

# Proposal submission & evaluation

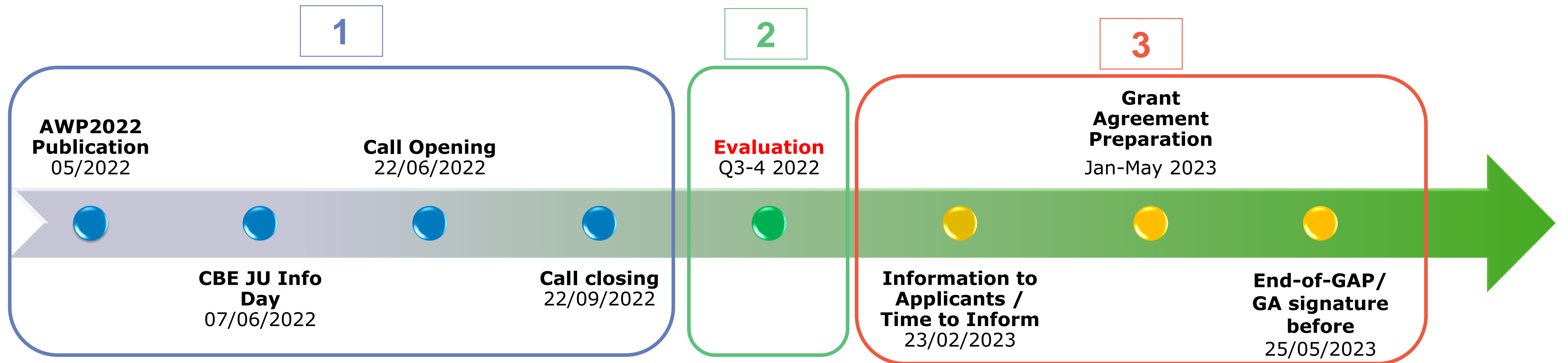
Dieter BRIGITTA

Call Coordinator

7 June 2022



# Call Timeline



## 2 main sources of call information (1/2)



### Applying for funding

Find a call

Find partners

Register an organisation

Submit a proposal

### Evaluation & Grant signature

Admissibility and eligibility check

Evaluation of proposals

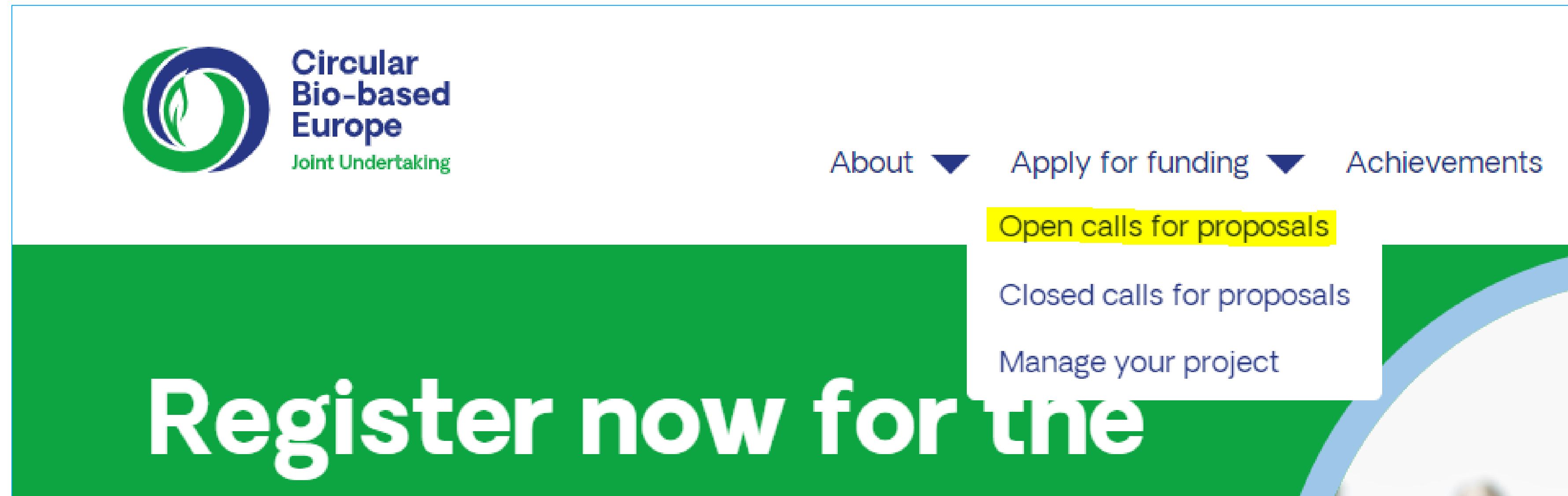
Grant preparation

Grant signature





## 2 main sources of call information (2/2)



- Annual Work Programme (incl. derogations from ‘standard’ Horizon Europe practices)
- Other guidance documents

<https://www.cbe.europa.eu/open-calls-proposals>

# Preparation and submission of proposals

1

