) D5.4 – Material for the Government – maintaining the cost-recovery system

Work package WP1 – Project management and coordination

Work Package Number	WP1	Lead Beneficiary	1 - UKSUP
Work Package Name	Project management and coordination		
Start Month	1	End Month	60

Objectives

- Management and coordination activities within the project
- 1 additional person – a Project Manager – will be hired by UKSUP. Profile: Experience in implementing, managing and reporting national and/or international projects funded from public sources, a project management certificate is welcome.

Description

Project monitoring, regular meetings of the Project Management Board, financial and administrative management of the project, keeping the project documentation, preparing interim and final reports, etc.

Work package WP2 – Reduce delays for active substance dossiers

Work Package Number	WP2	Lead Beneficiary	1 - UKSUP
Work Package Name	Reduce delays for active substance dossiers		
Start Month	1	End Month	60

Objectives

- Reduce delays for DAR/RAR delivered to EFSA by 8 months, i.e., by approx. 30% (baseline value: delay 26 months; target value: delay 18 months)

Experts already in place:

- UKSUP - 13 experts in total (Biological efficacy evaluator – 4; Head of efficacy evaluators – 1; Identity, AM, FCH evaluator – 3; Coordinator – 3; Head of coordinators – 1; Microorganism identity evaluator – 1; total capacity for WP2 during the project implementation: 59 person months);
- VUVH - 6 experts in total – assessment of the fate and behaviour of PPPs and their active substances in groundwater, soil and sediments, assessment of pesticides residues in water, statistical evaluation and modelling (total capacity for WP2 during the project implementation: 180 person months).

Experts to be hired:

- UKSUP - 3 experts in total – 1 Efficacy expert - evaluation of active substances with regard to data on application and use of active, evaluation of documentation; processing the assessment results into reports, etc.; 1 Phys-chem expert - evaluation of identity, physical and chemical properties of active substances; evaluation of analytical methods; processing the assessment results into reports; etc.; 1 Expert on microorganisms + Coordinator - evaluation of MO actives from microbial perspective – evaluation of its identity and its behaviour, evaluation of documentation,; processing the assessment results into reports; etc.; coordinating the application and process of the evaluation ; ; processing the reports;; etc. (18 person months)
- VUVH - 2 experts in microbiology, biology, chemistry and basic hydrogeology – assessment of the fate and behaviour of PPPs and their active substances in water and soil, with a focus on microbial PPPs and AS, statistical evaluation and modelling (24 person months)

Description

Evaluation of active substance dossiers, elaboration of DAR/RAR

Work package WP3 – Reduce delays for product authorisation and mutual recognition

Work Package Number	WP3	Lead Beneficiary	1 - UKSUP
Work Package Name	Reduce delays for product authorisation and mutual recognition		
Start Month	1	End Month	60

Objectives
<ul style="list-style-type: none"> ▪ Reduce delays for authorizations of products granted by the SR as zonal RMS by 4,5 months, i.e., by approx. 33% (baseline value: delay 13,5 months, target value: delay 9 months); ▪ Reduce delays for authorizations of products granted by the SR as concerned MS by 8 months, i.e., by 50% (baseline value: delay 16 months, target value: delay 8 months) ▪ Reduce delays for authorizations of products granted by the SR as mutual recognition by 6 months, i.e., by 48% (baseline value: delay 12,5 months, target value: delay 6,5 months) <p>Experts already in place:</p> <ul style="list-style-type: none"> ▪ UKSUP - 13 experts in total (Biological efficacy evaluator – 4; Head of efficacy evaluators – 1; Identity, AM, FCH evaluator – 3; Coordinator – 3; Head of coordinators – 1; Microorganism identity evaluator – 1; total capacity for WP3 during the project implementation: 529 person months); ▪ VUVH - 6 experts in total – assessment of the fate and behaviour of PPPs and their active substances in groundwater, soil and sediments, assessment of pesticides residues in water, statistical evaluation and modelling (total capacity for WP3 during the project implementation: 180 person months). <p>Experts to be hired:</p> <ul style="list-style-type: none"> ▪ UKSUP - 3 experts in total - 1 Efficacy expert - evaluation of PPPs on biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information, etc.; 1 Phys-chem expert - evaluation of identity, physical and chemical properties of PPPs; evaluation of analytical methods; processing the assessment results into registration reports; etc.; 1 expert on microorganisms + Coordinator - evaluation of PPPs from microbial perspective – evaluation of its identity and its behaviour, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information etc.; coordinating the applications, process of evaluation and authorisation of PPPs; reviewing the submitted applications; processing the registration reports; issuing the decisions and labels; processing the assessment results into registration reports; etc. (126 person months) ▪ VUVH - 2 experts in microbiology, biology, chemistry and basic hydrogeology – assessment of the fate and behaviour of PPPs and their active substances in water and soil, with a focus on microbial PPPs and AS, statistical evaluation and modelling (48 person months)

Description
Evaluation and authorisation of PPPs, granted by the SR as zonal RMS/concerned MS, mutual recognition of PPPs

Work package WP4 – Increase competence in micro-organisms

Work Package Number	WP4	Lead Beneficiary	1 - UKSUP
Work Package Name	Increase competence in micro-organisms		
Start Month	1	End Month	60

Objectives
<ul style="list-style-type: none"> ▪ Increase the expert capacity in microorganisms by 84 person months (baseline value: 46 person months, target value: 130 person months) ▪ Increase the expert scope in the risk assessment, biological efficacy and identity of microorganisms ▪ Reduce delays for authorizations of products in microorganisms, granted by the SR as mutual recognition by 9 months, i.e., by approx. 46% (baseline value: delay 19,5 months, target value: delay 10,5 months) <p>Experts already in place:</p>

- UKSUP - 3 experts on microorganisms in total – 1 Expert on Identity of MO - evaluation of PPPs from microbial perspective – evaluation of its identity and its behaviour, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information etc.; 1 Coordinator - processing the applications, 1 Efficacy expert - evaluation of MO actives or PPPs with regard to biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into reports; national labelling information, etc.; (total capacity for WP4 during the project implementation: 16 person months)
 - VUVH - 1 expert – assessment of the fate and behaviour of PPPs and their active substances (including microorganisms) in water and soil (total capacity for WP4 during the project implementation: 30 person months).
- Experts to be hired:
- UKSUP - 2 experts in total – 1 Expert on microorganisms + Coordinator - evaluation of PPPs from microbial perspective – evaluation of its identity and its behaviour, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information etc.; coordinating the applications, process of evaluation and authorisation of PPPs; processing the registration reports; issuing the decisions and labels; processing the assessment results into registration reports; etc. 1 Efficacy expert - evaluation of MO actives or PPPs with regard to biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into reports; national labelling information, etc.; (36 person months)
 - VUVH - 2 experts in microbiology, biology, chemistry and basic hydrogeology – assessment of the fate and behaviour of PPPs and their active substances in water and soil, with a focus on microbial PPPs and AS, statistical evaluation and modelling (48 person months).

Description

Evaluation of active substance dossiers and evaluation and authorisation of PPPs, granted by the SR as zonal RMS/ concerned MS, mutual recognition of PPPs on microorganisms

Work package WP5 – Achieve or maintain a full cost-recovery system

Work Package Number	WP5	Lead Beneficiary	1 - UKSUP
Work Package Name	Achieve or maintain a full cost-recovery system		
Start Month	1	End Month	60

Objectives

- To achieve a full cost-recovery system

Experts already in place: UKSUP 2 (Administrative staff); VUVH 1 (Administrative staff)

Experts to be hired: 0 (the individual administrative steps leading to a full cost-recovery system will be taken by the staff already in place, not by the additional experts hired under this project).

Description

Analysis of the actual costs of evaluation borne by the individual consortium participants, analysis of the steps necessary for ring-fencing the fees to the respective consortium participants performing different steps of the evaluation with respect to the national budget-related legislation and methodology; monitoring costs and incomes related to the authorisation process;

Updating the fees for the evaluation of the applications so that they reflect the actual costs borne by UKSUP and VUVH; Based on the situational analysis results, a material to be submitted for the approval of the Government of the SR will be created, describing a scheme of ring-fencing the full amount of fees collected from the applicants to the respective institutes performing the evaluation work

STAFF EFFORT

Staff effort per participant						
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>						
Participant	WP1	WP2	WP3	WP4	WP5	Total Person-Months
1 - UKSUP	16.00	18.00	126.00	36.00		196.00
2 - VUVH		24.00	48.00	48.00		120.00
Total Person-Months	16.00	42.00	174.00	84.00	0.00	316.00

LIST OF DELIVERABLES

Deliverables						
<i>Grant Preparation (Deliverables screen) — Enter the info.</i>						
<i>The labels used mean:</i>						
<i>Public — fully open (🚩 automatically posted online)</i>						
<i>Sensitive — limited under the conditions of the Grant Agreement</i>						
<i>EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444</i>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D2.1	Annual report on activities of employees in active substances	WP2	1 - UKSUP	R — Document, report	PU - Public	12
D3.1	Annual report on activities of employees in product authorisation and mutual recognition	WP3	1 - UKSUP	R — Document, report	PU - Public	12
D4.1	Annual report on activities of employees in evaluation of microorganisms	WP4	1 - UKSUP	R — Document, report	PU - Public	12
D5.1	Situation analysis	WP5	1 - UKSUP	R — Document, report	PU - Public	12
D5.2	Fee list UKSUP (yearly updates)	WP5	1 - UKSUP	DEC —Websites, patent filings, videos, etc	SEN - Sensitive	15
D5.3	Fee list VUVH (yearly updates)	WP5	2 - VUVH	DEC —Websites, patent filings, videos, etc	SEN - Sensitive	15
D5.4	Material for the Government – maintaining the cost-recovery system	WP5	1 - UKSUP	R — Document, report	SEN - Sensitive	42

Deliverable D2.1 – Annual report on activities of employees in active substances

Deliverable Number	D2.1	Lead Beneficiary	1 - UKSUP
Deliverable Name	Annual report on activities of employees in active substances		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP2

Description
Due date in months: 12; 24; 36; 48; 60 Format: Text document (PDF) Language: SK/EN

Deliverable D3.1 – Annual report on activities of employees in product authorisation and mutual recognition

Deliverable Number	D3.1	Lead Beneficiary	1 - UKSUP
Deliverable Name	Annual report on activities of employees in product authorisation and mutual recognition		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP3

Description
Due date in months: 12; 24; 36; 48; 60 Format: Text document (PDF) Language: SK/EN

Deliverable D4.1 – Annual report on activities of employees in evaluation of microorganisms

Deliverable Number	D4.1	Lead Beneficiary	1 - UKSUP
Deliverable Name	Annual report on activities of employees in evaluation of microorganisms		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP4

Description
Due date in months: 12; 24; 36; 48; 60 Format: Text document (PDF) Language: SK/EN

Deliverable D5.1 – Situation analysis

Deliverable Number	D5.1	Lead Beneficiary	1 - UKSUP
Deliverable Name	Situation analysis		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	12	Work Package No	WP5

Description	
Format: text document (DOCX/PDF)	
Language: SK/EN	

Deliverable D5.2 – Fee list UKSUP (yearly updates)

Deliverable Number	D5.2	Lead Beneficiary	1 - UKSUP
Deliverable Name	Fee list UKSUP (yearly updates)		
Type	DEC —Websites, patent filings, videos, etc	Dissemination Level	SEN - Sensitive
Due Date (month)	15	Work Package No	WP5

Description	
Due date: yearly updates in months 15; 27; 39; 51	
Format: online document published on a website	
Language: SK/EN	

Deliverable D5.3 – Fee list VUVH (yearly updates)

Deliverable Number	D5.3	Lead Beneficiary	2 - VUVH
Deliverable Name	Fee list VUVH (yearly updates)		
Type	DEC —Websites, patent filings, videos, etc	Dissemination Level	SEN - Sensitive
Due Date (month)	15	Work Package No	WP5

Description	
Due date: yearly updates in months 15; 27; 39; 51	
Format: online document published on a website	
Language: SK/EN	

Deliverable D5.4 – Material for the Government – maintaining the cost-recovery system

Deliverable Number	D5.4	Lead Beneficiary	1 - UKSUP
Deliverable Name	Material for the Government – maintaining the cost-recovery system		
Type	R — Document, report	Dissemination Level	SEN - Sensitive
Due Date (month)	42	Work Package No	WP5

Description	
Format: text document with annexes (DOCX/PDF/XLSX)	
Language: SK	

LIST OF MILESTONES

Milestones					
<i>Grant Preparation (Milestones screen) — Enter the info.</i>					
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Mid-term project review	WP1	1 - UKSUP	Interim report is submitted	30
2	Final project review	WP1	1 - UKSUP	Final report is submitted	60
3	Increased capacity in the assessment - UKSUP	WP4, WP3, WP2	1 - UKSUP	Recruitment of 3 new experts as described in the project (1 efficacy expert, 1 phys-chem expert, 1 expert on microorganisms + coordinator)	12
4	Increased capacity in the assessment - VUVH	WP4, WP3, WP2	2 - VUVH	Recruitment of 2 new experts as described in the project (2 experts in microbiology, biology, chemistry and basic hydrogeology)	12
5	Delays of assessment reduced	WP4, WP3, WP2	1 - UKSUP	Reduced time in delays in a.s. assessment a PPPs authorisations (incl. mutual recognitions) according to the project objectives	60
6	Balanced system of evaluation costs and fees	WP5	1 - UKSUP	Evaluation fee lists adjusted to the actual evaluation costs	15
7	Full cost-recovery system established and maintained	WP5	1 - UKSUP	Material describing a scheme of ring-fencing the fees collected from the applicants to the respective institutes performing the evaluation work adopted by the government	60

LIST OF CRITICAL RISKS

Critical risks & risk management strategy			
<i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Insufficient coordination of the consortium members	WP1	Appointing a Project Manager; application of the project management rules, communication between consortium members on regular basis on platforms described under point 2.4.
2	Turnover of experts	WP4, WP3, WP2	Motivating wages thanks to recalculated fees for evaluation; non-financial benefits (home office); Training several experts working mainly on another agenda but capable to substitute the key evaluation experts in case of their shortfall.
3	Unforeseen and uncontrolled large quantity of applications (mainly for national authorization and mutual recognition) during a year	WP3	Establishing a tool for management of applications, enabling to foresee the flow of processing of the applications and subsequently adjustment and management of the personnel capacities needed
4	Delay on the side of one institute providing a partial input to the evaluation causes the delay of processing the authorization as such	WP3, WP2	Extension of the tool for management of applications to all the institutes involved in evaluation process, operative and timely clarification of priorities
5	Timely hiring of expert in microorganisms fails	WP4	Cooperation with the academic community and the Academy of Sciences
6	Reluctancy of the relevant Ministries to build a full cost-recovery system	WP5	Getting a political support (Letter of Commitment, endorsed by the relevant Ministries); Elaboration of document requiring ensuring the system's functionality containing proposal of measures, submission of document for endorsement to the Government of the Slovak Republic.

