

Online Info Session

Call for Proposals Agri-food Biotech Scaling-up (SMP-COSME-2026-BIOAGRIFOOD)

15 April 2026, 9:30 – 12:00 CET



Moderated by

Ramunas KUNCAITIS
Head of Sector, EISMEA

Agenda

- 09:30** *Welcome & introduction*
- 09:35** *Policy context of the call*
- 10:15** *Overview of the call for proposals*
- 10:45** *Central Validation Service: Registration of participants*
- 11:00** *Presentation from the Operational Finance Team*
- 11:30** *Q&A session via Slido*
- 11:55** *Closing remarks*



Background, policy context and scope

Hélène Diane DAGE

Deputy Head of Unit Textiles, Food and Retail
DG GROW, European Commission

Background

EU Life Sciences Strategy

2 July 2025






Making the EU a global beacon
for life sciences by 2030

Proposed action

“The Commission will explore a pilot to identify and exploit collaboration opportunities between EU biotech clusters across the EU, with a focus on supporting the scaling-up of their startups as well as on enhancing their global industrial innovation standing.”

LIFE SCIENCES

the broad scientific study of life and living organisms

	Disciplines: delivering the core scientific knowledge underpinning all areas Biochemistry, molecular biology, genetics & genomics, cell biology, microbiology, physiology...				
Applied to...	 Health	 Food	 Agriculture & Fisheries	 Bio-based	 Environment
Examples of applications	Medicines, Diagnostics, Medical Devices	Personalised Nutrition, Food Ingredients, Food biotech	Animal and aqua feed, Plant Breeding, Biopesticides	Bioplastics, Biomaterials, Bio-based Chemicals, Bioenergy	Bioremediation, Carbon Capture, Ecosystem Restoration

Background

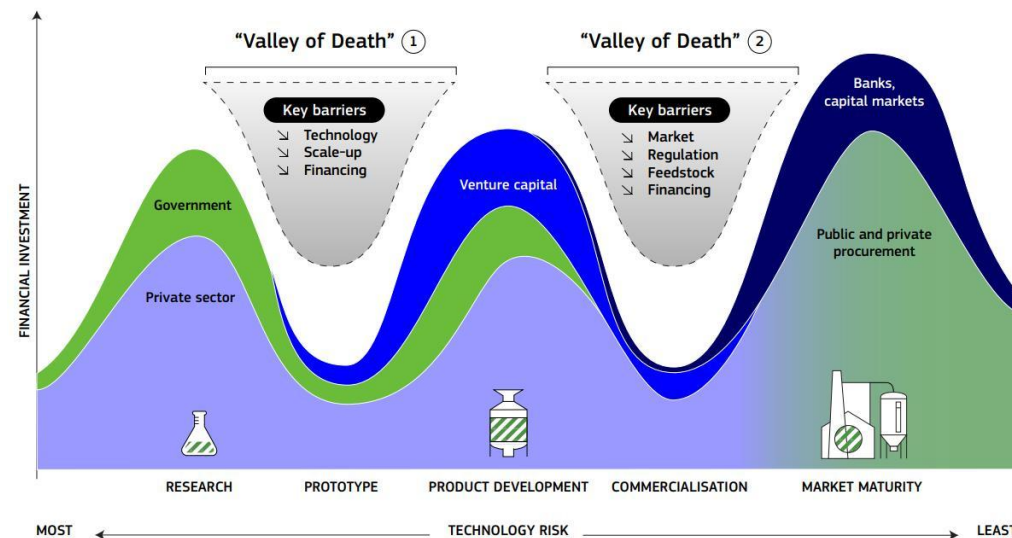
EU Bioeconomy Strategy

27 November 2025

A strategic framework for a competitive and sustainable EU bioeconomy

Proposed action

“The Commission will make technical support available for SMEs scaling innovative bio-based products [...]. In particular, the Commission will support SMEs developing innovative products based on advanced fermentation, including for food and feed.”



Objectives

- **Bring together biotech clusters** from different countries participating in the SMP.
- **Create a partnership** among those clusters, SMEs and other relevant stakeholders to reach a critical mass and develop structured collaboration enabling to compete with global hubs.
- **Provide scale-up support** tailored to SMEs' needs to strengthen their pathway towards first commercial production.
- **Offer regulatory support** to help SMEs navigate the relevant regulatory pathways for bringing their products to market.
- **Contribute to EU priorities** such as strategic autonomy, sustainability, resilience and food security.

Scope

- Project should focus on the **agri-food sector** and **advanced fermentation for food and feed applications**.
- Advanced fermentation refers to **fermentation processes beyond traditional applications**, including biomass and precision fermentation, that use specialised microorganisms to produce targeted outputs.

Mandatory activities

- Activity 1: **Develop a strategy**

- Partnership identity (name and branding)
- Support for advanced fermentation for food & feed and possible synergies
- Roadmap for collaboration (innovation, start-up/scale-up support)
- Market analysis & international strategy (incl. ≥ 2 non-EU markets)
- Needs and investments for production (infrastructure, regulation, skills, finance)

Mandatory activities

- Activity 2: **Foster network collaboration and identify SMEs for support**
 - Build a network of partners
 - Identify and select SMEs
 - Organise collaboration activities
 - Engage SMEs through entry-level support

Mandatory activities

- Activity 3: **Support SMEs by delivering scale-up support and/or providing regulatory support**
 - Deliver scale-up support, including piloting, focused on process development activities aimed at advancing fermentation-based processes towards the next stage of maturity
 - Provide regulatory support to help SMEs identify, understand, and navigate the applicable regulatory pathways relevant to their products and processes

Mandatory activities

- Activity 4: **Communicate about the project and disseminate its outputs**
 - Implement a comprehensive communication and dissemination strategy
 - Develop and disseminate relevant materials, such as success stories, technical guides or toolkits, or lessons learnt

Mandatory deliverables

- A comprehensive strategy document
- Stakeholder and collaboration mapping and reports on SME identification and selection, collaboration activities and individual SME support
- Detailed records of SMEs supported, types and intensity of support provided, progress achieved, and outcomes
- Communication and dissemination package
- Progress report on achievement of performance indicators covering every 9 months of the project implementation.