## Tips & tricks (1/2)

- **Electronic proposal submission** takes time:
    - Get an EU Login account
    - Get a (draft) PIC number (Participant Identification Code) for **all** participating organisations
    - Launch Submission wizard + pre-register your draft proposal
    - List of participants, contact persons, researchers involved in the proposal,...
    - Fill in Administrative Forms (Part A), incl. organisation descriptions and ethics checklist
    - Prepare and upload Technical Description (Part B)
    - Submit your proposal + receive acknowledgement of receipt
- ***Not just uploading a document and submitting a proposal; plan ahead svp.***

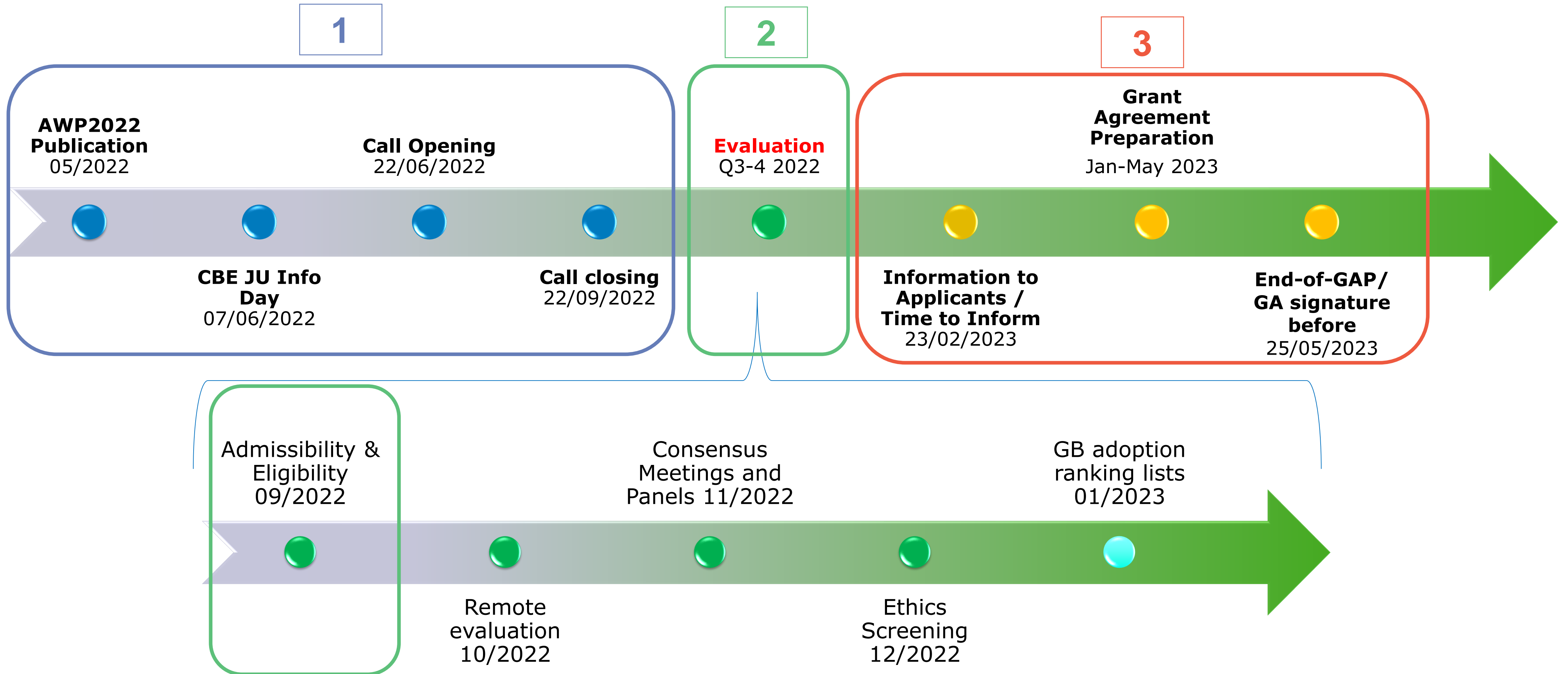
## Tips & tricks (2/2)

