

24.ISE.CP.140

Proofs of concept aimed at enhancing circularity in defence applications

Info Session on 18/10/2024 and additional Q&A from potential applicants (last and final update 14/11/2024)

1. *Q: Could you please clarify if the budget is per project?*
A: The budget range is between 75,000 to 300,000 EUR per project (sum for all applicants involved) regardless of the topic. Up to 5 projects will be funded.
2. *Q: Could you please confirm who will do the evaluation?*
A: The evaluation committee members will be appointed by EDA . Their names will not be disclosed.
3. *Q: Is the cost structure open?*
A: Please refer to the Call for proposals and its annexes. EDA grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. There is no requirement on the share of each cost category. However, the allocation among categories is part of the evaluation under Sub-criterion 4.2 “Appropriateness and transparency of the budget and resources and their consistency with the work plan”.
4. *Q: What is the funding rate?*
A: The grant amount may neither exceed the eligible costs nor the amount requested. The EU grant is limited to a maximum co-funding rate of 95% of eligible costs incurred in the implementation of the specific actions taking into account the maximum grant amount referred to in section 4. Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the EU grant. For the selected projects, beneficiaries will be required to report their actual costs with the same cost category structure.
5. *Q: Is the share of the co-funding an award criterion?*
A: No.
6. *A: Which are the payment modalities?*
Q: Please refer to Section 12.3 of the Call for Proposals. There will be a pre-financing and a final payment at the end of the project.
7. *Q: Which is the rate of indirect costs?*
A: Please refer to section 12.2.4 of the Call for Proposals. A flat-rate amount of 7% of the total eligible direct costs of the action excluding subcontracting costs is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable

to the action/project. Please note that indirect costs are only eligible if generated by eligible direct costs.

8. *Q: Where can I find the published Call for Proposals and its annexes?*

A: Proposal documents are available on EDA webpage: [24.ISE.CP.140 - Proofs of concept aimed at enhancing circularity in defence applications \(europa.eu\)](https://ec.europa.eu/eda/24-ISE-CP-140)

9. *Q: Can three entities participate in the consortium, two of which are from the same eligible country?*

A: Yes, each consortium shall be composed of at least two (2) entities, from at least two eligible countries.

10. *Q: May a consortium consist in solely academic partners?*

A: Yes, it may. Beyond the minimum requirement of two applicants/beneficiaries There is no requirement on the composition of the consortium.

11. *Q: Will IPR belong to the consortium?*

A: The granting authority does not obtain ownership of the results produced under the action. It obtains the rights of use. Please refer to Article 16 of the model grant agreement for more information.

12. *Q: Are the project ideas/topics which must be addressed by the proposal mentioned on the EDA website?*

A: The topics are mentioned in the Call for Proposals. Please refer to section 1 and 2 of the call and links included therein.

13. *Q: You referred to proof of concept, which is normally a rather low TRL, but do you expect to have something in the market in the near future? You mentioned a plan for 5/10 years, that means that companies must be involved.*

A: For sub-criterion 2.1 "Expected impact", the time of 5 and 10 years after the project is given as a common reference, taking into account that development times may differ depending on a scope of the respective proposals.

Applicants should explain why they select a certain time as reference to calculate the expected impact, noting that the above-mentioned sub-criterion also evaluates the robustness of the assumptions.

14. *Q: Is the UK an eligible country for this call for proposals?*

A: No, only applicants registered in the EU MS are eligible.

15. *Q: I do not have an EU account (ECAS), can I sign the documents with a normal esignature?*

A: Please refer to Section 17.1 of the Call for Proposals. In case the documents cannot be signed with Qualified Electronic Signature (QES), signature by blue ink is acceptable. In case the Declaration of Honour is signed in blue ink, the applicant shall send the original by post, mail, express mail or commercial courier to EDA premises not later than the deadline for submission of the proposals. This deadline is therefore respected even if the Declaration of Honour is received by the EDA after this deadline under the condition that it was sent before the deadline. The evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to EDA address.