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.


How to prepare and submit it?


The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

 **This document is tagged. Be careful not to delete the tags; they are needed for the processing.**

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	Boosting capacities in plant protection products in Slovakia
Project acronym:	BoPPP SK
Coordinator contact:	Peter KIKLICA, UKSUP

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#@APP-FORM-SMPFOOD@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary

See Abstract (Application Form Part A).

#§PRJ-SUM-PS§# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?

For Veterinary and Phytosanitary Programmes: Use one work package per veterinary/phytosanitary programme and give details. Start with WP2 (WP1 concerns overall project management and coordination).

On the national level, the agenda of active substances and plant-protection products is regulated by Act no. 405/2011 Coll. on Phytosanitary care. The main state administration body related to the topic is the Ministry of Agriculture and Rural Development of the Slovak Republic (MPRV), which has founded and manages the Central Controlling and Testing Institute in Agriculture in Bratislava (Ústredný kontrolný a skúšobný ústav poľnohospodársky v Bratislave; UKSUP), designated by the legislation to be the main relevant authority in the coordination of the assessment process and processing of the applications and issuing of decisions on authorisations of plant protection products.

The cooperating ministries are the Ministry of Health of the Slovak Republic (MZ), the Ministry of the Environment of the Slovak Republic (MŽP) and the Ministry of Education, Science, Research and Sport of the Slovak Republic (MŠVVaŠ), which govern the individual expert institutes designated according to the Act no. 405/2011 Coll. for dealing with selected parts of the assessment process.

The expert institutes relevant to this application, experiencing delays in the assessment process and thus needing to boost their capacities, are as follows:

UKSUP (governed by the MPRV) – accepts the applications for the assessment of active substances, safeners, synergists and adjuvants, and the applications for the assessment and authorisation of plant protection products (PPPs), coordinates the assessment process and issues the decisions on authorisations. At the same time, it fulfils the role of an expert institute for the field of identity and physico-chemical and microbiological properties, analytical methods and biological efficacy. UKSUP carries out inspections of PPPs, collects data on the sale and use of PPPs and prepares statistical reviews of these data, and serves also as a reference laboratory for chemical analyses of PPPs.

Water Research Institute (Výskumný ústav vodného hospodárstva; VUVH; governed by the MŽP) – expert institute for risk assessment of PPPs and their active substances to groundwater, soil and sediments and assesses the methods of analysis of pesticides residues in water.

These two expert institutes will form a consortium for this grant application.

There are also other expert institutes providing specific inputs into the assessment process, who are not concerned by this application and will not be described here.

Both institutes concerned by this application are facing both a large volume of work and a lack of personnel carrying out the evaluation work and coordination processes. There is a significant turnover of qualified evaluators, including departures due to maternity or parental leave, as well as dismissals stemming from job changes or relocation to other regions or countries. The problem at hand necessitates a solution that entails the recruitment of a suitable number of highly trained

experts/evaluators, who can perform all required tasks with the same level of quality and operational proficiency in the wake of the departure of experienced personnel or during their absence.

In the meantime, the SR has not achieved a full cost-recovery system yet. The fees do not reflect the actual costs and have to be recalculated. Moreover, as some of the expert institutions involved in the assessment process are the state/public bodies linked to the national budget, the fees paid by the applicants become national budget income and thus are not ring-fenced to the institutions carrying out the assessment work.

This project addresses this issue by strengthening the professional and personnel capacities of the institutes performing the coordination and evaluation work. Specifically, we intend to use the project to improve the personnel capacity for the evaluation and authorization of active substances and plant protection products. Furthermore, the project seeks to enhance the expertise in the assessment of plant protection products and active substances based on microorganisms. By achieving these objectives, the individual institutes will be better equipped to provide high-quality evaluations and meet legal obligations in a timely and effective manner. Last but not least, this project will help to establish a full cost-recovery system.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

For Veterinary and Phytosanitary Programmes: Use one work package per veterinary/phytosanitary programme and give details. Start with WP2 (WP1 concerns overall project management and coordination).

When reviewing the need for improving the plant protection products and their active substances assessment and authorisation process, it's essential to consider the ongoing issue of a backlog of assessments that has persisted from the start of the work. The sheer volume of requests, coupled with a shortage of experts at the institutes performing the assessment, has made it difficult to process all applications on time. As a result, there have been delays in assessment processing over the past five years. The delays for pending applications across all processes have been significant, particularly compared to the legislative timelines. According to legislative requirements, the evaluation of ZRMS for PPP should take no longer than 1 year, while the decision on authorisation after zonal evaluation and mutual recognition of PPPs should take no longer than 4 months.

The project will significantly improve compliance with relevant EU and national legislation, particularly in meeting deadlines for processing expert opinions, processing of applications and issuing of decisions on authorisation. Additionally, by increasing the capacity for evaluation, the project is anticipated to lead to an increase in authorizations for plant protection products (PPP) and active substances. Specifically, by strengthening the evaluation capacity for microorganisms-based PPP, we aim to contribute to the authorization of low-risk plant protection products. Overall, the project is expected to result in a more efficient and effective authorization process.

The objectives of the project are the following:

Objective 1: Reduce delays in the evaluation of the dossiers with respect to the legal deadline

Objective 1a: Reduce delays for DAR/RAR delivered to EFSA by 8 months, i.e., by approx. 30% (baseline value: delay more than 26 months; target value: delay 18 months)

Objective 1b: Reduce delays for authorizations of products granted by the SR as zonal RMS by 4,5 months, i.e., by approx. 33% (baseline value: delay 13,5 months, target value: delay 9 months)

Objective 1c: Reduce delays for authorizations of products granted by the SR as concerned MS by 8 months, i.e., by 50% (baseline value: delay 16 months, target value: delay 8 months)

Objective 1d: Reduce delays for authorizations of products granted by the SR as mutual recognition by 6 months, i.e., by 48% (baseline value: delay 12,5 months, target value: delay 6,5 months)

Objective 2a: Increase the expert capacity in microorganisms by 84 person months (baseline value: 46

person months, target value: 130 person months)

Objective 2b: Increase the expert scope in the risk assessment, biological efficacy and identity of microorganisms

Objective 2c: Reduce delays for authorizations of products in microorganisms, granted by the SR as mutual recognition by 9 months, i.e., by approx. 46% (baseline value: delay 19,5 months, target value: delay 10,5 months)

Objective 3: Achieve the share of 100% of evaluation fees ring-fenced to the institutes performing the evaluation according to the price lists of concerned institutions.

These project objectives related to the reduction target of delays for Slovakia will be achieved by the members of the consortium. The fact that other institutions are providing specific inputs into the assessment process that are not part of the project consortium does not affect these objectives.

#@COM-PLE-CP@#

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.

Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.

Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

For Veterinary and Phytosanitary Programmes: Use one work package per veterinary/phytosanitary programme and give details. Start with WP2 (WP1 concerns overall project management and coordination).

NOT RELEVANT

#§COM-PLE-CP§# #§PRJ-OBJ-POS§# #§REL-EVA-RES§# #@QUA-LIT-QL@# #@CON-MET-CM@#

2. QUALITY

2.1 Concept and methodology

Concept and methodology

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.

Reduce the delays for active substance dossiers

In the last 5 years (2018-2022), there were 0 DAR and 0 RAR delivered by the SR to EFSA and 0 dossiers where the SR evaluated the additional information requested by EFSA. One evaluation is still in progress and has not been delivered to EFSA yet.

As of today, the delay for the evaluation still in progress with respect to the legal deadlines is 26 months.

The delay baseline: 26 months

Reduce the delays for plant protection products authorisation and mutual recognition

The numbers of authorisations and the delays with respect to the legal deadlines for each category respectively in the last 5 years (2018-2022), as well as the delay baselines are as follows.

		2018	2019	2020	2021	2022
Zonal RMS	No. of applications	3	0	2	4	2
	Delay in months	43; 43; 36	-	11; 0	11; 4; 0; 0	1; 0
	Baseline	13,5 months				
Concerned MS	No. of applications	21	24	39	38	42
	Delay in months	Min 0	Min 0	Min 2	Min 0	Min 0

		Max 39 Avg 7	Max 38 Avg 11	Max 31 Avg 14	Max 45 Avg 19	Max 60 Avg 22
	Baseline	16 months				
Mutual recognition	No. of applications	31	37	47	34	52
	Delay in months	Min 2 Max 18 Avg 7	Min 2 Max 35 Avg 11	Min 0 Max 47 Avg 13	Min 0 Max 65 Avg 19	Min 0 Max 36 Avg 12
	Baseline	12,5 months				

Increase competence on microorganisms

The numbers of authorisations and the delays with respect to the legal deadlines for each category respectively in the last 5 years (2018-2022), as well as the delay baselines are as follows.

Microorganisms	No. of applications				
	2018	2019	2020	2021	2022
Elaboration of DAR/RAR	0	0	0	0	0
Additional information EFSA	0	0	0	0	0
Zonal RMS	0	0	0	0	0
Concerned MS	0	0	0	2	0
Mutual recognition	0	0	1 (delay 8 months)	2 (delay 10; 15 months)	4 (delay 24; 24; 24; 32 months)

The delay baseline (Mutual recognition): 19,6 months

Achieve or maintain a full cost-recovery system

Both UKSUP and VUVH are state organisations under the direct governance of the respective ministries and financed by the national budget of the SR. UKSUP is a budgetary organization and VUVH is a contribution organization.

According to § 21 of Act no. 523/2004 Coll. on the budgetary rules of public administration

- A budgetary organization is a legal entity of the state, which is involved in the state budget with its income and expenses. They manage themselves independently according to the approved budget with the resources determined by the founder within their budget.

- A contributory organization is a legal entity of the state, less than 50% of its working costs are covered by income from gainful activities and which is involved in a contribution to the state budget. It is subject to the financial relations determined by the founder within its budget.

UKSUP - For the financial resources obtained from applicants for the approval of the active substances and the authorization of plant protection products to be fully used to achieve a fully functional authorisation system and to maintain it, the MPRV must adopt appropriate budgetary measures, for which it has shown the political will by Letter of commitment attached to this application. Several possibilities of a full finance usable system are under consideration and a decision is expected to be taken in the following 3 months.

VUVH - income from the evaluation of active substances and plant protection preparations is part of the income of VUVH as a contributory organization. As part of the functioning of this institution, the mentioned incomes are allocated to the relevant department that performs the assessment, and therefore it is only necessary to monitor the amount of income and costs for the functioning of the department, the % coverage of expenses by income and, if necessary, the adjustment of price lists for the preparation of assessments.

Below is given the information on existing personal capacities, as well as on the additional capacities to be covered by the grant in both members of the consortium (UKSUP and VUVH). The values in the first two columns (in person months) are given for the entire period of project implementation (60 months).

UKSUP – 13 experts already in place

VUVH – 6 experts already in place

	Person months of experts already in place	Person months of additional experts to be covered by the grant	Period of employment of the additional experts (in months)
Reduce delays for	UKSUP 59 PM	UKSUP 18 PM	60

active substance dossiers	VUVH 180 PM	VUVH 24 PM	
Reduce delays for product authorisation and mutual recognition	UKSUP 529 PM VUVH 180 PM	UKSUP 126 PM VUVH 48 PM	60
Increase competence in microorganisms	UKSUP 16 PM VUVH 30 PM	UKSUP 36 PM VUVH 48 PM	60
Achieve or maintain a full cost-recovery system	UKSUP 120 PM VUVH 60 PM	0	

2.2 Consortium set-up

Consortium cooperation and division of roles (if applicable) *(n/a for Veterinary and Phytosanitary Programmes, Anti-Microbial Resistance)*

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Note: *When building your consortium you should think of organisations that can help you reach objectives and solve problems.*

The consortium will be formed of two participants, as described below:

- Central Controlling and Testing Institute in Agriculture in Bratislava (UKSUP) – Coordinator of the consortium
- Water Research Institute (VUVH) – Member of the consortium

Both participants are involved in the assessment of application dossiers for approval or renewal of approval of active substances used in PPPs and for plant protection product authorisations. UKSUP is the coordinator of the whole assessment and decision-making process, receiving the applications and issuing the decisions; hence the role of the consortium coordinator. UKSUP also fulfils the role of the expert authority for the identity and physico-chemical properties of chemical plant protection products and the identity of microbiological plant protection products, analytical methods and biological efficacy in the assessment and authorisation process. VUVH is the expert institute designed according to Act no. 405/2011 Coll. for risk assessment of plant protection products and their active substances to groundwater, soil and sediments and for the analytical methods of pesticide residues in water, VUVH provides partial inputs to the assessment process.