- **Funding & Tender opportunities Portal** = your ‘one stop shop’ to:
  - find the CBE JU Call 2022 topics
  - register your consortium’s organisation(s)
  - submit your proposal (NO submission via the CBE JU website)
- **Timing**
  - Consult call topics on the CBE JU website (<https://www.cbe.europa.eu/open-calls-proposals>)
  - Call publication (= topics searchable in the Portal) by 22 June 2022
  - Call opening (= proposals can be submitted via Portal) on 22 June 2022 the earliest
  - Call closure (= deadline to submit proposals via the Portal) by 22 September 2022
- **Overwrite function.** You can submit the proposal as many times as you want. Every submitted version will replace the previous one.

Eligibility & admissibility  
criteria and check

2a



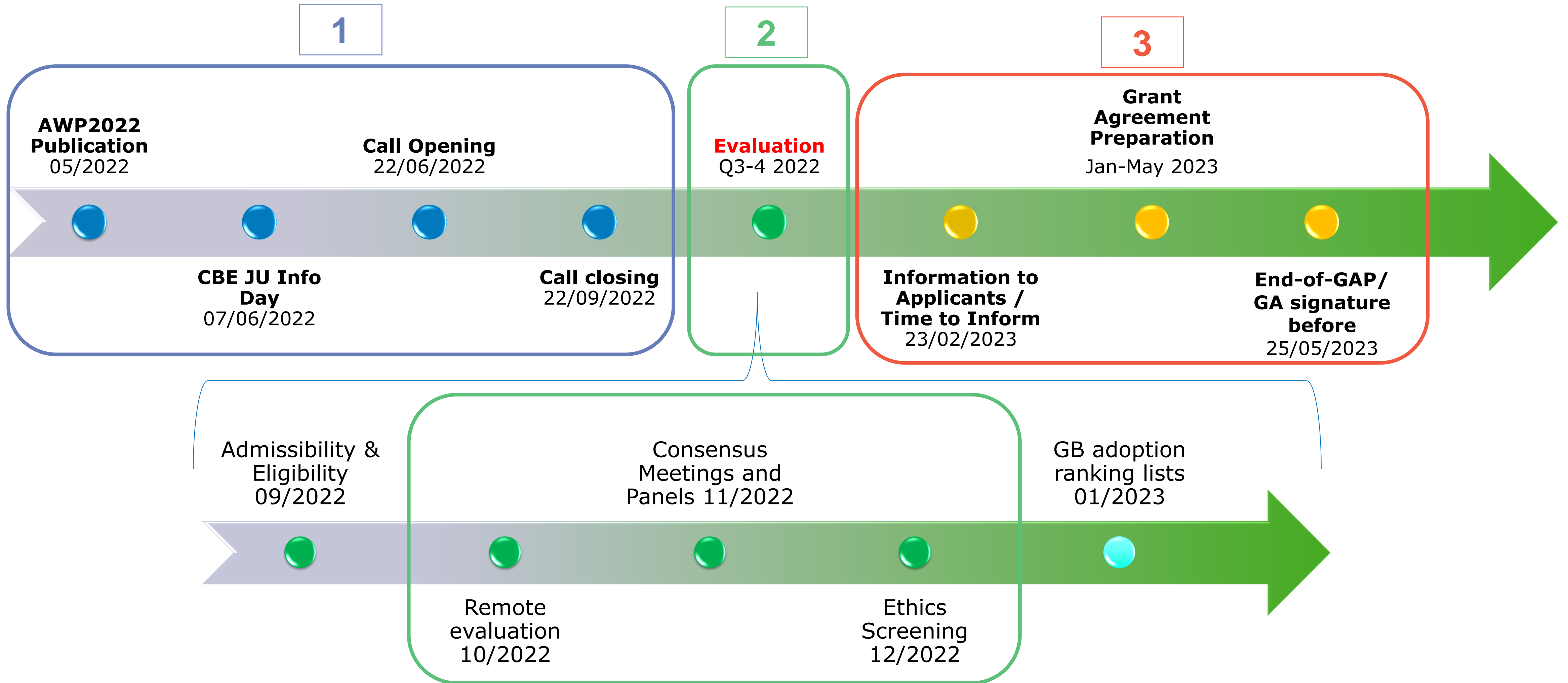


# Tips & tricks

- **Essential** criteria (not ‘nice to haves’)
- Only proposals that pass **ALL** admissibility & eligibility criteria are sent to expert-evaluators.
- **More detailed information** about admissibility & eligibility criteria:
  - CBE JU Annual Work Programme 2022, which mainly (but not only) refers to...
  - ...Annexes A and B of the [General Annexes to the Horizon Europe Work Programme 2021–2022](#)
  - The next presentation of this info day (“Call management rules & conditions”)

2b. Proposal evaluation

2b



# Tips & tricks

- **One evaluation, 2 sets of expertise**

- Evaluation based on evaluation (sub)criteria mentioned in Annual Work Programme (Excellence, Impact, Implementation)
- Evaluation of ethics issues (part A – section 4 of the proposal)

→ ***Provide enough information in your proposal to answer both sets of questions***

- **Horizon Europe vs. CBE JU specificities**

- Familiarise yourselves with the CBE JU-specific evaluation (sub)criteria and thresholds