16. Q: *In the expected outcome (section 2.1), the call text mentions examples of “tangible results” but, in section 2.4, the only required deliverables are reports and a public summary. What is the reason for this?*

A: The list in section 2.4 is the minimum requirement. Applicants must target “tangible results” and describe the corresponding deliverables, which will be taken into account in the evaluation of sub-criteria 1.1, 1.2, 2.1, 2.2 and 3.1.

17. Q: *Should the results (e.g. demonstrator) be directly linked to a military application?*

A: “Representative samples” (as mentioned in section 2.1) can be considered a tangible result. However, not justifying a link to a military application, may be negatively evaluated (e.g. under sub-criteria 1.1, 2.1, 2.2).

18. Q: *Why are there two different e-mail addresses mentioned in the call text.*

A: Proposals shall be solely submitted by e-mail to the following e-mail address: 24.ISE.CP.140@eda.europa.eu .

The address Grant@eda.europa.eu may be used for questions and requests for clarification.

Additional anonymised questions received by applicants and answers added on 31/10/2024

19. Q: *Do both/all companies in the consortium have to submit the financial viability report?*

A: Financial capacity assessment for beneficiaries occurs at individual level. Both coordinator and member of a consortium must submit their data regarding their financial capacity. It is always needed, except if the concerned beneficiary (or coordinator) is a public body or falls under any other situation referred to in Article 201 (points 5 and 6) of the [applicable EU Financial Regulation](#). Please also note that the verification of the financial capacity shall not apply to applicants requesting an EU contribution lower than or equal to EUR 60 000 (please refer to Chapter 9.1 – Financial Capacity, at page 14 of the call text) .

20. Q: *For the financial capacity assessment should we use numbers from the 2023 annual accounts or latest available numbers from 2024? I could not find information on that in the guide.*

A: Please refer to Annex II to the Call for Proposals 24.ISE.CP.140 “A5 form – Financial capacity check explanations” and its Chapter 1.2.2 List of documents and information where it states that *“the documents provided must cover the last two closed financial years. The most recent year must have been closed within the last 18 months”*. This Chapter also contains explanations for applicable exceptions.

21. Q: *In the Technical Proposal form B1 where all the projects are listed in the beginning there seems to be one missing – “Digital Product Passport (DPP) for Armour Inserts”.*

A: The scope of the call covers only the project ideas mentioned in section 2.2. On page 7, the call text states that *“activities linked to the topics/project ideas “Green Procurement Knowledge Platform” and “Digital Product Passport (DPP) for Armour Inserts” are excluded from the scope of this call for proposals”*.

22. Q: *Can one consortium apply for two different grants at the same time? We see overlapping solutions for two different projects on the list and would like to propose a solution that has several common key elements.*

A: Referring to your question, an applicant may submit either two proposals for the respective project ideas or a single application mentioning, in form B1, which project ideas are covered by the proposal. This depends also on the intention of the other applicant(s) involved. Please refer to CALL FOR PROPOSALS 24.ISE.CP.140, Chapter 7.2 7.2. Multi-beneficiary proposal - Structure of the consortium (page 12), where it states that *“applicant(s) may participate in multiple applicant consortia if the actions covered in the respective Technical Proposals (B1 form) are different from each other in order to comply with the principle of non-cumulative financing and award”*.

Therefore, in case both proposals are proposed for the award, the concerned beneficiary/ies must ensure there will not be any double funding (namely no costs for the same activity/item to be funded twice from the EU budget).

23. Q: *Since this is our first time applying for such a grant, is there a way to have the list of submitted documents looked over before submitting to make sure that we have not missed anything?*

A: Please note that calls for proposals are competitive by nature and there is no possibility of making a preliminary check on the documents to be submitted for a proposal. Please follow the indications provided in the text of the call Chapter 17. SUBMISSION OF PROPOSALS (page 32): *“applicants are advised to start completing their proposal early and not to wait until the last moment (Receipt Time Limit) to submit their proposals. To avoid any complications with regard to late receipt/non receipt of proposals within the deadline, please ensure that your proposal is submitted several hours before the deadline”*.