Expected impacts of the call

All proposals must monitor and report on - as a minimum - the following Key Performance Indicators (KPIs):

1. Number of collaboration activities (such as workshops, webinars, and other knowledge-exchange or networking events), with a **minimum of 3 activities**
2. Number of participants in all collaboration activities in total, with a **minimum of 60 participants**
3. Number of SMEs receiving entry-level support (through sub-activity 2.4), with a **minimum of 30 SMEs**
4. Number of SMEs receiving scale-up support (through sub-activity 3.1), with a **minimum of 3 SMEs**
5. Number of SMEs receiving regulatory support (through sub-activity 3.2), with a **minimum of 3 SMEs**
6. Number of SMEs receiving support under activity 3 overall, with a **minimum of 10 SMEs**

SMP mandatory indicators

Furthermore, proposals must measure the following overarching indicators from the Single Market Programme:

1. Number of SMEs, clusters and business network organisations, and business support organisations receiving support from the programme, in particular for internationalisation, digitalisation and sustainability.
2. Number of companies supported having concluded business partnerships.
3. Number of entrepreneurs benefitting from mentoring and mobility schemes, including young, new and female entrepreneurs, as well as other specific target groups.

See Annex IV of the Regulation establishing the Single Market Programme.



General information on the call for proposals

Martina BACOVA
Call Coordinator, EISMEA

Call Basics

Call Title: “Agri-food Biotech Scaling-up”
(SMP-COSME-2026-BIOAGRIFOOD) ⇒ [Call document](#)

- Call budget: **EUR 3 000 000**
- Expected no. of proposals funded: **2**
- Project duration: **36 months**

Individual applicants (beneficiaries and affiliated entities) **cannot participate in several proposals under this call for proposals.**

Indicative Call Timeline

-  25 March 2026: Call publication
-  **2 June 2026, 17:00 CET: Deadline for submission of proposals**
-  June - July 2026: **Evaluation** period
-  August 2026: Information on evaluation results
-  August – November 2026: **Grant Agreement preparation and signature**
-  **December 2026: Project start**
-  36 months: **Implementation** (continuous reporting)
 - Continuous reporting
 - Periodic reporting: one interim period/report linked to payment

Applicants / Participants

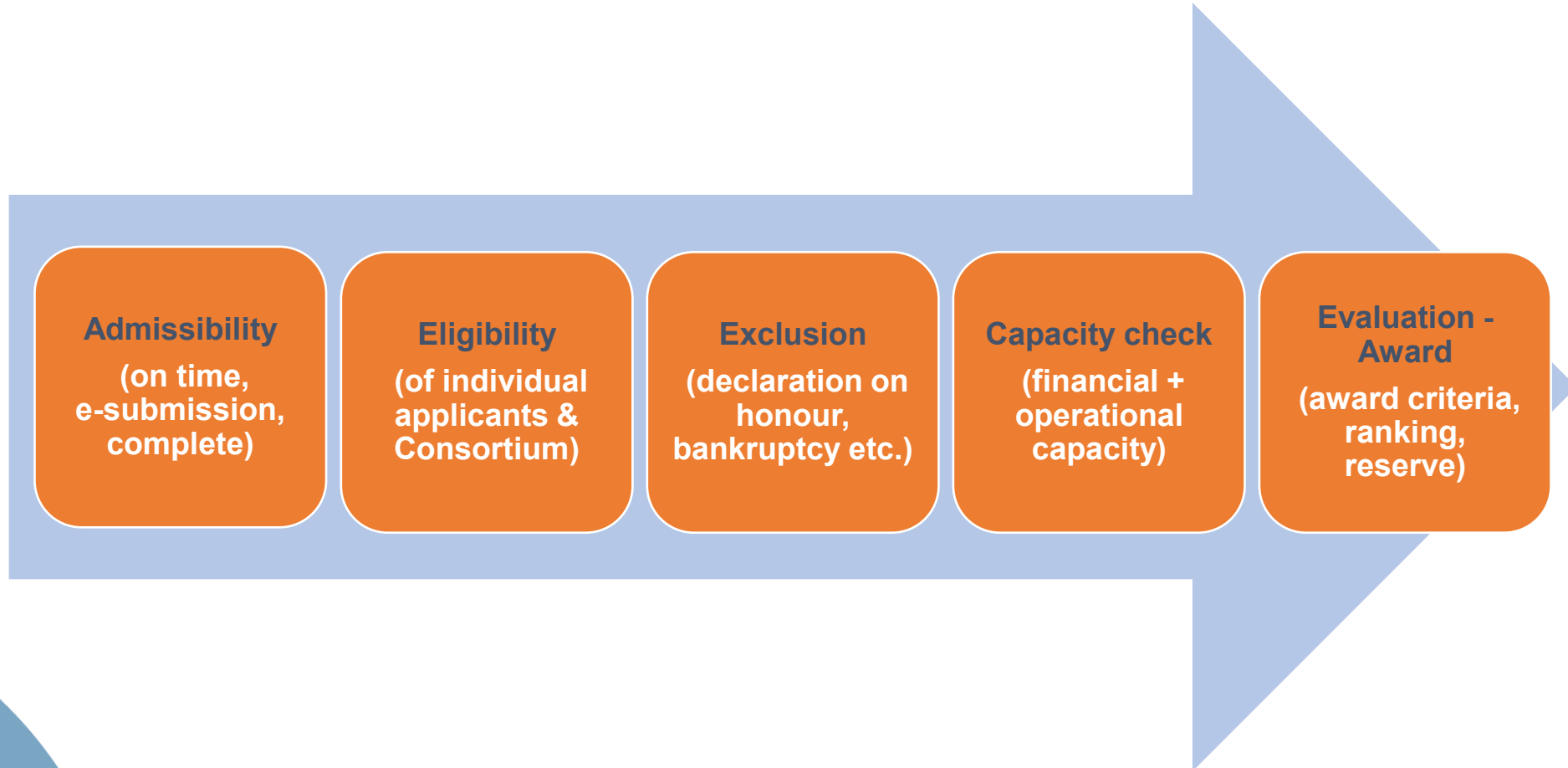
- **Beneficiaries** (receive EU funding for task execution, must be registered/validated)
- **Affiliated entities** (entities linked to a beneficiary; do not sign Grant agreement but receive EU funding so must be registered/validated, but do not count towards minimum eligibility criteria of the Consortium!)
- **Associated partners** (not formal recipients of EU funding but must be registered)
- **Subcontractors** (limited part, never for core tasks, indicated in application form)
- **Third parties giving in-kind contributions** (not formal recipients of EU funding)