Both participants of the consortium face problems with delays in the processing of applications for authorization and at the same time do not have the necessary expert capacities specifically focused on the evaluation of the active substances based on microorganisms as well as plant protection products containing these substances.

2.3 Project teams, staff and experts

Project teams and staff *(n/a for Veterinary and Phytosanitary Programmes, EURL/EURC, Anti-Microbial Resistance)*

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any) (n/a for prefixed Lump Sum Grants) and describe briefly their tasks. Provide CVs of all key actors (if required).

Name and function	Organisation	Role/tasks/professional profile and expertise
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		NOT RELEVANT
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Outside resources (subcontracting, seconded staff, etc) *(n/a for Veterinary and Phytosanitary Programmes, EURL/EURC, Anti-Microbial Resistance)*

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).

If there is subcontracting, please also complete the table in section 4.

No outside resources are planned in this project.

2.4 Consortium management and decision-making

Consortium management and decision-making (if applicable) *(n/a for Veterinary and Phytosanitary Programmes, Anti-Microbial Resistance)*

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.

Note: *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.*

A Project Management Board (PMB) will be established, with one member appointed from each consortium participant. The role of the PMB is to coordinate the approach to the project implementation, to discuss the interim results achieved, the possible risks to overcome and to decide on the next steps. The PMB members will be the heads of relevant departments/units dealing with the dossier evaluation or authorisation process coordination, or similar. The Chair of the PMB will be the delegate from UKSUP, the consortium leader.

The PMB will meet on a regular, monthly basis or upon request of any consortium member. Any issue beyond the competence of the consortium members (e.g., a need for a measure or decision on the ministerial/governmental level) will be escalated to the representatives of respective ministries administering the individual consortium members.

Apart from in-person meetings, the PMB will discuss any urgent business via a video call or e-mail.

The consortium will also work closely with the UKSUP working group, which serves as the official platform for PPP and active substance authorization and registration processes, allowing for the seamless sharing of documentation and information through the existing server.

The consortium will also work closely with the interdepartmental Expert Commission for plant protection products and application machinery for plant protection products, which is an advisory body established and managed by the MPRV with the participation of representatives of other relevant Ministries (MZP, MZ, MŠVVŠ). PMB members are members of the Expert Commission as well.

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

2.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Describe the measures planned to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

UKSUP as the consortium leader will designate one person to serve as a Project Manager, responsible

for the quality and the timeliness of the project implementation. Their main tasks will be:

- To coordinate all consortium participants to have the most up-to-date and accurate data on the project
- To prepare and update the work plan, to monitor the timeline and the budget of the project
- To keep and update the risk register, to raise any new risk to the PMB
- To monitor and evaluate the progress of the project implementation, concerning the indicators
- To keep and update all the documents related to the project implementation
- To prepare the interim report and the final report
- To communicate with the Grant Provider during the project implementation, if necessary
- To serve as a Secretary of the PMB

One of the main elements for monitoring project indicators is the plan for processing the applications for authorization, which will be customized to include new employees in the work schedule and adjusted to best coordinate and manage the consortium members under the actual conditions.

Project management, quality assurance and monitoring and evaluation strategy

Indicators of progress will be in line with quantitative objectives described under point 1.2

The method for tracking project progress is monthly to monitor the number of applications for authorization requests and their processing and conduct a semi-annual progress review for project management.

The main proposed indicator is a % decrease in time of delays compared to the previous period, and an additional indicator is an increase in the number of authorized plant protection products (%) in total and an increase in the number of authorized plant protection products containing microbial active substances.

Another monitored parameter will be the evaluation of income from the assessment of active substances and the assessment and authorization of plant protection products and their use to achieve full functionality and maintain the system (in %).


#§PRJ-MGT-PM\$# #@FIN-MGT-FM@#

2.6 Cost effectiveness and financial management

Cost effectiveness and financial management *(n/a for prefixed Lump Sum Grants)*

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

 *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.*

NOT RELEVANT

#§FIN-MGT-FM\$# #@RSK-MGT-RM@#

2.7 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Note: *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

Risk No	Description	Work package No	Proposed risk-mitigation measures
1.	Insufficient coordination of the consortium members	WP1	Appointing a Project Manager; application of the project management rules, communication between consortium members on regular basis on platforms described under point 2.4.
2.	Turnover of experts	WP2, WP3, WP4	Motivating wages thanks to recalculated fees for evaluation; non-financial benefits (home office) Training several experts working mainly on another agenda but capable to substitute the key evaluation experts in case of their shortfall.
3.	Unforeseen and uncontrolled large quantity of applications (mainly for national authorization and mutual recognition) during a year	WP3	Establishing a tool for management of applications, enabling to foresee the flow of processing of the applications and subsequently adjustment and management of the personnel capacities needed
4.	Delay on the side of one institute providing a partial input to the evaluation causes the delay of processing the authorization as such	WP2, WP3	Extension of the tool for management of applications to all the institutes involved in evaluation process, operative and timely clarification of priorities
5.	Timely hiring of expert in microorganisms fails	WP4	Cooperation with the academic community and the Academy of Sciences
6.	Reluctancy of the relevant Ministries to build a full cost-recovery system	WP5	Getting a political support (Letter of Commitment, endorsed by the relevant Ministries) Elaboration of document requiring ensuring the system's functionality containing proposal of measures, submission of document for endorsement to the Government of the Slovak Republic.

#§RSK-MGT-RM§# #§QUA-LIT-QL§# #@IMP-ACT-IA@#

3. IMPACT

3.1 Impact and ambition

Impact and ambition

Define the short, medium and long-term effects of the project.

Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo).

The short-term effect of the project will be in hiring additional experts in microorganisms in both consortium members. This will immediately bring increase the expert scope and the competence for the assessment of microorganisms to the authorities involved in the consortium.

The medium-term effect of the project will be in reducing the existing delays in the assessment of active substance dossiers and the plant protection product authorisation dossiers and subsequently reducing the existing delays in the authorisation process as such. The additional experts hired will enhance the personal capacities allocated for the assessment process, thus the existing delays with respect to the legal deadlines are expected to reduce.

The medium and long-term effect of the project will be in achieving a full cost-recovery system. The consortium participants will recalculate the fees so that they fully cover the costs of the evaluation of the dossiers and the costs of authorisation of the plant protection products. The consortium participants, together with their respective ministries as administrating and managing authorities, will promote all the steps necessary for ring-fencing the fees to the respective expert institutions carrying out the evaluation work.

The project will bring benefits to several target groups:

1. Consortium members – the project will (i) help them to acquire a new skillset in microorganisms; (ii) will allow them to distribute the workload amongst a higher number of experts, thus making the dossier evaluation process smoother; and (iii) will help them to have the evaluation costs covered by the fees collected thanks to the full cost-recovery system;
2. Applicants submitting the dossiers – the project will help them to have a decision issued with a reduced or no delay; it means earlier placing plant protection products on the market
3. The Slovak Republic – the project will help the SR as an RMS/co-RMS for several active substances + zonal RMS for plant protection products to fulfil its obligations in the field of plant protection products on time, and thus to abide by the EU regulation;
4. EU citizens – the abovementioned effects and benefits of the project will be beneficial for all the EU citizens by getting a timely and highly qualified expert evaluation of those PPPs where the SR serves as RMS/co-RMS, thus excluding the unsafe PPPs from the market and contributing in this way to more sustainable food production system.
5. Slovak growers – by providing new and innovative plant protection tools, focused on non-chemical alternatives.

Impact on non-EU countries

For calls open to non-EU countries, please specify which country(ies) benefit from the project. Why is the project important for those country(ies)? How does it improve the situation the country(ies)?

NOT RELEVANT

#§IMP-ACT-IA§# #@COM-DIS-VIS-CDV@#

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

NOT RELEVANT

#§COM-DIS-VIS-CDV§# #@SUS-CON-SC@#

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation *(n/a for Veterinary and Phytosanitary Programmes, EURL/EURC, Anti-Microbial Resistance)*

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

The main purpose of the EU funding requested is to cover the personnel costs related to hiring the additional experts (focused predominantly on microbial active substances and plant protection products containing them) until their full experience with assessment and authorization and until the full cost-recovery system is achieved. After that, the system should be self-sustainable, i.e., the fees collected from the applicant will cover all the costs of the assessment process (including the wages of the newly hired experts).

The additional experts hired under this project should continue their work after the end of the project. The personnel costs for these experts will be covered by the newly set fees for evaluation, thus they will self-finance themselves.

The full cost-recovery system has to be achieved and maintained. To do so, the consortium participants, together with their respective ministries as administrating and managing authorities, will have to assess and choose the model of financing in a way that the fees obtained from the applicants to the individual expert authorities carrying out the evaluation and authorisation work will be fully available for use by those expert authorities.

The method for tracking project progress, which means monthly to monitor the number of applications for authorization requests and their processing will continue after the end of the project.

A review of valid price lists will be performed when it will be needed and relevant.

#§SUS-CON-SC§#

#@WRK-PLA-WP@#

4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

4.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

The project is divided into five work packages:

WP1 Project management and coordination

WP2 Reduce delays for active substance dossiers

WP3 Reduce delays for product authorisation and mutual recognition

WP4 Increase competence in micro-organisms

WP5 Achieve or maintain a full cost-recovery system

4.2 Work packages, activities, resources and timing

WORK PACKAGES

Work packages

This section concerns a detailed description of the project activities.

*Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).

Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

⚠ Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)

Objectives

List the specific objectives to which the work package is linked.

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

If there is subcontracting, please also complete the table below.

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress. They are not needed for SMP FOOD projects. You can leave the section on milestones empty.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (⚠ automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Work Package 1

Work Package 1: Project management and coordination						
Duration:	M1 – M60	Lead Beneficiary:	UKSUP			
Objectives						
<ul style="list-style-type: none"> Management and coordination activities within the project <p>1 additional person – a Project Manager – will be hired by UKSUP. Profile: Experience in implementing, managing and reporting national and/or international projects funded from public sources, a project management certificate is welcome.</p>						
Activities and division of work (WP description)						
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)	
			Name	Role (COO, BEN, AE, AP, OTHER)		
T1.1	Project management and coordination	Project monitoring, regular meetings of the Project Management Board, financial and administrative management of the project, keeping the project documentation, preparing interim and final reports, etc.	UKSUP	COO	NO	
Milestones and deliverables (outputs/outcomes)						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
n/a	n/a	n/a	n/a	n/a	n/a	n/a

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Interim report	1	UKSUP	R — Document, report	PU — Public	30	Format: Text document (PDF) Language: EN
D1.2	Final report	1	UKSUP	R — Document, report	PU — Public	60	Format: Text document (PDF) Language: EN

Estimated budget — Resources *(n/a for prefixed Lump Sum Grants)*

See detailed budget table/calculator (annex 1 to Part B).

Work Package 2

Work Package 2: Reduce delays for active substance dossiers

Duration: M1 – M60 **Lead Beneficiary:** UKSUP

Objectives

- Reduce delays for DAR/RAR delivered to EFSA by 8 months, i.e., by approx. 30% (baseline value: delay 26 months; target value: delay 18 months)

Experts already in place:

- **UKSUP - 13 experts** in total (Biological efficacy evaluator – 4; Head of efficacy evaluators – 1; Identity, AM, FCH evaluator – 3; Coordinator – 3; Head of

coordinators – 1; Microorganism identity evaluator – 1; total capacity for WP2 during the project implementation: 59 person months);

- **VUVH - 6 experts** in total – assessment of the fate and behaviour of PPPs and their active substances in groundwater, soil and sediments, assessment of pesticides residues in water, statistical evaluation and modelling (total capacity for WP2 during the project implementation: 180 person months).

Experts to be hired:

- **UKSUP - 3 experts in total** – 1 **Efficacy expert** - evaluation of active substances with regard to data on application and use of active, evaluation of documentation; processing the assessment results into reports, etc.; 1 **Phys-chem expert** - evaluation of identity, physical and chemical properties of active substances; evaluation of analytical methods; processing the assessment results into reports; etc.; 1 **Expert on microorganisms + Coordinator** - evaluation of MO actives from microbial perspective – evaluation of its identity and its behaviour, evaluation of documentation; ; processing the assessment results into reports; etc.; coordinating the application and process of the evaluation ; ; processing the reports;; etc. (18 person months)
- **VUVH - 2 experts** in microbiology, biology, chemistry and basic hydrogeology – assessment of the fate and behaviour of PPPs and their active substances in water and soil, with a focus on microbial PPPs and AS, statistical evaluation and modelling (24 person months)

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T2.1	Evaluation of active substance dossiers (UKSUP)	Evaluation of active substance dossiers, elaboration of DAR/RAR	UKSUP	COO	NO
T2.2	Evaluation of active substance dossiers (VUVH)	Evaluation of active substance dossiers, elaboration of DAR/RAR	VUVH	BEN	NO

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	Annual report on activities of employees in active substances	2	UKSUP	R — Document, report	PU — Public	12; 24; 36; 48; 60	Format: Text document (PDF) Language: SK/EN

Work Package 3: Reduce delays for product authorisation and mutual recognition

Duration: M1 – M60 **Lead Beneficiary:** UKSUP

Objectives

- Reduce delays for authorizations of products granted by the SR as zonal RMS by 4,5 months, i.e., by approx. 33% (baseline value: delay 13,5 months, target value: delay 9 months);
- Reduce delays for authorizations of products granted by the SR as concerned MS by 8 months, i.e., by 50% (baseline value: delay 16 months, target value: delay 8 months)
- Reduce delays for authorizations of products granted by the SR as mutual recognition by 6 months, i.e., by 48% (baseline value: delay 12,5 months, target value: delay 6,5 months)

Experts already in place:

- **UKSUP - 13 experts** in total (Biological efficacy evaluator – 4; Head of efficacy evaluators – 1; Identity, AM, FCH evaluator – 3; Coordinator – 3; Head of coordinators – 1; Microorganism identity evaluator – 1; total capacity for WP3 during the project implementation: 529 person months);
- **VUVH - 6 experts** in total – assessment of the fate and behaviour of PPPs and their active substances in groundwater, soil and sediments, assessment of pesticides residues in water, statistical evaluation and modelling (total capacity for WP3 during the project implementation: 180 person months).