24. Q: *After reading the documents, I still do not understand the topic of the “IF CEED” programme. Are you looking for technology partners to optimize the circulation management within defence applications? Maybe you are available for a Teams-Meeting?*

A: Please note that the landscape of the initiative is explained in the text of the CALL FOR PROPOSALS 24.ISE.CP.140 Proofs of concept aimed at enhancing circularity in defence applications. Please refer to chapters 1 – CONTEXT and 2 - OBJECTIVES AND SCOPE OF THE CALL. (pages 5 – 7).

Please note for reasons related to equal treatment of applicants, EDA Circular Economy Team is not in a position to offer ad-hoc online meetings to discuss the call for proposals.

25. Q: *In the Annex II to the Call for Proposals 24.ISE.CP.140 – A5 form – Financial capacity check explanations, indicates that “As a general rule, financial documents must be provided in their original language(s), as imposed by the legislation in the participant’s country of registration. For documents in EU languages, participants may be requested to submit an English free (unofficial) translation to facilitate the assessment”.*

A: Concerning the A5 form – Financial capacity check explanation, the general rule is that “financial documents must be provided in their original language(s), as imposed by the legislation in the participant’s country of registration”. If needed, EDA may request “an English free (unofficial) translation to facilitate the assessment”. The fact the translation is unofficial means that it does not need to be accompanied by an authenticity certificate and the credentials of the translator do not need to be provided. Therefore, it is upon the applicant to choose any option available, should EDA request such unofficial translation.

Further, please refer to the Sections 6 and 17 of the Call for Proposals, according to which “the proposal may be submitted in any of the official languages of the European Union with a preference to English version. If the proposal is submitted in a language other than English, the applicant shall submit an English translation of the technical proposal together with the proposal”. The applicant is not required to submit translation of other application documents not submitted in English together with the proposal, but it may do so.

26. Q: *We are interested in participating in IF CEED initiative. In order to proceed, we would like to clarify the range of financing for the proposals. Maximum is 95% and we would need to know minimum. Would you mind informing us about this point or indicating us where can we find this data?*

A: Please note that in the text of the CALL FOR PROPOSALS 24.ISE.CP.140 Proofs of concept aimed at enhancing circularity in defence applications, the aspects related to co-financing are mainly explained in Chapter 4. EU FINANCING (page 8 -9) and in Chapter 12. FINANCIAL PROVISIONS (pages 16 – 18).

The general rule is that the maximum co-financing rate of eligible costs is 95% but the applicants, in their proposals, may also opt for a different co-financing rate. Being the call competitive by its

nature, EDA cannot provide advice to applicants on the possibility to apply a lower/different co-financing rate.

Additional anonymised questions received by applicants with answers, last update 04/11/2024

27. *Q: The spreadsheet (C1 form) which you have included as part of the submission allows only for 5 partners to be encoded however we will be more. We have noted in the call that there is a minimum of 2 partners required however there is no maximum. Can you please clarify if there is a maximum of 5 partners restriction? If not can you provide us with a form that allows us to add up to 8 or more partners?*

A: There is no specific limitation for the number of applicants. An open version of the spreadsheet (C1 form) is now available, also for proposals with more than 5 applicants.

28. *Q: In section 16.2 you make reference to form A5 entitled Financial Capacity Assessment. It is not clear if at the time of submission this is required only by the coordinator or by all the members of the consortium. In case it is required by all the members of the consortium at the submission phase given the confidentiality of these financial data, can they be sent to EDA Directly by the partners, or can be send if the project will success?*

A: Please refer to Q&A session, question 19: *“Financial capacity assessment for beneficiaries occurs at individual level. Both coordinator and member of a consortium must submit their data regarding their financial capacity. It is always needed, except if the concerned beneficiary (or coordinator) is a public body or falls under any other situation referred to in Article 201 (points 4, 5 and 6) of the applicable EU Financial Regulation ([Regulation - EU, Euratom - 2024/2509 - EN - EUR-Lex](#)). Please also note that the verification of the financial capacity shall not apply to applicants requesting an EU contribution lower than or equal to EUR 60 000 (please refer to Chapter 9.1 – Financial Capacity, at page 14 of the call text)”*. The documents which are necessary for the Financial Capacity Assessment of coordinators and other applicants in the consortium can be sent to EDA also as separate email provided that the message is sent before the deadline and with clear reference to the proposal (in both email subject and body of the email).