 Proposals must be submitted by a **Consortium of applicants** (beneficiaries, not affiliated entities)

 One applicant must be appointed as **coordinator** of the Consortium

Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in [the Participant Register](#). See [here](#) how to register your organisation

Process



Send your questions to:
EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu

Admissibility requirements

- Electronic submission via the [EU Funding & Tenders Portal](#)
- Before the deadline: **2 June 2026, 17:00 CET**
- Applications must be **readable, accessible and printable** [careful with Detailed budget table if/when transferred into PDF!]
- Applications must be **complete**:
 - Application Form Part A (*filled in online*)
 - Application Form Part B ([template](#) available in Submission System, **max 50 pages**) and annexes:
 - Detailed budget table ([template](#) available in Submission System)
 - List of previous key projects for the last 4 years (*template available in Part B*)
 - Annex 5 = Eligibility checklist (*available from [EISMEA's page](#)*) - to be uploaded under 'Other annexes' field.



More info on submission process: [Online Manual](#).

Electronic submission


- [Application forms](#) ... via [Funding & Tenders portal](#):
- **Part A = Administrative Forms** = filled in online:
 - 1) General information incl. proposal's abstract + declarations on behalf of the Consortium partners
 - 2) Administrative data of participating organisations
 - 3) Budget for the proposal (per partner: total estimated eligible costs and requested grant in EUR).
- **Part B** = templates filled in, turned into PDF and uploaded:
 - **Technical description** (*Application form [template](#) in the Submission System, max 50 pages*) + **ANNEXES**:
 - Detailed budget table (*template available in the Submission System: file 'Tpl_Detailed Budget Table (SMP COSME GFS 90)'*) – can also be uploaded as an Excel file (.xlsx format to be preferred)
 - List of previous key projects for the last 4 years (*template available as a section in Application Form Part B*)
 - Annex 5 = Consortium eligibility checklist (*template available from [EISMEA's page](#)*).

Please select the type of your submission:

SMP Grants for Financial Support [SMP-GFS], SMP Action Grant Budget-Based [SMP-AG]

[Start submission](#)

Administrative forms (Part A)

Edit forms 

View history

Print preview







Download Part B templates




Download part B templates

Name

-  Tpl_Detailed Budget Table (SMP COSME).xlsm
-  Tpl_Detailed Budget Table (SMP COSME GFS 90).xlsm
-  Tpl_Detailed Budget Table (SMP COSME GFS 75).xlsm
-  Tpl_Application Form (Part B) (SMP COSME).rtf

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

Part B *



Upload 

Detailed budget table *



Upload 

CVs



Upload 

Annual activity reports



Upload 

List of previous projects



Upload 

Other annexes

Annex 5: eligibility checklist



Upload 



European
Commission

ANNEX 5 - Eligibility checklist

(the template of Annex 5 is available from [EISMEA's page](#))

FILL IT IN to demonstrate your Consortium eligibility and upload under 'Other annexes' field

Agri-food Biotech Scaling-up (SMP-COSME-2026-BIOAGRIFOOD)

Annex 5 to Part B – Eligibility Checklist

Compliance with the specific criteria for eligible consortia as outlined in section 6 of the Call for Proposals¹

1. Minimum number of entities forming the consortium: minimum three different legal entities (beneficiaries; not affiliated entities) from at least two different eligible countries:

1. Name + country

2.

3.

Add entities if necessary

2. At least two cluster organisations or cluster networks from two different EU Member States

Eligibility requirements – Applicants

Applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in an eligible country (EU Member States + [listed EEA countries and countries associated to the Single Market Programme](#))
- be registered in the [Participant Register](#) before submitting the proposal (all applicants need a PIC number)

Eligibility requirements – Consortium

Proposals must be submitted by a consortium (Partnership) of at least **three applicants** (**beneficiaries; not affiliated entities**) from at least two different eligible countries, which complies with the following conditions :

- **at least two cluster organisations*** (see definition below) or cluster networks from **two different EU Member States** that:
 - are **registered or have a pending registration request to the ECCP** by the submission deadline of this call;
 - have a proven track record of at least **three years in supporting biotech SMEs in the food and/or feed sector.**
- any **other relevant organisation(s)** suitable for the implementation of the project.

Eligibility requirements – Consortium

Definition of cluster organisations:

For the purpose of this call for proposals, cluster organisations are understood as the legal entities that support the strengthening of collaboration, networking and learning in innovation clusters and act as innovation support providers by providing or channelling specialised and customised business support services to stimulate innovation activities, especially in SMEs. They are usually the actors that facilitate strategic partnering across clusters.



ECCP - <https://www.clustercollaboration.eu/>

European online hub for cluster stakeholders and reference one-stop-shop for stakeholders in third countries aiming to set up partnerships with European counterparts

Financial capacity



For more details, see **Section 7** of the [Call document](#)

Financial capacity: stable and sufficient resources needed to successfully implement the project ⇒ check to be carried out on the basis of documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.*).