- More info: see ‘How to write a good proposal’ ppt of the 7 June 2022 info day

- **Hearings for Flagships**

- *Clarifications* (not new information) about the business plan can be provided via web conference during the evaluation
- However, the *submitted* business plan should be complete



## Do you want to be an expert-evaluator?

- CBE JU (and the whole EU research family) are always looking for new, competent experts in diverse fields
- If you would like to be considered for the Call 2022 evaluations, please:
  - Create or update your expert profile via <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>
  - E-mail [experts@cbe.europa.eu](mailto:experts@cbe.europa.eu) **by 15 June 2022**, mentioning your expert profile number (format EX20XX1234567)

# Grant Agreement Preparation (GAP)

3

## Tips & tricks

- Only the highest scoring proposals - considering the budget available for each topic - are selected for funding and invited to GAP (= the 'main list').
  - **Expectations management about timing**
    - You'll receive information about the evaluation outcome max. 5 months after call closure (by +- 23 Feb 2023).
    - If GAP is successful: the Grant Agreement (GA) should in principle be signed max. 8 months after call closure (by +- 25 May 2023).  
  
(The closer we get to this deadline, the lower the chance that reserve list proposals will be 'promoted' to the main list)
    - Project start: in principle the earliest on day 1 of the month **after** GA signature, although some flexibility is possible.
- Inform your proposal partners about these timings, and take them into account when writing your proposal (e.g. seasonal aspects related to biomass)**



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Contact us

[info@cbe.europa.eu](mailto:info@cbe.europa.eu)  
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