29. *Q: With regards to the financial viability assessment, in section 9.1 you mention that verification of the financial capacity shall not apply to public entities. Does that mean that public entities do not need to submit the form A5 and the respective supportive documents linked to the form. What about SMEs ?*

A: Public bodies (e.g. entities established as public body under national law, including local, regional or national authorities, Member State organisations, international organisations) shall not submit their A.5 Form. However, in such cases, *“EDA reserves the right to request the LEF (Legal Entity File [Legal entities - European Commission](#)) and its supporting documents for*

all applicants and any affiliated entities at any stage of the evaluation process” (please refer to the text of call for Proposal, Chapter 16.2.1. Administrative Proposal (A1-A5), page 30).

The A5 form shall not be submitted by applicants requesting an EU contribution lower than or equal to EUR 60 000, regardless the status of the entities (public or private, including SMEs).

For further instructions which might apply also to SMEs, please also refer to Annex II to the Call for Proposals 24.ISE.CP.140 – A5 form – Financial capacity check explanations , Chapter 1.2.2 List of documents and information.

30. *Q: You request that the form B1 technical proposal and B2 Operational Capacity Form should not exit 40 pages. However, these forms include the description of the partners which in some cases are long due to the data requested in proving our operational capacity. Can you please clarify if the 40 pages limit to present our proof of concept exclude the pages used to describe each partner?*

A: The 40-page limit only refers to the technical proposal i.e. Form B1. Please refer to the text of call for Proposal, Chapter 16.2.2. Technical Proposal and Operational Capacity form (B1-B2), page 30: *“Technical proposals (including any annexes) are limited to maximum 40 A4 (21x29,7 cm) pages. Evaluators will not consider any additional pages”.*

Additional anonymised questions received by applicants with answers, last and final update
14/11/2024

31. *Q: In the section 3 (Timetable page 7) you mentioned that "A duration of 12 months is considered adequate to meet the objectives of the call for proposals. Proposals for a duration exceeding 15 months will not be considered". Do you mean that a proposal with a duration 13 and 14 months is also eligible?*

A: Proposals with duration of up to 15 months are eligible.

32. *Q: The deadline is coming (18/11/2024) and we did not succeed in finding a consortium. We wanted to know if you have any idea of another partner that is looking for a consortium for one of the topics in the call.*

Moreover, as the publication of the call overlapped with the other deadlines, it was complicated to find available teams among our potential partners to work with. Do you think the EDA could consider moving the deadline by 2 weeks to allow us to build our consortium and write an interesting proposal?

A: This call for proposals is competitive by nature and EDA cannot be involved in consortium- or proposal building.

Regarding your question on the deadline for submission, we confirm the date included in the call text and unfortunately it cannot be postponed.

33. *Q: In the call text it is not indicated whether the annexes have to be included as a single file or which type of files can be uploaded. The complexity for some of the annexes, specially those that are digitally signed, to be merged in one keeping the certificate validation, move us to ask you about the possibility to use a ZIP file.
Could confirm us if the EDA authorities are flexible on this matter?*

A: Provided that all the submission requirements of the call are respected, you can submit the proposal and its annexes in a single, self-contained ZIP archive file, provided that the also the following conditions are met:

- Once the email with the ZIP attachment is sent, the contents of the archive shall be immutable, ensuring that the sender can no longer modify the files.
- The email must contain the ZIP archive as an attachment, rather than a link to an external storage location (i.e., the compressed files must be embedded within the email itself).
- In case of any technical failure related to the use of a specific compression or archive format that prevents EDA from accessing the files after the submission deadline, the proposal will be considered as not received or inadmissible. This also applies if EDA is required to install or download specific software to access the contents of the ZIP archive.