Financial Viability of the Coordinator = crucial and to be checked later for successful proposals ⇒ select your Coordinator wisely: [Financial capacity self-check simulator](#)



More [info](#) on financial capacity assessment

Operational capacity + Exclusion



For more details, see **Section 7** of the [Call document](#)

- **Operational capacity:** know-how, qualifications and resources needed to successfully implement the project ⇒ to be assessed under ‘Quality’ award criterion (competence and experience of the applicants and their project teams ⇒ staff profiles, participants description, list of previous projects etc.)
- **Exclusion:** see exclusion situations in Section 7 of the call document

Evaluation procedure

- Proposals passing admissibility and eligibility check ⇒ evaluation **based on award criteria.**
- **Evaluation committee** (assisted by independent external experts) will assess all applications and create their **ranking.**
- **3 external experts** reviewing each application
- All proposals will be informed about the evaluation result (**evaluation result letter**) at the end of evaluation period.
- Successful proposals will be invited to Grant Agreement preparation process (**GAP**); the other ones will be put on the **reserve list** or rejected.

Award criteria & thresholds / 1

- 1. Relevance:** clarity and consistency of project, objectives and planning; extent to which they match the themes and priorities and objectives of the call; contribution to the EU strategic and legislative context; European/trans-national dimension; potential to develop mutual trust/cross-border cooperation (**max 30 points**).

Award criteria & thresholds / 2

2. Quality:

- **Project design and implementation:** technical quality; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept and methodology, management, procedures, timetable, risks and risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; clarity, consistency and rationale of the proposed support to SMEs; cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money) (**max 30 points**).
- **Project team and cooperation arrangements:** quality of the consortium and project teams; appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium (**max 30 points**).

Award criteria & thresholds / 3

3. Impact: credibility, ambition and expected medium and long-term impact of results on target groups/general public; expected impact on European SMEs benefiting directly from the action; appropriate, objectively verifiable and achievable performance indicators to measure project outcomes and expected impact; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends (**max 10 points**).

Award criteria	Minimum pass score	Maximum score
Relevance	16	30
Quality — Project design and implementation	16	30
Quality — Project team and cooperation arrangements	16	30
Impact	6	10
Overall (pass) scores	70	100

Key elements

- **Max grant amount per project = 1 500 000 EUR**
- **Project length: 36 months**
- **Mandatory activities:** all to be covered
- **KPIs:** call indicators and mandatory SMP indicators ⇒ all to be covered
- **Mandatory deliverables** ⇒ all to be covered
- **Individual applicants** (beneficiaries and affiliated entities) **cannot participate in several proposals under this call for proposals:** if such a case is detected, rejection of the applicant concerned + respective consortia affected by the rejection of an applicant must still fulfil all the eligibility criteria.

Tips and tricks for a successful proposal / 1

- Read carefully the [Call document](#) & [Questions and Answers](#). Get to know/prepare templates & annexes.
- **Think like / write for an evaluator: focus / address all award criteria and their elements**, as your proposal will be assessed against them.
- **Structure the info** (50-page limit!) – be specific, stay in scope, use quantification and clear presentation of the planned work/tasks, be consistent across the proposal. Write in a reader-friendly manner. Avoid long sentences/descriptions & acronyms/abbreviations.
- **What makes your project special?** Do not repeat what is in the call but describe your proposal's **specific impact / particular idea**.
- **Check completeness** of your proposal - remember about annexes – do not forget **Annex 5!**

Submit early = do not wait until the last minute!

Tips and tricks for a successful proposal / 2

- **Build detailed and complete budget** – it must reflect deliverables / activities / description in the proposal.
- Prepare **cost-effective budget** – budgetary items must be necessary for the project execution.
- Clearly describe **division of tasks and responsibilities** between partners in the Consortium.
- Remember that – if successful – **you will need to execute this in practice**. We evaluate the proposals as they are, so write as if no further improvements can be made.
- Success = setting **ambitious but realistic goals**.

Tips and tricks for a successful proposal / 3

- **Find your partners & build a collaborative Consortium:**
 - partner search [database](#) on Funding & Tenders Portal + Enterprise Europe Network Cooperation Opportunities [Database](#)
 - include partners only upon their **consent**
 - **consult experienced** / former applicants.
- **Get support:**
 - [IT Helpdesk](#) for forgotten passwords, access rights / roles, technical aspects of submission of proposals, etc.
 - [Online Manual](#) for applying via Funding & Tenders portal
 - EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu for non-IT related questions (to be sent by 26 May 2026) ⇒ replies in [Q&As](#)



REA Central Validation Service: Registration, Legal Validation & Financial Capacity Assessment

Mariadomenica CUGNIDORO and Florin PUIU
Legal and financial advisers – Validation planning team, REA

