

Proposal submission & evaluation

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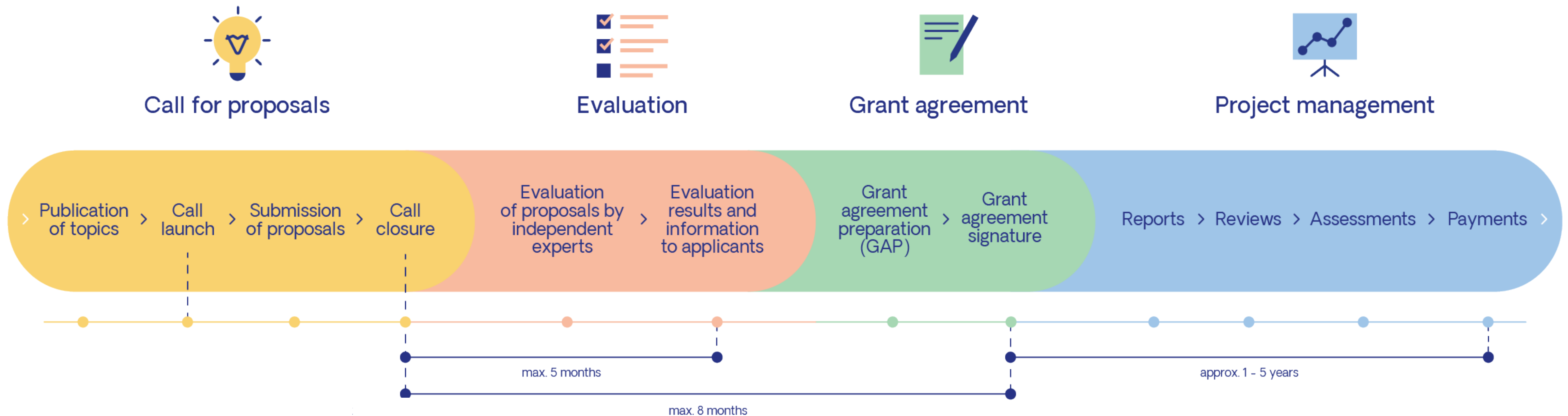
Call Coordinator