Experts to be hired:

- **UKSUP - 3 experts** in total- **1Efficacy expert** - evaluation of PPPs on biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information, etc.; **1 Phys-chem expert** - evaluation of identity, physical and chemical properties of PPPs; evaluation of analytical methods; processing the assessment results into registration reports; etc.; **1 expert on microorganisms + Coordinator** - evaluation

<p>of PPPs from microbial perspective – evaluation of its identity and its behaviour, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information etc.; coordinating the applications, process of evaluation and authorisation of PPPs; reviewing the submitted applications; processing the registration reports; issuing the decisions and labels; processing the assessment results into registration reports; etc. (126 person months)</p> <ul style="list-style-type: none"> ▪ VUVH - 2 experts in microbiology, biology, chemistry and basic hydrogeology – assessment of the fate and behaviour of PPPs and their active substances in water and soil, with a focus on microbial PPPs and AS, statistical evaluation and modelling (48 person months) 							
Activities and division of work (WP description)							
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)		
			Name	Role (COO, BEN, AE, AP, OTHER)			
T3.1	Evaluation, authorisation and mutual recognition of PPPs (UKSUP)	Evaluation and authorisation of PPPs, granted by the SR as zonal RMS/concerned MS, mutual recognition of PPPs	UKSUP	COO	NO		
T3.2	Evaluation, authorisation and mutual recognition of PPPs (VUVH)	Evaluation and authorisation of PPPs, granted by the SR as zonal RMS/concerned MS, mutual recognition of PPPs	VUVH	BEN	NO		
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification	
n/a	n/a	n/a	n/a	n/a	n/a	n/a	
n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)

D3.1	Annual report on activities of employees in active substances	3	UKSUP	R — Document, report	PU — Public	12; 24; 36; 48; 60	Format: Text document (PDF) Language: SK/EN
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Work Package 4: Increase competence in micro-organisms			
Duration:	M1 – M60	Lead Beneficiary:	UKSUP
Objectives			
<ul style="list-style-type: none"> ▪ Increase the expert capacity in microorganisms by 84 person months (baseline value: 46 person months, target value: 130 person months) ▪ Increase the expert scope in the risk assessment, biological efficacy and identity of microorganisms ▪ Reduce delays for authorizations of products in microorganisms, granted by the SR as mutual recognition by 9 months, i.e., by approx. 46% (baseline value: delay 19,5 months, target value: delay 10,5 months) 			
<p>Experts already in place:</p> <ul style="list-style-type: none"> ▪ UKSUP - 3 experts on microorganisms in total – 1 Expert on Identity of MO - evaluation of PPPs from microbial perspective – evaluation of its identity and its behaviour, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information etc.; 1 Coordinator - processing the applications, 1 Efficacy expert - evaluation of MO actives or PPPs with regard to biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into reports; national labelling information, etc.; (total capacity for WP4 during the project implementation: 16 person months) ▪ VUVH - 1 expert – assessment of the fate and behaviour of PPPs and their active substances (including microorganisms) in water and soil (total capacity for WP4 during the project implementation: 30 person months). 			
<p>Experts to be hired:</p> <ul style="list-style-type: none"> ▪ UKSUP - 2 experts in total – 1 Expert on microorganisms + Coordinator - evaluation of PPPs from microbial perspective – evaluation of its identity and its behaviour, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information etc.; coordinating the applications, process of evaluation and authorisation of PPPs; processing the registration reports; issuing the decisions and labels; processing the assessment results into registration reports; etc. 1 Efficacy expert - evaluation of MO actives or PPPs with regard to biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into reports; national labelling information, etc.; (36 person months) 			

- **VUVH - 2 experts** in microbiology, biology, chemistry and basic hydrogeology – assessment of the fate and behaviour of PPPs and their active substances in water and soil, with a focus on microbial PPPs and AS, statistical evaluation and modelling (48 person months).

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T4.1	Evaluation of active substances and PPPs on microorganisms (UKSUP)	Evaluation of active substance dossiers and evaluation and authorisation of PPPs, granted by the SR as zonal RMS/concerned MS, mutual recognition of PPPs on microorganisms	UKSUP	COO	NO
T4.2	Evaluation of active substances and PPPs on microorganisms (VUVH)	Evaluation of active substance dossiers and evaluation and authorisation of PPPs, granted by the SR as zonal RMS/concerned MS, mutual recognition of PPPs on microorganisms	VUVH	BEN	NO

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
n/a	n/a	n/a	n/a	n/a		n/a	n/a
n/a	n/a	n/a	n/a	n/a		n/a	n/a
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)

D4.1	Annual report on activities of employees in evaluation of microorganisms	4	UKSUP	R — Document, report	PU — Public	12; 24; 36; 48; 60	Format: Text document (PDF) Language: SK/EN
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Work Package 5: Achieve or maintain a full cost-recovery system					
Duration:	M1 – M60	Lead Beneficiary:	UKSUP		
Objectives					
<ul style="list-style-type: none"> To achieve a full cost-recovery system <p>Experts already in place: UKSUP 2 (Administrative staff); VUVH 1 (Administrative staff)</p> <p>Experts to be hired: 0 (the individual administrative steps leading to a full cost-recovery system will be taken by the staff already in place, not by the additional experts hired under this project).</p>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T5.1	Situation analysis	Analysis of the actual costs of evaluation borne by the individual consortium participants, analysis of the steps necessary for ring-fencing the fees to the respective consortium participants performing different steps of the evaluation with respect to the national budget-	UKSUP	COO	NO

		related legislation and methodology; monitoring costs and incomes related to the authorisation process			
T5.2	Adjusting the fees - UKSUP	Updating the fees for the evaluation of the applications so that they reflect the actual costs borne by UKSUP	UKSUP	COO	NO
T5.3	Adjusting the fees - VUVH	Updating the fees for the evaluation of the applications so that they reflect the actual costs borne by VUVH	VUVH	BEN	NO
T5.4	Material for the Government	Based on the situational analysis results (Task No T5.1), a material to be submitted for the approval of the Government of the SR will be created, describing a scheme of ring-fencing the full amount of fees collected from the applicants to the respective institutes performing the evaluation work	UKSUP	COO	NO

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
n/a	n/a	n/a	n/a	n/a		n/a	n/a
n/a	n/a	n/a	n/a	n/a		n/a	n/a
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D5.1	Situation analysis	5	UKSUP	R — Document, report	PU — Public	12	Format: text document (DOCX/PDF) Language: SK/EN

D5.2	Fee list UKSUP (yearly updates)	5	UKSUP	DEC —Websites, patent filings, videos, etc	PU — Public	15; 27; 39; 51	Format: online document published on a website Language: SK/EN
D5.3	Fee list VUVH (yearly updates)	5	VUVH	DEC —Websites, patent filings, videos, etc	PU — Public	15; 27; 39; 51	Format: online document published on a website Language: SK/EN
D5.4	Material for the Government – maintaining the cost-recovery system	5	UKSUP	R — Document, report	PU — Public	42	Format: text document with annexes (DOCX/PDF/XLSX) Language: SK

Subcontracting (n/a for prefixed Lump Sum Grants)

Subcontracting						
<p>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</p> <p>Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.</p> <p>Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).</p>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible</i>			No subcontracting is planned in this project.			

costs, give specific reasons.

Timetable

Timetable (projects of more than 2 years)																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																								
Note: Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.																								
ACTIVITY	2024				2025				2026				2027				2028							
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4				
Task 1.1 - Project management and coordination																								
Task 2.1 - Evaluation of active substance dossiers (UKSUP)																								
Task 2.2 - Evaluation of active substance dossiers (VUVH)																								
Task 3.1 - Evaluation, authorisation and mutual recognition of PPPs																								
Task 3.2 - Evaluation, authorisation and mutual recognition of PPPs																								
Task 4.1 - Evaluation of active substances and PPPs on microorganisms (UKSUP)																								
Task 4.2 - Evaluation of active substances and PPPs on microorganisms (VUVH)																								
Task 5.1 - Situation analysis																								

Task 5.2 - Adjusting the fees - UKSUP																							
Task 5.3 - Adjusting the fees - VUVH																							
Task 5.4 - Material for the Government																							

#§WRK-PLA-WP§#

#@ETH-ICS-EI@#

5. OTHER

5.1 Ethics

Ethics
Not applicable.

#§ETH-ICS-EI§# #@SEC-URI-SU@#


5.2 Security

Security
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

6. DECLARATIONS

Higher funding rate (if applicable)	YES/NO
Do you fulfil the conditions set out in the Call document for a higher funding rate? If YES, explain and provide details.	YES
A higher funding rate of 75% is applicable, as the Slovak Republic is amongst the member States with a GNI less than 90% of the EU average.	

Double funding	
Information concerning other EU grants for this project	YES/NO
 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	YES

Financial support to third parties (if applicable)
<i>If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.</i>
NOT APPLICABLE - Financial support to third parties is not allowed in the Call.

#§DEC-LAR-DL§#

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B)

Special

Letter of commitment confirming the political will to achieve and maintain a full cost-recovery system (annex 2 to Part B)

LIST OF PREVIOUS PROJECTS

List of previous projects					
<i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	n/a	Initial version (new MFF).
2.0	01.04.2022	Consolidation, formatting and layout changes. Tags added.
	22.08.2023	Chap. 1.2 – Added last paragraph after the list of objectives

DETAILED BUDGET TABLE (ACTION GRANTS)

Project number:	SEP-210948134
Project acronym:	BoPPP SK
Participant short name:	UKSUP
Participant PIC:	885992375

24.4.2023 15:05

ATTENTION: This table should be filled out one per participant (beneficiary, affiliated entity)

ATTENTION: This table may ONLY contain eligible costs (i.e. costs that comply with the eligibility rules of the grant agreement that is part of your call documents). At proposal stage and during grant preparation, it should contain estimated costs/income. Costs must be estimated in EUR.

ATTENTION! List each budgeted cost item ONLY once in this table, for the main WP.

ATTENTION! White cells mean that you are required to enter data. Blue cells are calculated automatically.

ACTION GRANT BUDGET TABLE (PER PARTICIPANT)

PROJECT COSTS

A. Personnel costs

	Costs (actual or unit costs)			Total (EUR)	Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
	Type of rate (monthly/other)	Rate (amount)	Time (months/other of work on the action)			
		a	b			

! monthly rates allowed for budgeting because simpler to establish the approximate costs; cost reporting will have to be done according to MGA (usually daily rates)

WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION					
	A.1 Employees (or equivalent)					
	Select a staff category	monthly	0,00	0,00	0,00	
	Select a staff category	monthly	0,00	0,00	0,00	
	Other					
	[category 1]	monthly	0,00	0,00	0,00	
	[category 2]	monthly	0,00	0,00	0,00	
	Total employees (or equivalent)				0,00	
	A.2 + A.3 Natural persons under direct contract and seconded persons					
	Project managers	monthly	3 075,00	16,00	49 200,00	NO Project management activities, financial management, reporting. These costs are related to a project manager that will be newly recruited for the purposes of the project. An effort of 10 hours per week / 40 hours per month is expected during the whole duration of the project (60 months). This effort represents 16 person-months in total.
	Select a staff category	monthly	0,00	0,00	0,00	
	Other					
	[category 1]	monthly	0,00	0,00	0,00	
	[category 2]	monthly	0,00	0,00	0,00	
	Total natural persons under direct contract and seconded persons				49 200,00	
	A.4 SME owners and natural person beneficiaries without salary					
	SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00	
	Total SME owners and natural person beneficiaries without salary				0,00	
	Total personnel for this WP				49 200,00	

WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS					
	A.1 Employees (or equivalent)					

	Senior experts/advisors/researchers	monthly	2 300,00	18,00	41 400,00	YES (WP3, WP4)	Efficacy expert - evaluation of active substances and PPPs on biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information, etc. Phys-chem expert - evaluation of identity, physical and chemical properties of PPPs and active substances; evaluation of analytical methods; processing the assessment results into registration reports; etc. Coordinator - is coordinating process of evaluation and authorisation PPPs; considering the submitted application and documentation for the authorisation of PPPs or for evaluation of actives; process the registration reports; issue the decision and label; processing the assessment results into registration reports; etc.	Associated with document Ref. Ares(2023)7798200 - 16/11/2023		
	Select a staff category	monthly	0,00	0,00	0,00					
	Other									
	[category 1]	monthly	0,00	0,00	0,00					
	[category 2]	monthly	0,00	0,00	0,00					
	Total employees (or equivalent)				41 400,00					
	A.2 + A.3 Natural persons under direct contract and seconded persons									
	Select a staff category	monthly	0,00	0,00	0,00					
	Select a staff category	monthly	0,00	0,00	0,00					
	Other									
	[category 1]	monthly	0,00	0,00	0,00					
	[category 2]	monthly	0,00	0,00	0,00					
	Total natural persons under direct contract and seconded persons				0,00					
	A.4 SME owners and natural person beneficiaries without salary									
	SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00					
	Total SME owners and natural person beneficiaries without salary				0,00					
	Total personnel for this WP				41 400,00					
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION									
	A.1 Employees (or equivalent)									
	Senior experts/advisors/researchers	monthly	2 300,00	126,00	289 800,00	YES (WP2, WP4)	Efficacy expert - evaluation of active substances and PPPs on biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into registration reports; national labelling information, etc. Phys-chem expert - evaluation of identity, physical and chemical properties of PPPs and active substances; evaluation of analytical methods; processing the assessment results into registration reports; etc. Coordinator - is coordinating process of evaluation and authorisation PPPs; considering the submitted application and documentation for the authorisation of PPPs or for evaluation of actives; process the registration reports; issue the decision and label; processing the assessment results into registration reports; etc.			
	Select a staff category	monthly	0,00	0,00	0,00					
	Other									
	[category 1]	monthly	0,00	0,00	0,00					
	[category 2]	monthly	0,00	0,00	0,00					
	Total employees (or equivalent)				289 800,00					
	A.2 + A.3 Natural persons under direct contract and seconded persons									
	Select a staff category	monthly	0,00	0,00	0,00					
	Select a staff category	monthly	0,00	0,00	0,00					
	Other									
	[category 1]	monthly	0,00	0,00	0,00					
	[category 2]	monthly	0,00	0,00	0,00					
	Total natural persons under direct contract and seconded persons				0,00					
	A.4 SME owners and natural person beneficiaries without salary									
	SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00					
	Total SME owners and natural person beneficiaries without salary				0,00					
	Total personnel for this WP				289 800,00					