Presentation Outline

REA Central Validation
Service

Registration of
Participants

Legal validation and LEAR

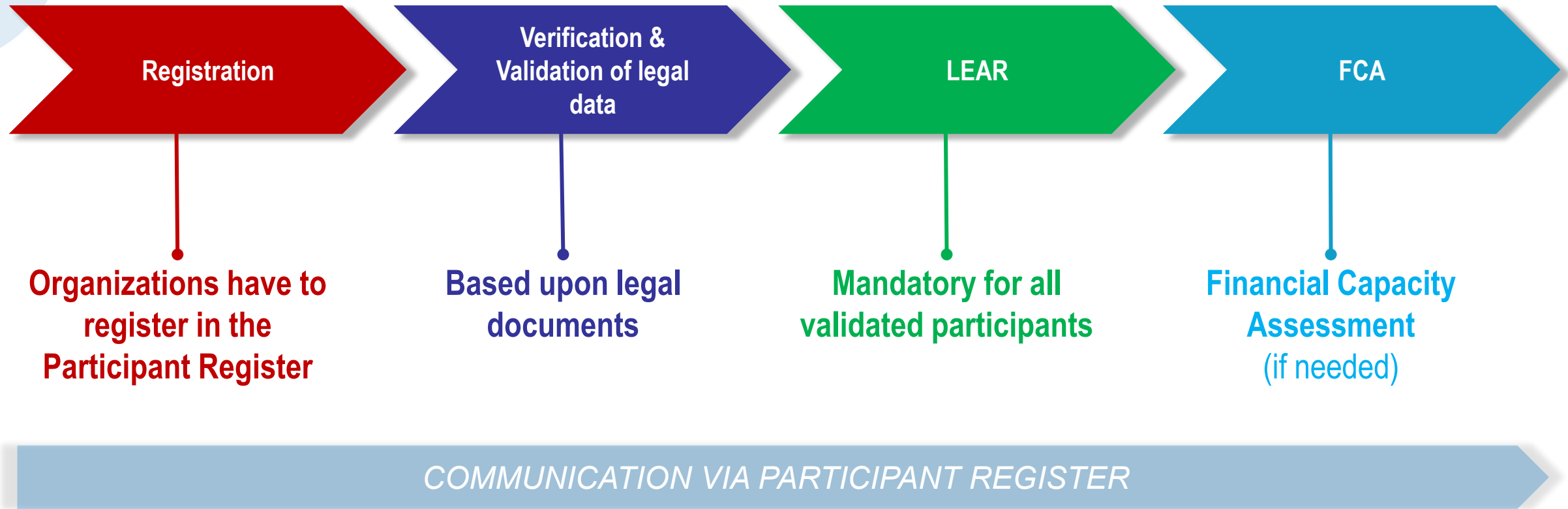
Communication

Financial capacity
assessment

REA Central Validation Service

- Verifies **legal existence and legal statuses** of entities
- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**
- Validates **legal changes** of validated entities
- Assesses **universal takeovers (UTROs)** of validated entities
- Encoding **Bank Account requests**
- Prepares the **Financial Capacity Assessment**
- Performs **ownership control assessments** for specific programmes
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

Validation Process Overview



Registration of an organisation

At Proposal stage



[Home](#) > [Funding](#) > [Participant Register](#)

Participant Register



The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

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

The register contains all participants of EU programmes.

Registration

Validation & Verification of
Legal Data

LEAR

FCA



Registration of an organisation

At Proposal stage

Is your organisation already registered? PIC search


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

 Find a registered organisation

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

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

 Register your organisation

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

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the EIC Accelerator) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

Registration

Validation & Verification of
Legal Data

LEAR

FCA

How to register in the Participant Register

The screenshot shows the 'Participant's Register' interface. At the top, a progress bar has six steps: 1. Identification (active), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. Below the progress bar, the 'Identification' section contains the following fields:

- Legal name * (text input, 240 characters)
- Registration country * (dropdown menu)
- Registration number (text input, 50 characters)
- VAT number * (text input, 20 characters) with a 'not applicable' toggle switch

At the bottom of the form, there are two buttons: 'Review the Form' (red) and 'Next' (blue).

Identification

(e.g. Legal name, VAT number)

Organisation data

Legal information

Authorised users

(e.g. Name, e-mail address of the self-registrant and the back-up)

Registration completed

New Participant Identification Code (PIC) in a "declared" status

Registration

Validation & Verification of Legal Data

LEAR

FCA



Legal validation

- Project PROPOSALS can be submitted with a DECLARED (NON-VALID) PIC
- Validation of the PIC: registration data is verified by the REA Central Validation Service before the signature of the first grant agreement or contract
- The legal validation of a participant is done once: a valid PIC is reused for future EU-funded project participations



Validation is based on legal supporting documents, in accordance with the EU Financial Regulation and the [Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#)

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Legal validation documents

- ✓ **Registration extract** (< 1 year) – for private law bodies
- ✓ **VAT extract** (< 1 year)
 - If not registered for VAT – proof of VAT exemption
- ✓ **Law/decreedecision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations

Registration

Validation & Verification of
Legal Data

LEAR

FCA

LEAR roles and duties

The Legal Entity Appointed Representative (LEAR):

- Notifies the EU of changes in legal data/status
- Submits legal and financial documents if required
- Manages access rights of persons in the organisation (but not at the project level)
- Nominates 'Account Administrators' and individuals authorised to sign:
 - ✓ Contracts/grant agreements and their amendments (Legal signatories, i.e. LSIGN)
 - ✓ Financial statements (Financial signatories, i.e. FSIGN)

Registration

Validation & Verification of
Legal Data

LEAR

FCA

LEAR appointment documents

1. LEAR appointment letter (duly signed by both the legal representative and the LEAR)
2. Official proof of identity (ID-card/passport with photo and signature) of the legal representative and the LEAR
3. Proof of empowerment of the legal representative

Scanned version of these documents shall be uploaded in the Participant Register.
Original of 1 must be kept in the entity's premises.

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Communication

All communication is exclusively managed through the Participant Register (e.g. request to submit legal documents or to appoint a LEAR)

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>
to me ▾

Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the [Online Manual](#) if you participate in the [programmes managed on the Funding & Tenders Portal](#).

For more information on the roles for e-Procurement, please refer to the [e-Procurement wiki page](#), if you participate in a tender call.

With kind regards,
EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu.

