

# FREQUENTLY ASKED QUESTIONS

## **QUESTION N. 1**

We are looking for partners in order to apply for the EDA Call for Proposal regarding the Pilot Project on defence research. Can the EDA assist with this?

## **ANSWER N. 1**

No, EDA does not assist with the search of consortium partners.

## **QUESTION N. 2**

Could you please put me in touch or provide me with the contacts of the technical and contact points in charge of the project?

## **ANSWER N. 2**

No, EDA cannot give the contact details of the project officers involved. As stated in *Annex 3* of the Call for Proposal (*Procedure for submission to the Call*), contacts between EDA and applicants are prohibited throughout the procedure save in exceptional circumstances and under some conditions. For more information, please refer to Annex 3, Procedure for submission to the Call, page 21.

## CALL FOR PROPOSAL

### **QUESTION N. 1**

The Call mentions, in section ‘3.2.- *Eligibility check*’, that an eligibility criteria is to be in possession of the necessary accreditation to handle classified information. There is no mention in the call text about the security clearance level required for each Pilot Project topics. Could you please give us an idea about the required accreditation level?

### **ANSWER N. 1**

The required accreditation level will depend on the level of classified data which is intended to be used and/or produced.

If the overall classification of the project proposal is unclassified there is no need to present security clearances.

### **QUESTION N. 2**

If the eligibility criteria requests consortium members to demonstrate their accreditation level to handle classified information, the follow sentence in page 12 is confusing “...*they shall be able to produce a security clearance at the appropriate level obtained from their National Security Authority*”. Could you please clarify whether the clearance is requested in any or all of the Pilot Project topics?

### **ANSWER N. 2**

The level of security depends on the specific project proposal. If the specific project proposal indicates in the submission form that there is a security level, then the necessary security clearances should be provided. In the item of the submission form ('*security*') you should indicate whether security issues apply; if so, you should thus provide the appropriate forms.

**QUESTION N. 3**

In case the accreditation to handle classified information is needed, should our National Security Authority inform EDA directly?

**ANSWER N. 3**

In case of Facility Security Clearances (FSC), Yes. EDA security shall have received confirmation from the relevant National Security Authorities/Designated Security Authorities (NSA/DSA) that an appropriate FSC has been issued.

In case a project indicates that there is classified information, Personnel Security Clearances (PSC) need to be provided.

**QUESTION N. 4**

Is this accreditation requested for the whole consortium or only for the coordinator and/or specific partners?

**ANSWER N. 4**

This depends on the project proposal and if all deliverables and staff involved have a need-to-know.

**QUESTION N. 5**

The call for proposal states that participants can be public authorities, industrial organisations, public and private (including SMEs), higher education institutions and research organisations. Does the category of public authorities include the one of military public authorities?

**ANSWER N. 5**

Yes, they are. The text mainly refers to Military or defence research institutes that are funded by from public finances.

**QUESTION N. 6**

Are the indicative budgets the maximum budget by topic? Is the amount including or excluding VAT?

**ANSWER N. 6**

The indicative budget is the maximum amount available per topic. In other words, any budget below or equal to the indicative budget is acceptable.

The project is VAT exempt.

**QUESTION N. 7**

Could you please confirm if the rule of participation of minimum three organisations from three different member states applies for this Call?

**ANSWER N. 7**

Annex I of the Call for proposals, Article 2.2, indicates the minimum number of participants: *‘projects shall be carried out by a consortium of at least three independent legal entities from three different Member States.’*

**QUESTION N. 8**

Paragraph 4 of section I.1 of the Call for Proposal states that ‘Project duration shall not exceed 18 months’. However, at the end of the description of topic PP-15-INTR-01 (page 5) and topic PP-15-INTR-02 (page 6), it is written that ‘The work has to be planned over a period of 12 months’. Which one is correct, 12 or 18 months?

**ANSWER N. 8**

The project duration of PP-15-INTR-01 is 12 months (see page 5).

The project duration of PP-15-INTR-02 is 12 months (see page 7).

The project duration of PP-15-STAN-CERT-01 is 18 months (see page 8).

**QUESTION N. 9**

The existence of a ‘reserve list of proposals’ (section 4.2 of the Call for Proposal) kept in reserve to allow for ‘[...] savings to be made during grant negotiations’, suggests that more than one proposal could be contracted for each topic. Is this correct?