WORK PACKAGE 4		INCREASE COMPETENCE IN MICRO-ORGANISMS						
A.1 Employees (or equivalent)								
Senior experts/advisors/researchers	monthly	2 300,00	36,00	82 800,00	YES (WP2, WP3)	Efficacy expert (evaluation of active substances on biological efficacy, evaluation of documentation for the authorisation; processing the assessment results into registration reports; etc.)	Associated with document Ref. Ares(2023)7798200 - 16/11/2023	
Select a staff category	monthly	0,00	0,00	0,00				
Other								
[category 1]	monthly	0,00	0,00	0,00				
[category 2]	monthly	0,00	0,00	0,00				
Total employees (or equivalent)				82 800,00				
A.2 + A.3 Natural persons under direct contract and seconded persons								
Select a staff category	monthly	0,00	0,00	0,00				
Select a staff category	monthly	0,00	0,00	0,00				
Other								
[category 1]	monthly	0,00	0,00	0,00				
[category 2]	monthly	0,00	0,00	0,00				
Total natural persons under direct contract and seconded persons				0,00				
A.4 SME owners and natural person beneficiaries without salary								
SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00				
Total SME owners and natural person beneficiaries without salary				0,00				
Total personnel for this WP				82 800,00				
WORK PACKAGE 5		ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM						
A.1 Employees (or equivalent)								
Select a staff category	monthly	0,00	0,00	0,00				
Select a staff category	monthly	0,00	0,00	0,00				
Other								
[category 1]	monthly	0,00	0,00	0,00				
[category 2]	monthly	0,00	0,00	0,00				
Total employees (or equivalent)				0,00				
A.2 + A.3 Natural persons under direct contract and seconded persons								
Select a staff category	monthly	0,00	0,00	0,00				
Select a staff category	monthly	0,00	0,00	0,00				
Other								
[category 1]	monthly	0,00	0,00	0,00				
[category 2]	monthly	0,00	0,00	0,00				
Total natural persons under direct contract and seconded persons				0,00				
A.4 SME owners and natural person beneficiaries without salary								
SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00				
Total SME owners and natural person beneficiaries without salary				0,00				
Total personnel for this WP				0,00				
Total personnel (all WPs)				463 200,00				
B. Subcontracting costs								
		Costs (actual costs)			Also used for other work packages? YES/NO and which WP	Description of subcontracted project tasks/activities		
WORK PACKAGE 1		PROJECT MANAGEMENT AND COORDINATION						
	1 [Subcontract short name]	0,00						
	2 [Subcontract short name]	0,00						
Total subcontracting for this WP		0,00						
WORK PACKAGE 2		REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS						

	1 [Subcontract short name]		0,00								
	2 [Subcontract short name]		0,00								
	Total subcontracting for this WP		0,00								
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION										
	1 [Subcontract short name]		0,00								
	2 [Subcontract short name]		0,00								
	Total subcontracting for this WP		0,00								
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS										
	1 [Subcontract short name]		0,00								
	2 [Subcontract short name]		0,00								
	Total subcontracting for this WP		0,00								
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM										
	1 [Subcontract short name]		0,00								
	2 [Subcontract short name]		0,00								
	Total subcontracting for this WP		0,00								
			Total subcontracting (all WPs)		0,00						
C. Purchase costs											
C.1 Travel and subsistence											
		Costs (actual costs)	Costs (unit cost)				Also part of other work packages? YES/NO and which WP	Description (e.g. international/not international; place of activity/destination; number of days; number of persons (speakers, personnel and participants whose costs are covered); transport means; average price per person; subsistence costs/daily allowances)			
			Amount per unit	Number of units	Total (EUR)						
WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION										
	1 [Travel short name]										
	Speakers										
	Travel costs	0,00	0,00	0,00	0,00						
	Accommodation costs	0,00	0,00	0,00	0,00						
	Subsistence costs	0,00	0,00	0,00	0,00						
	Personnel										
	Travel costs	0,00	0,00	0,00	0,00						
	Accommodation costs	0,00	0,00	0,00	0,00						
	Subsistence costs	0,00	0,00	0,00	0,00						
	Participants										
	Travel costs	0,00	0,00	0,00	0,00						
	Accommodation costs	0,00	0,00	0,00	0,00						
	Subsistence costs	0,00	0,00	0,00	0,00						
	Total travel costs for this travel	0,00									
	Total accommodation costs for this travel	0,00									
	Total subsistence costs for this travel	0,00									
	Total travel	0,00									
	Total travel costs for this WP	0,00									
	Total accommodation costs for this WP	0,00									
	Total subsistence costs for this WP	0,00									
	Total travel for this WP	0,00									
WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS										
	1 [Travel short name]										
	Speakers										
	Travel costs	0,00	0,00	0,00	0,00						
	Accommodation costs	0,00	0,00	0,00	0,00						

	Subsistence costs	0,00	0,00	0,00	0,00				
Personnel									
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
Participants									
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Total travel costs for this travel	0,00							
	Total accommodation costs for this travel	0,00							
	Total subsistence costs for this travel	0,00							
	Total travel	0,00							
	Total travel costs for this WP	0,00							
	Total accommodation costs for this WP	0,00							
	Total subsistence costs for this WP	0,00							
	Total travel for this WP	0,00							
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION								
	1 [Travel short name]								
Speakers									
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
Personnel									
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
Participants									
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Total travel costs for this travel	0,00							
	Total accommodation costs for this travel	0,00							
	Total subsistence costs for this travel	0,00							
	Total travel	0,00							
	Total travel costs for this WP	0,00							
	Total accommodation costs for this WP	0,00							
	Total subsistence costs for this WP	0,00							
	Total travel for this WP	0,00							
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS								
	1 [Travel short name]								
Speakers									
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
Personnel									
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
Participants									

	Travel costs	0,00	0,00	0,00	0,00			
	Accommodation costs	0,00	0,00	0,00	0,00			
	Subsistence costs	0,00	0,00	0,00	0,00			
	Total travel costs for this travel	0,00						
	Total accommodation costs for this travel	0,00						
	Total subsistence costs for this travel	0,00						
	Total travel	0,00						
	Total travel costs for this WP	0,00						
	Total accommodation costs for this WP	0,00						
	Total subsistence costs for this WP	0,00						
	Total travel for this WP	0,00						

WORK PACKAGE 5 **ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM**

1 [Travel short name]								
Speakers								
	Travel costs	0,00	0,00	0,00	0,00			
	Accommodation costs	0,00	0,00	0,00	0,00			
	Subsistence costs	0,00	0,00	0,00	0,00			
Personnel								
	Travel costs	0,00	0,00	0,00	0,00			
	Accommodation costs	0,00	0,00	0,00	0,00			
	Subsistence costs	0,00	0,00	0,00	0,00			
Participants								
	Travel costs	0,00	0,00	0,00	0,00			
	Accommodation costs	0,00	0,00	0,00	0,00			
	Subsistence costs	0,00	0,00	0,00	0,00			
	Total travel costs for this travel	0,00						
	Total accommodation costs for this travel	0,00						
	Total subsistence costs for this travel	0,00						
	Total travel	0,00						
	Total travel costs for this WP	0,00						
	Total accommodation costs for this WP	0,00						
	Total subsistence costs for this WP	0,00						
	Total travel for this WP	0,00						

Total travel costs (all WPs)		0,00						
Total accommodation (all WPs)		0,00						
Total subsistence (all WPs)		0,00						
Total travel and subsistence (all WPs)		0,00						

C.2 Equipment

WORK PACKAGE 1 **PROJECT MANAGEMENT AND COORDINATION**

C.2.1 Purchase (depreciation/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
	Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)		
	a	b	c	d	e = (c/b * d) * a		
1 [Equipment short name]	0,00	0	0,00	0%	0,00		
2 [Equipment short name]	0,00	0	0,00	0%	0,00		
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00		
Total depreciation					0,00		

C.2.2 Rental and leasing (rate of use/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)				
a	b	c	d = a*b*c				
1 [Equipment short name]	0,00	0,00	0%	0,00			
2 [Equipment short name]	0,00	0,00	0%	0,00			
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total rental and leasing				0,00			
Total equipment for this WP				0,00			
WORK PACKAGE 2 REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS							
C.2.1 Purchase (depreciation/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)			
a	b	c	d	e = (c/b * d) * a			
1 [Equipment short name]	0,00	0	0,00	0%	0,00		
2 [Equipment short name]	0,00	0	0,00	0%	0,00		
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total depreciation				0,00			
C.2.2 Rental and leasing (rate of use/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)				
a	b	c	d = a*b*c				
1 [Equipment short name]	0,00	0,00	0%	0,00			
2 [Equipment short name]	0,00	0,00	0%	0,00			
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total rental and leasing				0,00			
Total equipment for this WP				0,00			
WORK PACKAGE 3 REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION							
C.2.1 Purchase (depreciation/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)			
a	b	c	d	e = (c/b * d) * a			
1 [Equipment short name]	0,00	0	0,00	0%	0,00		
2 [Equipment short name]	0,00	0	0,00	0%	0,00		
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total depreciation				0,00			
C.2.2 Rental and leasing (rate of use/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)				
a	b	c	d = a*b*c				
1 [Equipment short name]	0,00	0,00	0%	0,00			
2 [Equipment short name]	0,00	0,00	0%	0,00			
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total rental and leasing				0,00			
Total equipment for this WP				0,00			
WORK PACKAGE 4 INCREASE COMPETENCE IN MICRO-ORGANISMS							
C.2.1 Purchase (depreciation/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)			
a	b	c	d	e = (c/b * d) * a			

	Price	Method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)	packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed		
								a	b
1 [Equipment short name]	0,00	0	0,00	0%	0,00				
2 [Equipment short name]	0,00	0	0,00	0%	0,00				
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00				
Total depreciation					0,00				
C.2.2 Rental and leasing (rate of use/full cost)									
	Costs (actual costs)				Total (EUR)	Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed		
	Monthly rent/fee	Number of months of use for the action		Rate of use for the action (100% or less if used also for other purposes)				d= a*b*c	
	a	b	c	d					
1 [Equipment short name]	0,00	0,00		0%	0,00				
2 [Equipment short name]	0,00	0,00		0%	0,00				
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00				
Total rental and leasing					0,00				
Total equipment for this WP					0,00				
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM								
C.2.1 Purchase (depreciation/full cost)									
	Costs (actual costs)				Total (EUR)	Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed		
	Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)				e=(c/b *d) * a	
	a	b	c	d					
1 [Equipment short name]	0,00	0	0,00	0%	0,00				
2 [Equipment short name]	0,00	0	0,00	0%	0,00				
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00				
Total depreciation					0,00				
C.2.2 Rental and leasing (rate of use/full cost)									
	Costs (actual costs)				Total (EUR)	Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed		
	Monthly rent/fee	Number of months of use for the action		Rate of use for the action (100% or less if used also for other purposes)				d= a*b*c	
	a	b	c	d					
1 [Equipment short name]	0,00	0,00		0%	0,00				
2 [Equipment short name]	0,00	0,00		0%	0,00				
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00				
Total rental and leasing					0,00				
Total equipment for this WP					0,00				
Total equipment (all WPs)					0,00				
C.3 Other goods, works and services									
WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION								
	Costs (actual costs)					Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much		
	Consumables								
	Conferences, seminars, workshops, trainings & events								
	Information & publications								
	Other expenses								
	1 IPR costs	0,00							
	2 Bank fees (pre-financing guarantee)	0,00							
	3 Audit fees (CFS)	0,00							
	4 Project evaluation	0,00							
	[5 short name other]	0,00							
	[6 short name other]	0,00							

Total goods, works and services for this WP		0,00			
WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS				
		Costs (actual costs)		Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much
	Consumables	0,00			
	Conferences, seminars, workshops, trainings & events	0,00			
	Information & publications	0,00			
	Other expenses				
	1 IPR costs	0,00			
	2 Bank fees (pre-financing guarantee)	0,00			
	3 Audit fees (CFS)	0,00			
	4 Project evaluation	0,00			
	[5 short name other]	0,00			
	[6 short name other]	0,00			
Total goods, works and services for this WP		0,00			
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION				
		Costs (actual costs)		Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much
	Consumables	0,00			
	Conferences, seminars, workshops, trainings & events	0,00			
	Information & publications	0,00			
	Other expenses				
	1 IPR costs	0,00			
	2 Bank fees (pre-financing guarantee)	0,00			
	3 Audit fees (CFS)	0,00			
	4 Project evaluation	0,00			
	[5 short name other]	0,00			
	[6 short name other]	0,00			
Total goods, works and services for this WP		0,00			
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS				
		Costs (actual costs)		Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much
	Consumables	0,00			
	Conferences, seminars, workshops, trainings & events	0,00			
	Information & publications	0,00			
	Other expenses				
	1 IPR costs	0,00			
	2 Bank fees (pre-financing guarantee)	0,00			
	3 Audit fees (CFS)	0,00			
	4 Project evaluation	0,00			
	[5 short name other]	0,00			
	[6 short name other]	0,00			
Total goods, works and services for this WP		0,00			
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM				
		Costs (actual costs)		Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much
	Consumables	0,00			
	Conferences, seminars, workshops, trainings & events	0,00			
	Information & publications	0,00			
	Other expenses				
	1 IPR costs	0,00			