Please also note that despite the recommend submission method is a single email with all the documents, in case the email with all the attachment is too heavy and cannot be delivered, some of the documents can be also provided in a separate email, provided that the message is sent before the deadline and with clear reference to the proposal (in both email subject and body of the email).

34. *Q: I would like to get clarification for the following points:*
- *C1 form: should we consolidate the budget for the project in the same C1 form, i.e. both the coordinator and the co-applicant in the same C1 form?*
 - *For the budget calculation for FTEs, do the totally loaded cost be the actual cost of the company or can an average totally loaded cost for the country can be used?*
 - *The procedure for applying. As indicated in the proposal call, the proposals should be sent to 24.ISE.CP.140@eda.europa.eu. This will mean that both companies will send different emails with different documents for the same proposal. Could you please confirm this is the right understanding? Is there any best practice we should consider before sending the emails? For example, adding the project name and call proposal number in the subject.*

A: - C1 form: the estimated budget needs to be set up for all participants separately (coordinator and co-applicants - one row per participant), then the sum of all participants' budget will be stated at the bottom of the table and will stand as the consolidated budget for the whole consortium.

- For the budget calculation for FTEs, please use the estimated actual cost of the company.

- As stated in the call text, “the proposal must be attached to the e-mail which has to be received within the “Receipt Time Limit””. This means that the proposal is part of a single application package which must be sent to the functional mailbox 24.ISE.CP.140@eda.europe.eu with all the necessary documents from all the proposed beneficiaries included in the proposal. In the case one or more Declaration of Honour cannot be signed by the proposed beneficiaries using QES (qualified electronic signature) and are signed in blue ink, “the applicant shall send the original by post, mail, express mail or commercial courier to EDA premises not later than the deadline for submission of the proposals” (please refer to call text, Chapter 7. SUBMISSION OF PROPOSALS, pages 32 - 33).

Please note that at this stage, there is no obligation to attribute an acronym or a name to the proposal but there are no preclusions in the case you decide to do it. Please note the submission of proposals via email does not imply the existence of an automatically generated number to be attributed to your proposal.

35. *Q: We have a doubt with regards forms A2 and A3 related to coordinator and co-applicant.*

Specifically on these 2 questions that are common in both forms:

- *Have you submitted (or do you intend to submit) in the current year a grant and/or procurement application directly or indirectly from a European institution or agency?*
- *Have you during the last three years obtained EU grants, procurement contracts or loans directly or indirectly from a European institution or agency?*

Do you want that we list all grants/ procurements/ loans that an organisation have (in the last 3 years) or submitted (current one) to all EU institutions, or only those related to the proposal content? Or only those related to Defence or defence and Circularity?

Just to know, as it is not clear for our consortia and, also for some members, the list could be quite long.

A: In case the list of applications/proposals submitted or to be submitted in the current year and the list of tender/grants awarded over the last three years are excessively long, applicants may include in the list only EU funded initiatives which are somehow similar in content to this call. The information requested in these two points is in fact relevant to prevent double funding and for the initiatives to be listed it is relevant to indicate the “differences between the present and previous proposals/tenders” as requested in the text of the call.

36. *Q: According to the call conditions the financial capacity assessment does not apply to public bodies – does it cover, for example, a state-owned research centre (which in Framework Programme is classified as public body) or has some limitation, e.g. administrative bodies?*

A: In case your organization is among the categories listed in Article 201.5 (c) of EU [Financial Regulation](#) (i.e. “public bodies, including Member State organisations”), the financial capacity assessment is not requested.

Please note that the legal status of your entity can only be determined according to the applicable national law. In fact, the legal status of a public body is normally confirmed by the official legal act establishing the entity (a law, a decree, etc.).

In case your entity is a public legal person and at the same time the coordinator of the proposal, it is mandatory to provide the [Legal Entity File \(LEF\)](#) and “*a copy of the resolution, law, decree or decision establishing the public body, or as an alternative, any other official document establishing the public legal person by the national authorities may be submitted*”. Please refer to the Call text, Chapter 16.1. Preparation of the Proposals, pages 29 and 30.