Messages are notified via e-mail to the contact person (i.e. self-registrant or the appointed LEAR)

Access lost to a declared or valid PIC

Declared PIC

- In case the self-registrant left the organisation, and no one has access to a declared PIC – a new PIC needs to be created, and REA CVS informed

Valid PIC

- If the LEAR is not available anymore, and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

<https://ec.europa.eu/research/participants/urf/lear-recovery/request/>



Registration

Verification &
Validation of legal
data

LEAR

FCA

Organizations have to
register in the
Participant Register

Based upon legal
documents

Mandatory for all
validated participants

Financial Capacity
Assessment
(if needed)

COMMUNICATION VIA PARTICIPANT REGISTER

Financial Capacity Assessment (FCA)

Legal basis



Financial Regulation (2024)
(articles 199 and 201)



**Rules on Legal Entity Validation, LEAR
Appointment and Financial Capacity Assessment**



Call for Proposals
("7. Financial & operational capacity and exclusion")

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Financial Capacity Assessment (FCA)

When is the FCA needed?

✓ **all beneficiaries**, except for:

public bodies (including local, regional or national authorities)

individual grant requests of **less than 60,000 EUR**

✓ **may be requested** for other beneficiaries/ affiliated entities

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

Requirements for documents:

- For 2 most recent closed and approved financial years
- Official language (for EU languages)
- Add an unofficial translation (for non-EU languages)
- Dated & Signed

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

Requirements for documents:

- For 2 most recent closed and approved financial years
- Official language (for EU languages)
- Add an unofficial translation (for non-EU languages)
- Dated & Signed

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

Requirements for documents:

- For 2 most recent closed and approved financial years
- Official language (for EU languages)
- Add an unofficial translation (for non-EU languages)
- Dated & Signed

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

...or Self Declaration on the accounts

if the requested EU-contribution exceeds
EUR 750.000 (art. 199 FR2024)

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

Requirements for documents:

- For 2 most recent closed and approved financial years
- Official language (for EU languages)
- Add an unofficial translation (for non-EU languages)
- Dated & Signed

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

...or Self Declaration on the accounts

Newly incepted entities

✓ Business plan (expected figures for 1 year)

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

Requirements for documents:

- For 2 most recent closed and approved financial years
- Official language (for EU languages)
- Add an unofficial translation (for non-EU languages)
- Dated & Signed

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

...or Self Declaration on the accounts

Newly incepted entities

✓ Business plan (expected figures for 1 year)

Once completed, the assessment is valid for **18 months** from the closing date

Registration


Validation & Verification of
Legal Data

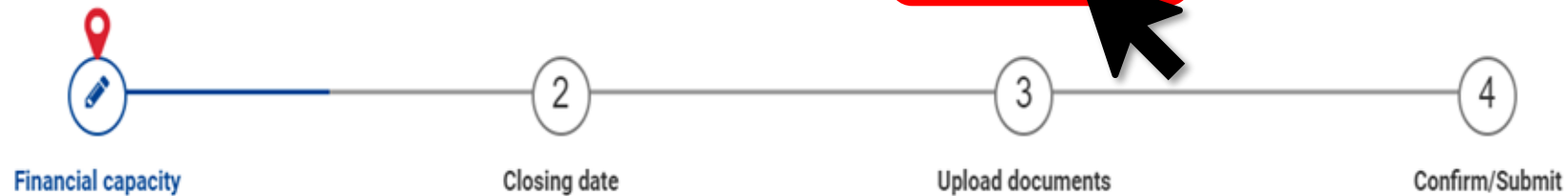
LEAR

FCA

Requests in the Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	F	Financial capacity 	Messages 1	ments	SME
-------------------	-------------------	-------------------------	---------------	---	---	-------------------	-------	-----



You might be requested to provide additional financial information. In this case you are asked to upload your financial statements containing the balance sheet, the profit & loss account, the corresponding explanatory notes and, under certain conditions, an audit report issued by a certified external auditor or a self-declaration on the validity of the accounts, signed by your legal representative, the template for which is available [here](#).

The financial statements must cover the last two most recent closed years. Note that, once uploaded, the financial statements for an accounting year with a closure date on or before 30 June will be displayed by the IT systems as related to the prior calendar year. [Find out more](#).

Closing date	Status	Actions
	Data Required	Provide necessary financial information

Registration


Validation & Verification of
Legal Data

LEAR

FCA

Requests in the Participant Register



PIC 890116427

Organisation Data Legal Information Authorised users / LEAR Bank Accounts Financial capacity  **Messages 1** Documents SME

[+ New message](#)

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

Subject ↓	Message	Context ↓	Date ↓	Actions
 * Financial capacity assessment - Request for documents	Dear Participant, Following your recent a...	Financial capacity assessment	06/07/2021	 View

⏪ 1 ⏩

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Guidance documents



Rules on Legal validation, LEAR appointment and financial capacity assessment
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf



How to register in the Participant Register
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>



Online Manual, IT How to, RES Helpdesk, specific FAQs on the Tenders Portal
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>



Legal notice on the Funding and Tenders Portal
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>

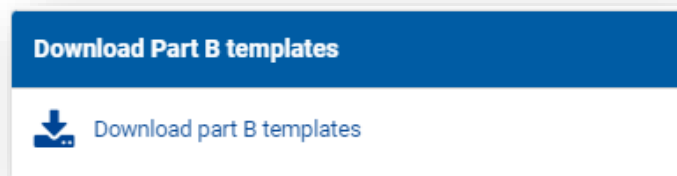


Financial provisions of the call for proposals

Claire MERIC and Clémentine PANDANZYLA
Financial advisers, EISMEA



Financial documents for submission

- **Summarised budget table** (Application Form Part A – manually filled online)
- **Detailed budget table** (Annex to Application Form Part B – in template to be uploaded in allowed format)
 - financial data in both tables need to match – if not, Summarized budget table takes precedence
 - no paper (hard copy) submission – all submission is online!



Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

Part B	<input type="text"/>	? Upload 
Detailed Budget Table	<input type="text"/>	? Upload 

Detailed budget template

Add New Line											
EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)											
Project number:	123456789										
Project acronym:	TEST										
Participant short name:	Project Test										
Participant PIC:	123456789										
<p><small>ATTENTION: This table should be filled out one per participant (beneficiary, affiliated entity)</small></p> <p><small>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 document). At proposal stage and during grant preparation</small></p> <p><small>ATTENTION: List each budgeted cost item ONLY once in this table, for the main WP.</small></p> <p><small>ATTENTION: White cells mean that you are required to enter data. Blue cells are calculated automatically.</small></p>											
EU PROJECT BUDGET TABLE (PER PARTICIPANT)											
PROJECT COSTS											
A. Personnel costs											
	<table border="1"> <thead> <tr> <th rowspan="2">Type of cost [employee/other]</th> <th colspan="2">Costs [total costs]</th> <th rowspan="2">Total [EUR]</th> </tr> <tr> <th>Rate [annual]</th> <th>Time [month/other of work on the contract]</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d = a * b</th> </tr> </thead> </table>	Type of cost [employee/other]	Costs [total costs]		Total [EUR]	Rate [annual]	Time [month/other of work on the contract]	a	b	c	d = a * b
Type of cost [employee/other]	Costs [total costs]		Total [EUR]								
	Rate [annual]	Time [month/other of work on the contract]									
a	b	c	d = a * b								
WORK PACKAGE 1	NAME 1										
	A.1 Employee (or equivalent)										
	Select a staff category	monthly	1.00	1.00	0.00						
	Select a staff category	monthly	1.00	1.00	0.00						
	Other										
	[employee 1]	monthly	1.00	1.00	0.00						
	[employee 2]	monthly	1.00	1.00	0.00						
	Total employee (or equivalent)				0.00						
	A.2 + A.3 Natural person under direct contract and seconded person										
	Select a staff category	monthly	1.00	1.00	0.00						
	Select a staff category	monthly	1.00	1.00	0.00						
	Other										
	[employee 1]	monthly	1.00	1.00	0.00						
	[employee 2]	monthly	1.00	1.00	0.00						
	Total natural person under direct contract and seconded person				0.00						
	A.4 SME owners and natural person beneficiaries without salary										

Sheet 3. Detailed table

- If no cost in a certain category – box to be left empty
- Eligible costs only
- List each item only once
- List each costs in its main WP section
- Use your (best) estimates

Detailed budget table – **per beneficiary**

Project costs

- A. Personnel costs
- B. Subcontracting
- C. Purchase costs
- D. Other cost category
- E. Indirect costs

Project income

- EU contribution
- Revenues and contributions by third parties
- Own resources

A. Personnel costs

A.1 Employees (or equivalent)

- **Eligible personnel:** employment contract (or equivalent) with the beneficiary + assigned to the action;
- **Eligible costs:** salaries, social security contributions, taxes and other costs linked to the remuneration (if arise from national law or the employment contract + **actually incurred**).
- **Monthly rates** for each person who will work on the action to be presented in the Detailed budget table.
- **Calculation also for the (later) periodic reports:** **daily rate** for the person x number of day-equivalents worked on the action
 - **Daily rate** = annual personnel costs for the person / **215 days (Maximum)**

A.2 Natural persons under a direct contract and A.3 Seconded persons

- **Natural persons under direct contract** (not employment): civil, free-lance or expert, eligible if:
 - Works under similar conditions as employees (supervision, office presence, etc);
 - Costs are not significantly different from those for personnel performing similar tasks;
 - Work results belong to the beneficiary;
 - Costs declared amount solely to remuneration + taxation costs for the person in question.
- **Seconded persons** by a third party against payment;

A. Personnel costs

EC CORPORATE UNIT COSTS (MANY EU PROGRAMMES)

SME owners/natural person beneficiaries without salary (Decision C(2020) 7115¹)

Type: unit costs

Units: days spent working on the action

Amount per unit (daily rate): calculated according to the following formula:

- for calls with opening date before 30 July 2024:
{EUR 5 080 / 18 days = 282,22}
multiplied by
{country-specific correction coefficient of the country where the beneficiary is established}
- for calls with opening date as from 30 July 2024:
{EUR 8 745,40 / 18 days = 485,85}
multiplied by
{country-specific correction coefficient of the country where the beneficiary is established}
- for calls with opening date as from 16 December 2025:
{EUR 9271 / 18 days = 515,06}
multiplied by
{country-specific correction coefficient of the country where the beneficiary is established}

The country-specific correction coefficients used are those set out in the Horizon Europe Work Programme (section Marie Skłodowska-Curie actions) in force at the time of the call (see [Portal Reference Documents](#)).

A.4 SME owners and natural persons without salary

- **SME owners are eligible if:**
 - Owner/co-owner + beneficiary of the action + SME + not receiving a salary;
 - SME status declared in the Portal
- **Natural person beneficiaries:** beneficiaries that are natural persons not receiving a salary
- **Cost calculation method:**
 - Unit cost (daily rate) x number of day-equivalents worked on the action
 - Unit cost (daily rate) to be used: Commission Decision C(2024)5405* or Annex 2a

**Amended Commission Decision of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715)*

[The country-specific correction coefficients](#)

PROJECT COSTS

A. Personnel costs

	Type of rate (monthly/other)	Costs (actual costs)			Total (EUR)		Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
		Rate (amount)	Time (months/other of work on the action)					
		a	b	c = a * b				
WORK PACKAGE 1	0							
A.1 Employees (or equivalent)								
Senior experts/advisors/researchers	monthly	0,00	0,00	0,00				
Administrative personnel	monthly	0,00	0,00	0,00				
Senior experts/advisors/researchers	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				

B. Subcontracting

- **Purchase of goods, works or services** related to the implementation of specific tasks which are part of the action
- Autonomous - no direct supervision by the beneficiary (as opposed to in-house consultants);
- Allowed, under following conditions:
 - Limited: action tasks
Coordination tasks cannot be subcontracted - specific tasks of the action;
 - Described in Annex 1- estimated cost for each subcontract;
 - Budgeted in Annex 2 or ex post approved;
 - If above 30% of total costs – must be justified in the application;
 - Can be declared only as actual costs incurred;
 - Best value for money or lowest price;
 - No Conflict of interest

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	0			
	1[Subcontract short name]	0,00		
	2[Subcontract short name]	0,00		
	Total subcontracting for this WP	0,00		

Application Form - Technical Description (Annex 1 Part B)

Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

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.