	2 Bank fees (pre-financing guarantee)	0,00					
	3 Audit fees (CFS)	0,00					
	4 Project evaluation	0,00					
	[5 short name other]	0,00					
	[6 short name other]	0,00					
	Total goods, works and services for this WP	0,00					
	Total goods, works and services (all WPs)	0,00					
	Total purchase costs (all WPs)	0,00					
D. Other cost categories							
D.1. Financial support to third parties							
WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION						
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)		
	[Support scheme short name]	0,00					
	[Support scheme short name]	0,00					
		0,00					
	Total other cost category D.1 for this WP	0,00					
WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS						
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)		
	[Support scheme short name]	0,00					
	[Support scheme short name]	0,00					
		0,00					
	Total other cost category D.1 for this WP	0,00					
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION						
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)		
	[Support scheme short name]	0,00					
	[Support scheme short name]	0,00					
		0,00					
	Total other cost category D.1 for this WP	0,00					
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS						
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)		
	[Support scheme short name]	0,00					
	[Support scheme short name]	0,00					
		0,00					
	Total other cost category D.1 for this WP	0,00					
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM						
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)		
	[Support scheme short name]	0,00					

[Support scheme short name]

0,00

0,00

Total other cost category D.1 for this WP

0,00

 Associated with document Ref. Ares(2023)7798200 - 16/11/2023

0,00

0,00

Costs
(flat-rate)

Total estimated direct costs (on which indirect cost flat-rate is based,
see GA eligibility article)

463 200,00

Flat-rate (%)

7%

Total indirect costs

32 424,00

Total indirect costs

32 424,00

495 624,00

EU CONTRIBUTION (GRANT)

Amount
(EUR)

Total costs

495 624,00

Single Funding rate (%)

75% ATTENTION! Enter funding rate from the call conditions.

Maximum EU contribution

371 718,00

Requested EU contribution

371 718,00 ATTENTION

EU CONTRIBUTION

371 718,00

REVENUES AND CONTRIBUTIONS BY THIRD PARTIES

Revenues

Income generated by the action

Amount
(EUR)

Description of the income (type of generated income and
number of users, etc)

ALL WORK PACKAGES

Estimated income generated by the action

123 906,00

Estimated income from the fees for assessment of
approx. 51 applications (1 active substance, 40
products, 10 products with focus on microorganisms),
evaluated by 3 newly hired experts during the project
implementation. The declared estimated revenue will be
received during the project implementation period (60
months).

Total income generated by the action

123 906,00

Revenues

123 906,00

In-kind contributions by third parties

In-kind contributions by third parties

Amount
(EUR)

Description of the contribution (type of contribution,
donor, purpose etc)


ALL WORK PACKAGES

Estimated in-kind contributions by third parties

0,00

Total in-kind contributions

0,00

In-kind contributions		0,00		
Financial contributions by third parties				
 Associated with document Ref. Ares(2023)7798200 - 16/11/2023				
Financial contributions by third parties				
		Amount (EUR)	Description of the contribution (type of contribution, donor, purpose, etc)	
ALL WORK PACKAGES	Estimated financial contributions by third parties	0,00		
	Total financial contributions	0,00		
	Financial contributions	0,00		
TOTAL REVENUES AND CONTRIBUTIONS BY THIRD PARTIES		123 906,00		
OWN RESOURCES				
		Amount (EUR)		
	Own resources	0,00		
	OWN RESOURCES	0,00		
TOTAL INCOME PARTICIPANT		495 624,00		

DETAILED BUDGET TABLE (ACTION GRANTS)

Project number:	SEP-210948134
Project acronym:	BoPPP SK
Participant short name:	VUVH
Participant PIC:	997263403

24.4.2023 14:35

ATTENTION: This table should be filled out one per participant (beneficiary, affiliated entity)

ATTENTION: This table may ONLY contain eligible costs (i.e. costs that comply with the eligibility rules of the grant agreement that is part of your call documents). At proposal stage and during grant preparation, it should contain estimated costs/income. Costs must be estimated in EUR.

ATTENTION! List each budgeted cost item ONLY once in this table, for the main WP.

ATTENTION! White cells mean that you are required to enter data. Blue cells are calculated automatically.

ACTION GRANT BUDGET TABLE (PER PARTICIPANT)

PROJECT COSTS

A. Personnel costs

	Costs (actual or unit costs)				Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
	Type of rate (monthly/other)	Rate (amount)	Time (months/other of work on the action)	Total (EUR)		
		a	b	c = a * b		
! monthly rates allowed for budgeting because simpler to establish the approximate costs; cost reporting will have to be done according to MGA (usually daily rates)						

WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION					
	A.1 Employees (or equivalent)					
	Select a staff category	monthly	0,00	0,00	0,00	
	Select a staff category	monthly	0,00	0,00	0,00	
	Other					
	[category 1]	monthly	0,00	0,00	0,00	
	[category 2]	monthly	0,00	0,00	0,00	
	Total employees (or equivalent)				0,00	
	A.2 + A.3 Natural persons under direct contract and seconded persons					
	Select a staff category	monthly	0,00	0,00	0,00	
	Select a staff category	monthly	0,00	0,00	0,00	
	Other					
	[category 1]	monthly	0,00	0,00	0,00	
	[category 2]	monthly	0,00	0,00	0,00	
	Total natural persons under direct contract and seconded persons				0,00	
	A.4 SME owners and natural person beneficiaries without salary					
	SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00	
	Total SME owners and natural person beneficiaries without salary				0,00	
	Total personnel for this WP				0,00	

WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS					
	A.1 Employees (or equivalent)					
	Senior experts/advisors/researchers	monthly	2 200,00	24,00	52 800,00	YES (WP3, WP4) 2 experts in the risk assessment of pesticides - PPP and active substances, with a focus on microbial PPP and active substances.
	Select a staff category	monthly	0,00	0,00	0,00	
	Other					
	[category 1]	monthly	0,00	0,00	0,00	
	[category 2]	monthly	0,00	0,00	0,00	
	Total employees (or equivalent)				52 800,00	

	A.2 + A.3 Natural persons under direct contract and seconded persons								
Select a staff category	monthly	0,00	0,00	0,00					
Select a staff category	monthly	0,00	0,00	0,00					
Other									
[category 1]	monthly	0,00	0,00	0,00					
[category 2]	monthly	0,00	0,00	0,00					
Total natural persons under direct contract and seconded persons				0,00					
A.4 SME owners and natural person beneficiaries without salary									
SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00					
Total SME owners and natural person beneficiaries without salary				0,00					
Total personnel for this WP				52 800,00					
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION								
A.1 Employees (or equivalent)									
Senior experts/advisors/researchers	monthly	2 200,00	48,00	105 600,00	YES (WP2, WP4)	2 experts in the risk assessment of pesticides - PPP and active substances, with a focus on microbial PPP and active substances.			
Select a staff category	monthly	0,00	0,00	0,00					
Other									
[category 1]	monthly	0,00	0,00	0,00					
[category 2]	monthly	0,00	0,00	0,00					
Total employees (or equivalent)				105 600,00					
A.2 + A.3 Natural persons under direct contract and seconded persons									
Select a staff category	monthly	0,00	0,00	0,00					
Select a staff category	monthly	0,00	0,00	0,00					
Other									
[category 1]	monthly	0,00	0,00	0,00					
[category 2]	monthly	0,00	0,00	0,00					
Total natural persons under direct contract and seconded persons				0,00					
A.4 SME owners and natural person beneficiaries without salary									
SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00					
Total SME owners and natural person beneficiaries without salary				0,00					
Total personnel for this WP				105 600,00					
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS								
A.1 Employees (or equivalent)									
Senior experts/advisors/researchers	monthly	2 200,00	48,00	105 600,00	YES (WP2, WP3)	2 experts in the risk assessment of pesticides - PPP and active substances, with a focus on microbial PPP and active substances.			
Select a staff category	monthly	0,00	0,00	0,00					
Other									
[category 1]	monthly	0,00	0,00	0,00					
[category 2]	monthly	0,00	0,00	0,00					
Total employees (or equivalent)				105 600,00					
A.2 + A.3 Natural persons under direct contract and seconded persons									
Select a staff category	monthly	0,00	0,00	0,00					
Select a staff category	monthly	0,00	0,00	0,00					
Other									
[category 1]	monthly	0,00	0,00	0,00					
[category 2]	monthly	0,00	0,00	0,00					
Total natural persons under direct contract and seconded persons				0,00					
A.4 SME owners and natural person beneficiaries without salary									
SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00					
Total SME owners and natural person beneficiaries without salary				0,00					

		Total personnel for this WP	105 600,00					
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM							
	A.1 Employees (or equivalent)							Associated with document Ref. Ares(2023)7798200 - 16/11/2023
	Select a staff category	monthly	0,00	0,00	0,00			
	Select a staff category	monthly	0,00	0,00	0,00			
	Other							
	[category 1]	monthly	0,00	0,00	0,00			
	[category 2]	monthly	0,00	0,00	0,00			
	Total employees (or equivalent)				0,00			
	A.2 + A.3 Natural persons under direct contract and seconded persons							
	Select a staff category	monthly	0,00	0,00	0,00			
	Select a staff category	monthly	0,00	0,00	0,00			
	Other							
	[category 1]	monthly	0,00	0,00	0,00			
	[category 2]	monthly	0,00	0,00	0,00			
	Total natural persons under direct contract and seconded persons				0,00			
	A.4 SME owners and natural person beneficiaries without salary							
	SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00			
	Total SME owners and natural person beneficiaries without salary				0,00			
	Total personnel for this WP				0,00			
		Total personnel (all WPs)	264 000,00					
B. Subcontracting costs								
		Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of subcontracted project tasks/activities			
WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION							
	1 [Subcontract short name]		0,00					
	2 [Subcontract short name]		0,00					
	Total subcontracting for this WP		0,00					
WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS							
	1 [Subcontract short name]		0,00					
	2 [Subcontract short name]		0,00					
	Total subcontracting for this WP		0,00					
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION							
	1 [Subcontract short name]		0,00					
	2 [Subcontract short name]		0,00					
	Total subcontracting for this WP		0,00					
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS							
	1 [Subcontract short name]		0,00					
	2 [Subcontract short name]		0,00					
	Total subcontracting for this WP		0,00					
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM							
	1 [Subcontract short name]		0,00					
	2 [Subcontract short name]		0,00					
	Total subcontracting for this WP		0,00					
		Total subcontracting (all WPs)	0,00					
C. Purchase costs								

C.1 Travel and subsistence

	Costs (actual costs)	Costs (unit cost)			Also part of other work packages? YES/NO and which WP	Description (e.g. international/not international; place of activity/destination; number of days; number of persons (speakers, personnel and participants whose costs are covered); transport means; average price per person; subsistence costs/daily allowances)
		Amount per unit	Number of units	Total (EUR)		
WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION					
	1 [Travel short name]					
	Speakers					
	Travel costs	0,00	0,00	0,00	0,00	
	Accommodation costs	0,00	0,00	0,00	0,00	
	Subsistence costs	0,00	0,00	0,00	0,00	
	Personnel					
	Travel costs	0,00	0,00	0,00	0,00	
	Accommodation costs	0,00	0,00	0,00	0,00	
	Subsistence costs	0,00	0,00	0,00	0,00	
	Participants					
	Travel costs	0,00	0,00	0,00	0,00	
	Accommodation costs	0,00	0,00	0,00	0,00	
	Subsistence costs	0,00	0,00	0,00	0,00	
	Total travel costs for this travel	0,00				
	Total accommodation costs for this travel	0,00				
	Total subsistence costs for this travel	0,00				
	Total travel	0,00				
	Total travel costs for this WP	0,00				
	Total accommodation costs for this WP	0,00				
	Total subsistence costs for this WP	0,00				
	Total travel for this WP	0,00				
WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS					
	1 [Travel short name]					
	Speakers					
	Travel costs	0,00	0,00	0,00	0,00	
	Accommodation costs	0,00	0,00	0,00	0,00	
	Subsistence costs	0,00	0,00	0,00	0,00	
	Personnel					
	Travel costs	0,00	0,00	0,00	0,00	
	Accommodation costs	0,00	0,00	0,00	0,00	
	Subsistence costs	0,00	0,00	0,00	0,00	
	Participants					
	Travel costs	0,00	0,00	0,00	0,00	
	Accommodation costs	0,00	0,00	0,00	0,00	
	Subsistence costs	0,00	0,00	0,00	0,00	
	Total travel costs for this travel	0,00				
	Total accommodation costs for this travel	0,00				
	Total subsistence costs for this travel	0,00				
	Total travel	0,00				
	Total travel costs for this WP	0,00				
	Total accommodation costs for this WP	0,00				
	Total subsistence costs for this WP	0,00				
	Total travel for this WP	0,00				
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION					
	1 [Travel short name]					