**ANSWER N. 9**

It is foreseen that one project per topic will be awarded a grant agreement. A reserve list, with a number of proposals, is established indeed for the cases (article 4.2 of the Call for Proposal) of failure of negotiations, withdrawal of proposals and/or savings.

**QUESTION N. 10**

A clearly defined page limit of 70 pages is given for sections 1, 2 and 3 of part B of the proposal. Does this mean that section 4 (information on Participants and Security) is excluded from the page limit?

**ANSWER N. 10**

Yes. The cover page and section 1, 2 and 3 together should not be longer than 70 pages.

**QUESTION N. 11**

The selection criteria (section 1.3, p 19 of the Call for proposals) states that applicants must provide the appropriate documents attesting to operational and technical competencies and capacities required to complete the proposed activities. Please advise on how this should be accomplished (e.g. separate documents or reference lists in section 4 of Part B of the proposal, or otherwise).

**ANSWER N. 11**

Experts will have to be able to attest the operational/technical capacity of the participants. This criteria can be met either submitting some documents such as organisation activity reports, proof of experience in carrying out equivalent actions in related fields, or:

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
  - a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
  - a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
  - a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
  - a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
  - [any other supporting documents specified in the work programme for this call.]
- (please refer to section 4 of the Proposal Submission Form).

**QUESTION N. 12**

Annex 3 of the Call for proposals (p 20) states that “Proposals must be signed by the applicant(s)”. Does this mean that authorized signatures from all organizations participating in the proposal are required? Or is this considered to be covered by item 1) under the heading “Declarations” in Part A, section 1 of the proposal?

**ANSWER N. 12**

The Declaration has to be signed by the consortium leader only.  
Participants will have to sign the mandate - Annex IV of the Model Grant Agreement.

**QUESTION N. 13**

It is our understanding that the following documents are required to be submitted in the envelope to constitute an eligible proposal. Please advise if our understanding is not correct.

- Proposal
- Administrative form (Part A)
- Research proposal (Part B)
- Exclusion criteria documents (certifying that Participants are not in any of the situations listed in page 18 of Call for proposals)
- Supporting documents on financial capacity
- Appropriate documents attesting the operational capacity

**ANSWER N. 13**

Yes, it is correct.

You will have to add the necessary accreditation to handle classified information, if necessary.

## PROPOSAL SUBMISSION FORM

### **QUESTION N. 1**

It seems that some basic administrative information (such as legal name, registration number, etc) on participating organizations (other than the coordinating organization), should not be provided in Part A of the proposal. It seems that this information is neither to be provided in section 4 (Members of the consortium), of Part B. Is this correct?

### **ANSWER N. 1**

Yes. For the consortium participant, you will have to fill in the information below.

[Consortium participant 1](#)

Title:

First name

Family name:

E-mail:

Contact number:

Organisation:

Position:

Department:

Please indicate next to ‘Consortium participant’ the legal name of your entity.

### **QUESTION N. 2**

In section 4 of the Proposal Submission Form (Members of the consortium), the following instruction is given under the heading ‘Participants (applicants)’: ‘Please provide, for each participant (outlined at page 6), the following (if available)’. What information the reference to page 6 refers to?

### **ANSWER N.2**

For each participant listed under section 2 – ‘Administrative data of participating organisations’, the proposal has to describe the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
- [any other supporting documents specified in the work programme for this call.]

### **QUESTION N. 3**

In section 4 of the Proposal Submission Form (Members of the consortium), a heading “Security” gives the option to answer “Yes/No” to two questions. Is a Yes/No-answer sufficient to cover these issues adequately in the proposal?

**ANSWER N. 3**

Yes, it is sufficient.

However, if you tick the box ‘yes’ you should provide the appropriate forms.

**MODEL GRANT AGREEMENT**

**QUESTION N. 1**

In Article II.8.1 references are made to Article I.8.1. Should this be Article I.7.1?

**ANSWER N. 1**

Yes.

**QUESTION N. 2**

In Article I.7.1 reference is made to Article II.7. Should this be Article II.8?

**ANSWER N. 2**

Yes

**QUESTION N. 3**

Is there a Security Aspect Letter template?

**ANSWER N. 3**

The Security Aspect Letter will be added to the draft contract in case the project is decided to be at determined classification level.