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.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (<u>continuous</u> numbering linked to WP)	Subcontract Name (<u>subcontracted</u> action tasks)	Description (including task number <u>and</u> BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (<u>why</u> is subcontracting necessary?)	Best-Value-for-Money (<u>how</u> do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues:

If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.

Insert text

C. Purchase costs

Purchase contracts:

Ordinary contract for services, works (i.e. buildings) or goods (e.g. equipment), needed to carry out the action, including the purchase of consumables and supplies

- The contracts DO NOT cover the implementation of action tasks, but they are necessary to implement action tasks by beneficiaries
- Do not have to be indicated in Annex 1

Sub-categories:

C.1 Travel costs and related subsistence allowances

C.2 Equipment

C.3 Costs of other goods and services

C.1 Travel, accommodation and subsistence

Eligibility rules:

- Budgeted only for the personnel working on the action;
- Be justified: necessary under the action, planned in the description of the action, supported by the relevant documents, made following the usual practice of the beneficiary
- Must be budgeted as **UNIT costs** (pre-fixed amount)
 - actual (incurred) costs only if the destination country is not covered in the EC Decision below
- For Unit costs, values from the [Commission Decision C\(2021\)35](#) amended by the Decision C(2024) 5405 of 31/07/2024 to be used.
 - Calculations for travel costs are made on the basis of the distance between the departure and arrival point -> [Flight and rail calculator](#) to be used
 - Accommodation and subsistence rates are fixed per each country.

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 will be covered); transport means; average price per person; subsistence costs/daily allowances)
			Amount per unit	Number of units		
WORK PACKAGE 1	0					
	Example: Consortium meetings					
	Speakers					
	Travel costs	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00		
	Subsistence costs	0,00	0,00	0,00		
	Personnel					
	Travel costs	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00		
	Subsistence costs	0,00	0,00	0,00		
	Participants					
	Travel costs	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00		
	Subsistence costs	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	0					

C.2 Equipment

- New or second-hand;
- Renting and leasing.
- Basic rule: **Depreciation**
 - Eligibility: Corresponds to DURATION of the action + RATE of actual use for the action;
 - Recorded in the assets register (acc. to international accounting standards or usual practice of the beneficiary).

C.2 Equipment							
WORK PACKAGE 1	0						
	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 months)	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		

C.3 Other costs

Examples: catering, meeting room rent, leaflets printing, consumables and supplies, dissemination, translations, publications, financial statements certificates, financial guarantees, etc.

- Purchased specifically for the implementation of the action
- Best value for money or the lowest price;
- Declared costs actually incurred.

C.3 Other goods, works and services				
WORK PACKAGE 1	0			
		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			
	Other expenses			
	1 IPF 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		

E. Indirect costs

Running or operating costs (overheads)

- Not directly linked to the action implementation and not to be attributed directly to it;
- Example: stationery, rent of the office, utilities etc.;
- No breakdown of these costs is required.
- **7% flat rate of eligible costs.**

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)	0,00
	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	0,00
Total indirect costs		0,00
TOTAL COSTS PARTICIPANT		0,00

Project income

PROJECT INCOME		
EU CONTRIBUTION (GRANT)		
	Amount (EUR)	
Total costs	0,00	
Multiple funding rates (3) = $(c1 + c2 + c3 + c4 + c5) * 50\% + b * 50\% + [(c1 + c2 + c3) * 80\% + (d1) * 100\% + (e) * 80\%$		
Maximum EU contribution	0,00	
Requested EU contribution	0,00	ATTENTION! In order to avoid rounding issues, please request 1 cent less than the maximum EU contribution.
EU CONTRIBUTION	0,00	

EU contribution (grant): 90% for all cost categories.

Revenues and contributions by third parties:

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	0,00
	Total income generated by the action	0,00
	Revenues	0,00
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	0,00	
OWN RESOURCES		
	Amount (EUR)	
	Own resources	0,00
	OWN RESOURCES	0,00
TOTAL INCOME PARTICIPANT	0,00	

- **income generated by the action** such as direct revenues or receipts (e.g. conference participants fees, sales of books);
- **financial contributions FROM third parties.**

Own resources or the own contribution of the beneficiary

Payment arrangements

- Signature of Grant Agreement > **Prefinancing** to start working on the project (**50%** of the maximum grant amount) – *automatic process* (paid 30 days from entry into force/10 days before starting date whichever is the latest)
- **One interim payment – interim report (with detailed costs report)**
- **Final report** - > Payment of the **balance** based on the final financial report approval (additional payment or recovery) after 36 months



All payments will be made to the **coordinator!**

Detailed budget table – mistakes to avoid

- Discrepancies between Estimated budget in the portal and Detailed budget table
- Not filling in the necessary details in Description fields in Detailed budget table
- Staff efforts in the portal not coherent with staff efforts in Detailed budget table
- SME owners staff efforts conversion from day-equivalents into person-months (in the Portal - Staff effort). The calculation is $XY \text{ days} \div 17.92 \text{ days}$. 1 PM = 17.92 days
- Discrepancies between subcontracting costs and descriptions in Detailed budget table and subcontracting table in Description of action in part B
- Split of travel, accommodation and subsistence costs in Estimated budget
- Incorrect unit costs used for travel accommodation and subsistence
- Costs for Certificate on financial statement (CFS) not foreseen, if the threshold (325 000 EUR requested EU contribution per beneficiary) is reached



Thank you!

Got questions? Contact us at

EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu

[Single Market Programme webpage](#)

#SingleMarket @EU_EISMEA