	Speakers								
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Personnel								
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Participants								
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Total travel costs for this travel	0,00							
	Total accommodation costs for this travel	0,00							
Total subsistence costs for this travel	0,00								
Total travel	0,00								
Total travel costs for this WP	0,00								
Total accommodation costs for this WP	0,00								
Total subsistence costs for this WP	0,00								
Total travel for this WP	0,00								
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS								
	1 [Travel short name]								
	Speakers								
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Personnel								
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Participants								
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Total travel costs for this travel	0,00							
	Total accommodation costs for this travel	0,00							
Total subsistence costs for this travel	0,00								
Total travel	0,00								
Total travel costs for this WP	0,00								
Total accommodation costs for this WP	0,00								
Total subsistence costs for this WP	0,00								
Total travel for this WP	0,00								
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM								
	1 [Travel short name]								
	Speakers								
	Travel costs	0,00	0,00	0,00	0,00				
	Accommodation costs	0,00	0,00	0,00	0,00				
	Subsistence costs	0,00	0,00	0,00	0,00				
	Personnel								
Travel costs	0,00	0,00	0,00	0,00					

	Accommodation costs	0,00	0,00	0,00	0,00					
	Subsistence costs	0,00	0,00	0,00	0,00					
Participants										
	Travel costs	0,00	0,00	0,00	0,00					
	Accommodation costs	0,00	0,00	0,00	0,00					
	Subsistence costs	0,00	0,00	0,00	0,00					
	Total travel costs for this travel	0,00								
	Total accommodation costs for this travel	0,00								
	Total subsistence costs for this travel	0,00								
	Total travel	0,00								
	Total travel costs for this WP	0,00								
	Total accommodation costs for this WP	0,00								
	Total subsistence costs for this WP	0,00								
	Total travel for this WP	0,00								
Total travel costs (all WPs)					0,00					
Total accommodation (all WPs)					0,00					
Total subsistence (all WPs)					0,00					
Total travel and subsistence (all WPs)					0,00					
C.2 Equipment										
WORK PACKAGE 1 PROJECT MANAGEMENT AND COORDINATION										
C.2.1 Purchase (depreciation/full cost)										
Costs (actual costs)										
	Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)	Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed			
	a	b	c	d	e = (c/b * d) * a					
1 [Equipment short name]	0,00	0	0,00	0%	0,00					
2 [Equipment short name]	0,00	0	0,00	0%	0,00					
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00					
Total depreciation					0,00					
C.2.2 Rental and leasing (rate of use/full cost)										
Costs (actual costs)										
	Monthly rent/fee	Number of months of use for the action		Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)	Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed			
	a	b		c	d = a*b*c					
1 [Equipment short name]	0,00	0,00		0%	0,00					
2 [Equipment short name]	0,00	0,00		0%	0,00					
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00					
Total rental and leasing					0,00					
Total equipment for this WP					0,00					
WORK PACKAGE 2 REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS										
C.2.1 Purchase (depreciation/full cost)										
Costs (actual costs)										
	Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)	Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed			
	a	b	c	d	e = (c/b * d) * a					
1 [Equipment short name]	0,00	0	0,00	0%	0,00					
2 [Equipment short name]	0,00	0	0,00	0%	0,00					
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00					
Total depreciation					0,00					

C.2.2 Rental and leasing (rate of use/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)				
a	b	c	d = a*b*c				
1 [Equipment short name]	0,00	0,00	0%	0,00			
2 [Equipment short name]	0,00	0,00	0%	0,00			
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total rental and leasing				0,00			
Total equipment for this WP				0,00			
WORK PACKAGE 3 REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION							
C.2.1 Purchase (depreciation/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)			
a	b	c	d	e = (c/b * d) * a			
1 [Equipment short name]	0,00	0	0,00	0%	0,00		
2 [Equipment short name]	0,00	0	0,00	0%	0,00		
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total depreciation				0,00			
C.2.2 Rental and leasing (rate of use/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)				
a	b	c	d = a*b*c				
1 [Equipment short name]	0,00	0,00	0%	0,00			
2 [Equipment short name]	0,00	0,00	0%	0,00			
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total rental and leasing				0,00			
Total equipment for this WP				0,00			
WORK PACKAGE 4 INCREASE COMPETENCE IN MICRO-ORGANISMS							
C.2.1 Purchase (depreciation/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)			
a	b	c	d	e = (c/b * d) * a			
1 [Equipment short name]	0,00	0	0,00	0%	0,00		
2 [Equipment short name]	0,00	0	0,00	0%	0,00		
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total depreciation				0,00			
C.2.2 Rental and leasing (rate of use/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)				
a	b	c	d = a*b*c				
1 [Equipment short name]	0,00	0,00	0%	0,00			
2 [Equipment short name]	0,00	0,00	0%	0,00			
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00			
Total rental and leasing				0,00			
Total equipment for this WP				0,00			
WORK PACKAGE 5 ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM							
C.2.1 Purchase (depreciation/full cost)		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)			
a	b	c	d	e = (c/b * d) * a			

	Price	Method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)	packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed		
								a	b
1 [Equipment short name]	0,00	0	0,00	0%	0,00				
2 [Equipment short name]	0,00	0	0,00	0%	0,00				
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00				
Total depreciation					0,00				
C.2.2 Rental and leasing (rate of use/full cost)									
	Costs (actual costs)				Total (EUR)	Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed		
	Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less if used also for other purposes)						
	a	b	c	d= a*b*c					
1 [Equipment short name]	0,00	0,00		0%	0,00				
2 [Equipment short name]	0,00	0,00		0%	0,00				
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00				
Total rental and leasing					0,00				
Total equipment for this WP					0,00				
Total equipment (all WPs)					0,00				
C.3 Other goods, works and services									
WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION								
		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much		
	Consumables	0,00							
	Conferences, seminars, workshops, trainings & events	0,00							
	Information & publications	0,00							
	Other expenses								
	1 IPR costs	0,00							
	2 Bank fees (pre-financing guarantee)	0,00							
	3 Audit fees (CFS)	0,00							
	4 Project evaluation	0,00							
	[5 short name other]	0,00							
	[6 short name other]	0,00							
Total goods, works and services for this WP		0,00							
WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS								
		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much		
	Consumables	0,00							
	Conferences, seminars, workshops, trainings & events	0,00							
	Information & publications	0,00							
	Other expenses								
	1 IPR costs	0,00							
	2 Bank fees (pre-financing guarantee)	0,00							
	3 Audit fees (CFS)	0,00							
	4 Project evaluation	0,00							
	[5 short name other]	0,00							
	[6 short name other]	0,00							
Total goods, works and services for this WP		0,00							
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION								
		Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much		
	Consumables	0,00							

	Conferences, seminars, workshops, trainings & events	0,00					
	Information & publications	0,00					
	Other expenses						
	1 IPR costs	0,00					
	2 Bank fees (pre-financing guarantee)	0,00					
	3 Audit fees (CFS)	0,00					
	4 Project evaluation	0,00					
	[5 short name other]	0,00					
	[6 short name other]	0,00					
	Total goods, works and services for this WP	0,00					
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS						
		Costs (actual costs)		Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much		
	Consumables	0,00					
	Conferences, seminars, workshops, trainings & events	0,00					
	Information & publications	0,00					
	Other expenses						
	1 IPR costs	0,00					
	2 Bank fees (pre-financing guarantee)	0,00					
	3 Audit fees (CFS)	0,00					
	4 Project evaluation	0,00					
	[5 short name other]	0,00					
	[6 short name other]	0,00					
	Total goods, works and services for this WP	0,00					
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM						
		Costs (actual costs)		Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much		
	Consumables	0,00					
	Conferences, seminars, workshops, trainings & events	0,00					
	Information & publications	0,00					
	Other expenses						
	1 IPR costs	0,00					
	2 Bank fees (pre-financing guarantee)	0,00					
	3 Audit fees (CFS)	0,00					
	4 Project evaluation	0,00					
	[5 short name other]	0,00					
	[6 short name other]	0,00					
	Total goods, works and services for this WP	0,00					
	Total goods, works and services (all WPs)	0,00					
	Total purchase costs (all WPs)	0,00					
D. Other cost categories							
D.1. Financial support to third parties							
WORK PACKAGE 1	PROJECT MANAGEMENT AND COORDINATION						
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)		
	[Support scheme short name]	0,00					
	[Support scheme short name]	0,00					

		0,00			
	Total other cost category D.1 for this WP	0,00			
WORK PACKAGE 2	REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS				
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)
	[Support scheme short name]	0,00			
	[Support scheme short name]	0,00			
		0,00			
	Total other cost category D.1 for this WP	0,00			
WORK PACKAGE 3	REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION				
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)
	[Support scheme short name]	0,00			
	[Support scheme short name]	0,00			
		0,00			
	Total other cost category D.1 for this WP	0,00			
WORK PACKAGE 4	INCREASE COMPETENCE IN MICRO-ORGANISMS				
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)
	[Support scheme short name]	0,00			
	[Support scheme short name]	0,00			
		0,00			
	Total other cost category D.1 for this WP	0,00			
WORK PACKAGE 5	ACHIEVE OR MAINTAIN A FULL COST-RECOVERY SYSTEM				
	Financial support to third parties	Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of support scheme (estimated number of recipients; maximum amount per recipient)
	[Support scheme short name]	0,00			
	[Support scheme short name]	0,00			
		0,00			
	Total other cost category D.1 for this WP	0,00			
			Total D.1 (all WPs)	0,00	
			Total other cost categories (all WPs)	0,00	
E. Indirect costs					
		Costs (flat-rate)			
ALL WORK PACKAGES	Total estimated direct costs (on which indirect cost flat-rate is based, see GA eligibility article)	264 000,00			
	Flat-rate (%)	7%	ATTENTION! Check that the rate is in line with the call conditions. Put 0% if you receive an EU Operating Grant and are not eligible to charge indirect costs"		
	Total indirect costs	18 480,00			
Total indirect costs		18 480,00			
TOTAL COSTS PARTICIPANT				282 480,00	

EU CONTRIBUTION (GRANT)

	Amount (EUR)
Total costs	282 480,00
Single Funding rate (%)	75%
Maximum EU contribution	211 860,00
Requested EU contribution	211 860,00 ATTENTION

EU CONTRIBUTION 211 860,00

REVENUES AND CONTRIBUTIONS BY THIRD PARTIES

Revenues

Income generated by the action

	Amount (EUR)	Description of the income (type of generated income and number of users, etc)
ALL WORK PACKAGES Estimated income generated by the action	70 620,00	Estimated income from the fees for assessment of approx. 60 applications evaluated by 2 newly hired experts during the project implementation. The declared estimated revenue will be received during the project implementation period (60 months).
Total income generated by the action	70 620,00	
	70 620,00	

In-kind contributions by third parties

In-kind contributions by third parties

	Amount (EUR)	Description of the contribution (type of contribution, donor, purpose etc)
ALL WORK PACKAGES Estimated in-kind contributions by third parties	0,00	
Total in-kind contributions	0,00	
In-kind contributions	0,00	

Financial contributions by third parties

Financial contributions by third parties

	Amount (EUR)	Description of the contribution (type of contribution, donor, purpose, etc)
ALL WORK PACKAGES Estimated financial contributions by third parties	0,00	
Total financial contributions	0,00	
Financial contributions	0,00	

TOTAL REVENUES AND CONTRIBUTIONS BY THIRD PARTIES 70 620,00

OWN RESOURCES

	Amount (EUR)
Own resources	0,00

OWN RESOURCES 0,00

TOTAL INCOME PARTICIPANT 282 480,00

DETAILED BUDGET TABLE (ACTION GRANTS)

 Associated with document Ref. Ares(2023)7798200 - 16/11/2023

Project number:	SEP-210948134
Project acronym:	BoPPP SK
Participant short name:	UKSUP
Participant PIC:	885992375

CONSOLIDATED COSTS PER WORK PACKAGE (PER PARTICIPANT)

COSTS PER WORK PACKAGE												
	A.1 Employees A.2 + A.3 Natural persons under direct contract and seconded persons a1 - a2	A.4 SME owners a3	B. Subcontracting costs b	C. Purchase costs						D. Other cost categories D.1 Financial support to third parties d1	E. Indirect costs <small>e = flat-rate * (a1 + a2 + a3 + a5 + b [+ c1] + [cia + c1b + c1c] + c2 + c3 + d1 + d2 + d3 + d4 + d5 + d6)</small>	Total
				C.1 Travel and subsistence c1	C.1 Travel c1a	C.1 Accommodation c1b	C.1 Subsistence c1c	C.2 Equipment c2	C.3 Other goods, work and services c3			
WP1 PROJECT MANAGEMENT AND COORDINATION	49 200,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	49 200,00
WP2 REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS	41 400,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	41 400,00
WP3 REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION	289 800,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	289 800,00
WP4 INCREASE COMPETENCE IN MICRO- ORGANISMS	82 800,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	82 800,00
WP5 ACHIEVE OR MAINTAIN A FULL COST- RECOVERY SYSTEM	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
TOTAL COSTS PARTICIPANT	463 200,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	32 424,00	495 624,00

DETAILED BUDGET TABLE (ACTION GRANTS)

 Associated with document Ref. Ares(2023)7798200 - 16/11/2023

Project number:	SEP-210948134
Project acronym:	BoPPP SK
Participant short name:	VUVH
Participant PIC:	997263403

CONSOLIDATED COSTS PER WORK PACKAGE (PER PARTICIPANT)												
COSTS PER WORK PACKAGE												
	A.1 Employees A.2 + A.3 Natural persons under direct contract and seconded persons a1 - a2	A.4 SME owners a3	B. Subcontracting costs b	C. Purchase costs						D. Other cost categories D.1 Financial support to third parties d1	E. Indirect costs e = flat-rate * (a1 + a2 + a3 + a5 + b [+ c1] + [cia + c1b + c1c] + c2 + c3 + d1 + d2 + d3 + d4 + d5 + d6)	Total
				C.1 Travel and subsistence c1	C.1 Travel c1a	C.1 Accommodation c1b	C.1 Subsistence c1c	C.2 Equipment c2	C.3 Other goods, work and services c3			
WP1 PROJECT MANAGEMENT AND COORDINATION	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
WP2 REDUCE DELAYS FOR ACTIVE SUBSTANCE DOSSIERS	52 800,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	52 800,00
WP3 REDUCE DELAYS FOR PRODUCT AUTHORISATION AND MUTUAL RECOGNITION	105 600,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	105 600,00
WP4 INCREASE COMPETENCE IN MICRO- ORGANISMS	105 600,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	105 600,00
WP5 ACHIEVE OR MAINTAIN A FULL COST- RECOVERY SYSTEM	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
TOTAL COSTS PARTICIPANT	264 000,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	18 480,00	282 480,00

ANNEX 2**ESTIMATED BUDGET FOR THE ACTION**

Estimated eligible ¹ costs (per budget category)												Estimated EU contribution ²				
Direct costs										Indirect costs		Total costs	EU contribution to eligible costs			Maximum grant amount ⁶
A. Personnel costs		B. Subcontracting costs	C. Purchase costs				D. Other cost categories		E. Indirect costs ³	Funding rate % ⁴	Maximum EU contribution ⁵		Requested EU contribution			
Forms of funding	A.1 Employees (or equivalent)	A.4 SME owners and natural person beneficiaries	B. Subcontracting	C.1 Travel and subsistence			C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	E. Indirect costs	Flat-rate costs ⁸	f = a+b+c+d+e	U	g = f * U%	h	m
	A.2 Natural persons under direct contract	A.3 Seconded persons		Travel	Accommodation	Subsistence										
	Actual costs	Unit costs ⁷	Actual costs	Unit ⁷ or actual costs	Unit ⁷ or actual costs	Unit ⁷ or actual costs	Actual costs	Actual costs	Actual costs	Unit costs ⁷						
	a1	a3	b	c1a	c1b	c1c	c2	c3	d1a	d1b	e = flat-rate * (a1 + a3 + b + c1a + c1b + c1c + c2 + c3 + d1a + d1b)					
1 - UKSUP	463 200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32 424.00	495 624.00	75	371 718.00	371 718.00	371 718.00
2 - VUVH	264 000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18 480.00	282 480.00	75	211 860.00	211 860.00	211 860.00
Σ consortium	727 200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50 904.00	778 104.00		583 578.00	583 578.00	583 578.00

¹ See Article 6 for the eligibility conditions. All amounts must be expressed in EUR (see Article 21 for the conversion rules).

² The consortium remains free to decide on a different internal distribution of the EU funding (via the consortium agreement; see Article 7).

³ Indirect costs already covered by an operating grant (received under any EU funding programme) are ineligible (see Article 6.3). Therefore, a beneficiary/affiliated entity that receives an operating grant during the action duration cannot declare indirect costs for the year(s)/reporting period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action. This requires specific accounting tools. Please immediately contact us via the EU Funding & Tenders Portal for details.

⁴ See Data Sheet for the funding rate(s).

⁵ This is the theoretical amount of the EU contribution to costs, if the reimbursement rate is applied to all the budgeted costs. This theoretical amount is then capped by the 'maximum grant amount'.

⁶ The 'maximum grant amount' is the maximum grant amount decided by the EU. It normally corresponds to the requested grant, but may be lower.

⁷ See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit).

⁸ See Data Sheet for the flat-rate.

ANNEX 2a

ADDITIONAL INFORMATION ON UNIT COSTS AND CONTRIBUTIONS

SME owners/natural person beneficiaries without salary

See [*Additional information on unit costs and contributions \(Annex 2a and 2b\)*](#)

Travel and subsistence

See [*Additional information on unit costs and contributions \(Annex 2a and 2b\)*](#)

SMP COSME EYE unit costs for financial support to third parties

See [*Additional information on unit costs and contributions \(Annex 2a and 2b\)*](#)

SMP ESS personnel costs based on time

See [*Additional information on unit costs and contributions \(Annex 2a and 2b\)*](#)

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

VYSKUMNY USTAV VODNEHO HOSPODARSTVA (VUVH), PIC 997263403, established in
nabr. arm. gen. L. Svobodu 5, Bratislava 81249, Slovakia,

hereby agrees

to become beneficiary

in Agreement No 101139165 — BoPPP SK ('the Agreement')

between USTREDNY KONTROLNY A SKUSOBNY USTAV POLNOHOSPODARSKY V
BRATISLAVE (UKSUP) **and the European Health and Digital Executive Agency (HADEA)** ('EU
executive agency' or 'granting authority'), under the powers delegated by the European Commission
('European Commission'),

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement,
in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in
accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

ANNEX 4 SMP MGA — MULTI + MONO

FINANCIAL STATEMENT FOR [PARTICIPANT NAME] FOR REPORTING PERIOD [NUMBER]

	Eligible ¹ costs (per budget category)														EU contribution ²				Revenues					
	Direct costs										Indirect costs				Total costs					EU contribution to eligible costs				Total requested EU contribution
	A. Personnel costs				B. Subcontracting costs	C. Purchase costs			D. Other cost categories			E. Indirect costs ²				Funding rate % ³	Maximum EU contribution ⁴	Requested EU contribution						
	[OPTION for all SMP ToA except European Statistics: A.1 Employees (or equivalent) A.2 Natural persons under direct contract A.3 Seconded persons]	[OPTION for all SME ToA except European Statistics: A.4 SME owners and natural person beneficiaries]	[OPTION for European Statistics: A.6 ESS personnel costs based on time]	[OPTION for European Statistics: A.7 ESS personnel costs based on deliverables]	B. Subcontracting	C.1 Travel and subsistence			C.2 Equipment	C.3 Other goods, works and services	[OPTION for all SMP ToA except European Statistics: D.1 Financial support to third parties]	[OPTION for Grants for Procurement :D.2. PPI procurement costs]	[OPTION for COSME EEN : D.3 EEN additional coordination and networking costs]	E. Indirect costs										
Travel						Accommodation	Subsistence	Actual costs						Actual costs	Actual costs	[Actual costs]	[Unit costs ⁵]	[Actual costs]	[Lump sum costs]	Flat-rate costs ⁶				
Forms of funding	[Actual costs]	Unit costs ⁵	[Unit costs ⁵]	[Actual costs]	Actual costs	Unit ⁵ or actual costs	Unit ⁵ or actual costs	Unit ⁵ or actual costs	Actual costs	Actual costs	[[Actual costs]]	[[Unit costs ⁵]]	[Actual costs]	[Lump sum costs]	Flat-rate costs ⁶	f = a+b+c+d+e	[U] [V, W]	[OPTION for all SMP ToA except Grants for Financial Support and COSME EEN: g = (a1 + a3 + a3 + b + c1a + c1b + c1c + c2 + c3 + [d1a] [d1b] + [d2]) [OPTION for COSME EEN: e = flat-rate * (a1 + a3 + b + c1a + c1b + c1c + c2 + c3 + d1a + d3)] [OPTION for European Statistics: e = flat-rate * (a5 + a6)]	h	m	n			
XX – [short name beneficiary/affiliated entity]																								

The beneficiary/affiliated entity hereby confirms that:
 The information provided is complete, reliable and true.
 The costs and contributions declared are eligible (see Article 6).
 The costs and contributions can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 20 and 25).
 For the last reporting period: that all the revenues have been declared (see Article 22).

¹ Please declare all eligible costs and contributions, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be taken into account lateron, in order to replace costs/contributions that are found to be ineligible.

² See Article 6 for the eligibility conditions. All amounts must be expressed in EUR (see Article 21 for the conversion rules).

³ If you have also received an EU operating grant during this reporting period, you cannot claim indirect costs - unless you can demonstrate that the operating grant does not cover any costs of the action. This requires specific accounting tools. Please contact us immediately via the Funding & Tenders Portal for details.

⁴ See Data Sheet for the reimbursement rate(s).

⁵ This is the theoretical amount of EU contribution to costs that the system calculates automatically (by multiplying the reimbursement rates by the costs declared). The amount you request (in the column 'requested EU contribution') may be less.

⁶ See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit).

⁷ See Data Sheet for the flat-rate.

ANNEX 5

SPECIFIC RULES

INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE (— ARTICLE 16)

Rights of use of the granting authority on results for information, communication, dissemination and publicity purposes

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through ‘open access’ or ‘open data’ portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they

comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

Access rights for third parties to ensure continuity and interoperability

Where the call conditions impose continuity or interoperability obligations, the beneficiaries must make the materials, documents and information and results produced in the framework of the action available to the public (freely accessible on the Internet under open licences or open source licences).

Different rights of use in Standardisation actions

In view of the specific business model of standardisation organisations (and unless otherwise agreed with the granting authority), access rights in European Standardisation actions do not include the following:

- the right to **make available** standards and standardisation deliverables to persons working for other EU services (including institutions, bodies, offices, agencies, etc.) other than the granting authority or to persons working for an EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services
- the right to **distribute to the public** standards and standardisation deliverables (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes)
- the right to **edit or redraft** standards and standardisation deliverables
- the **translation** of standards and standardisation deliverables
- the **processing**, analysing, aggregating of standards and standardisation deliverables received and **producing derivative works**.

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Communication and dissemination plan

Where imposed by the call conditions, the beneficiaries must provide a detailed communication and dissemination plan, setting out the objectives, key messaging, target audiences, communication channels, social media plan, planned budget and relevant indicators for monitoring and evaluation.

Additional communication and dissemination activities

The beneficiaries must engage in the following additional communication and dissemination activities:

- **present the project** (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' **websites** or **social media accounts**
- upload the public **project results** to the Single Market Programme Project Results

platform, available through the Funding & Tenders Portal

SPECIFIC RULES FOR CARRYING OUT THE ACTION (— ARTICLE 18)

Specific rules for PPI Grants for Procurement

When implementing procurements in PPI Grants for Procurement, the beneficiaries must respect the following conditions:

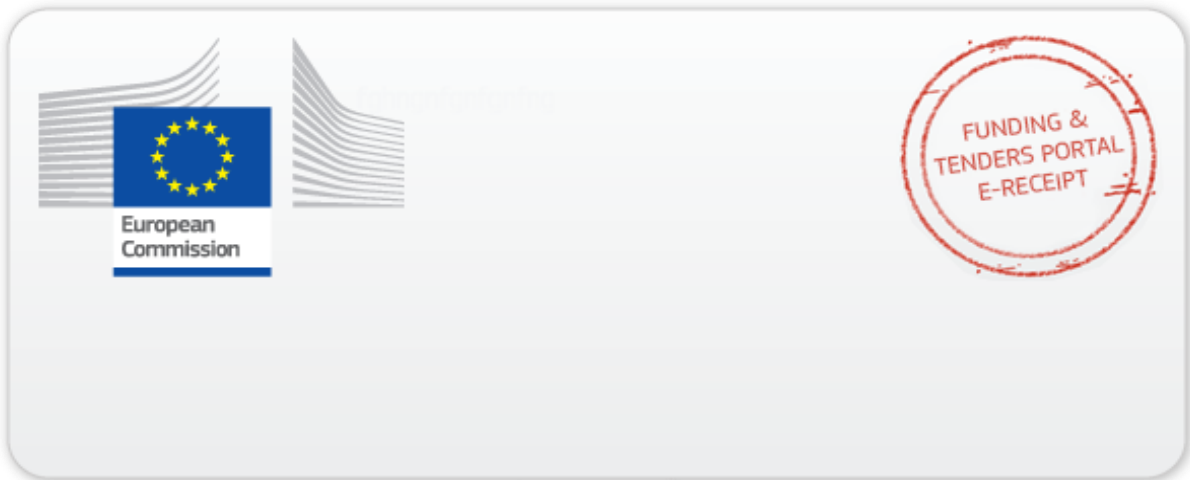
- avoid any conflict of interest and comply with the principles of transparency, non-discrimination, equal treatment, sound financial management, proportionality and competition rules
- assign the ownership of the intellectual property rights under the contracts to the contractors (unless there are exceptional overriding public interests which are duly justified in Annex 1), with the right of the buyers to access results — on a royalty-free basis — for their own use and to grant (or to require the contractors to grant) non-exclusive licences to third parties to exploit the results for them — under fair and reasonable conditions — without any right to sub-license
- allow for all communications to be made in English (and any additional languages chosen by the beneficiaries)
- ensure that prior information notices, contract notices and contract award notices contain information on the EU funding and a disclaimer that the EU is not participating as contracting authority in the procurement
- allow for the award of multiple procurement contracts within the same procedure (multiple sourcing)
- where the call conditions impose a place of performance obligation: ensure that the part of the activities that is subject to the place of performance obligation is performed in the eligible countries or target countries set out in the call conditions
- to ensure reciprocal level of market access: where the WTO Government Procurement Agreement (GPA) does not apply, ensure that the participation in tendering procedures is open on equal terms to bidders from EU Member States and all countries with which the EU has an agreement in the field of public procurement under the conditions laid down in that agreement, including all Horizon Europe associated countries. Where the WTO GPA applies, ensure that tendering procedures are also open to bidders from states that have ratified this agreement, under the conditions laid down therein.

Specific rules for blending operations

When implementing blending operations, the beneficiaries acknowledge and accept that:

- the grant depends on the approved financing from the Implementing Partner and/or public or private investors for the project
- they must inform the granting authority both about the approval for financing and the financial close — within 15 days

- the payment deadline for the first prefinancing is automatically suspended until the granting authority is informed about the approval for financing
- both actions will be managed and monitored in parallel and in close coordination with the Implementing Partner, in particular:
 - all information, data and documents (including the due diligence by the Implementing Partner and the signed agreement) may be exchanged and may be relied on for the management of the other action (if needed)
 - issues in one action may impact the other (e.g. suspension or termination in one action may lead to suspension also of the other action; termination of the grant will normally suspend and exit from further financing and vice versa, etc.)
- the granting authority may disclose confidential information also to the Implementing Partner.



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