20 April 2023

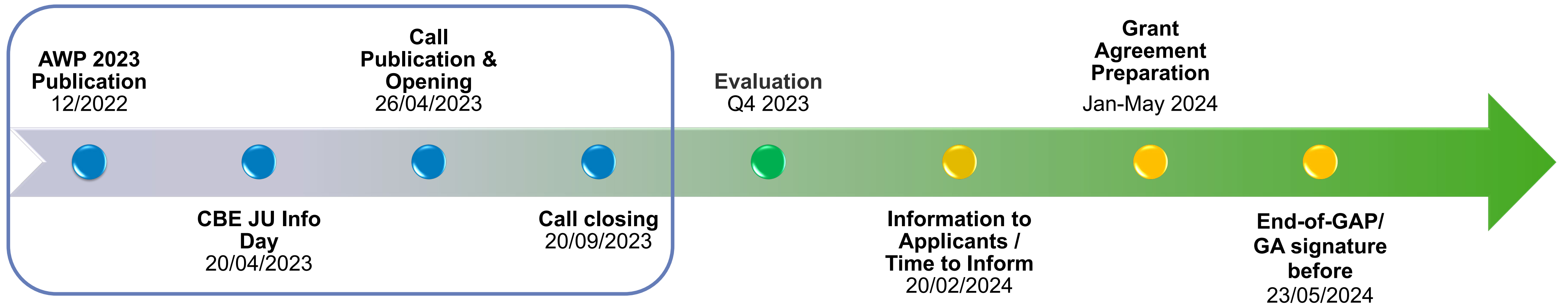


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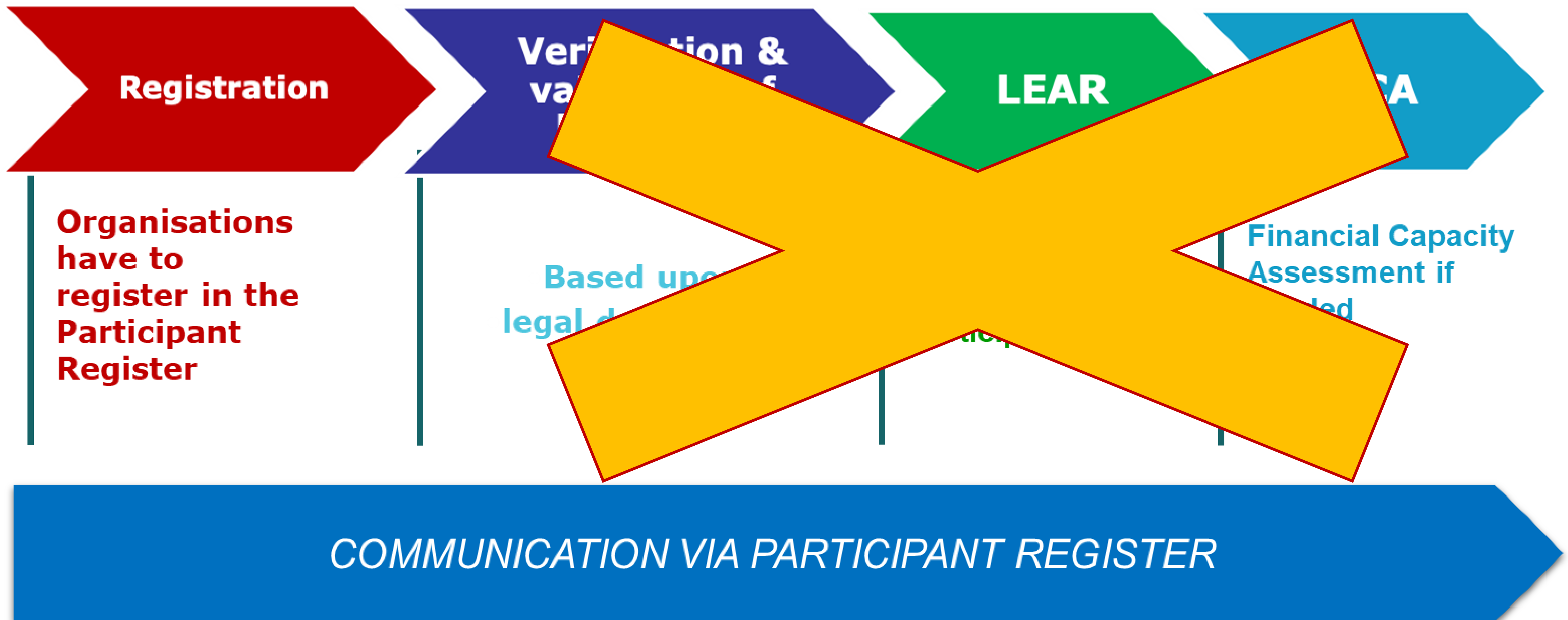
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Tips & tricks (1/3) – a step by step approach

- **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 (2/3) – Registration & Validation



Tips & tricks (2/3) – Registration & Validation

Participant Register

 Need help?

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.

Is your organisation already registered? PIC search

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

[Search a PIC](#)

**Search for 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.

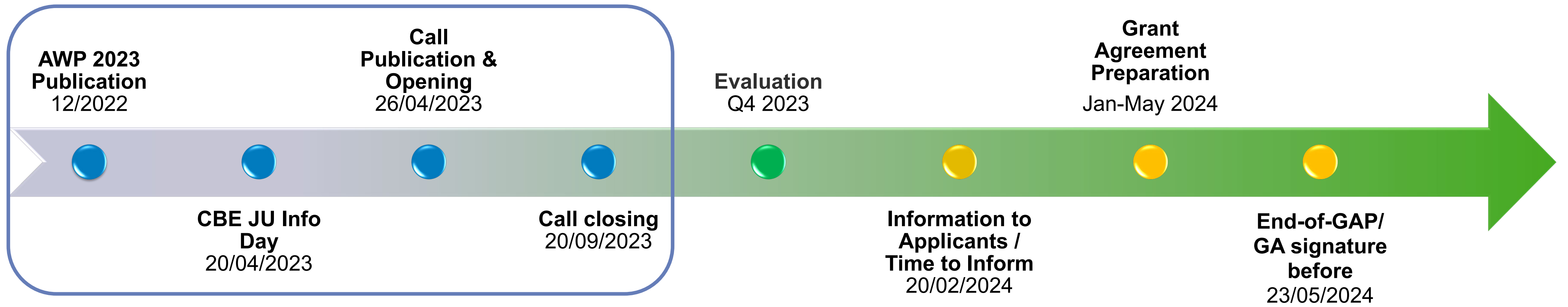
[Register your organisation](#)

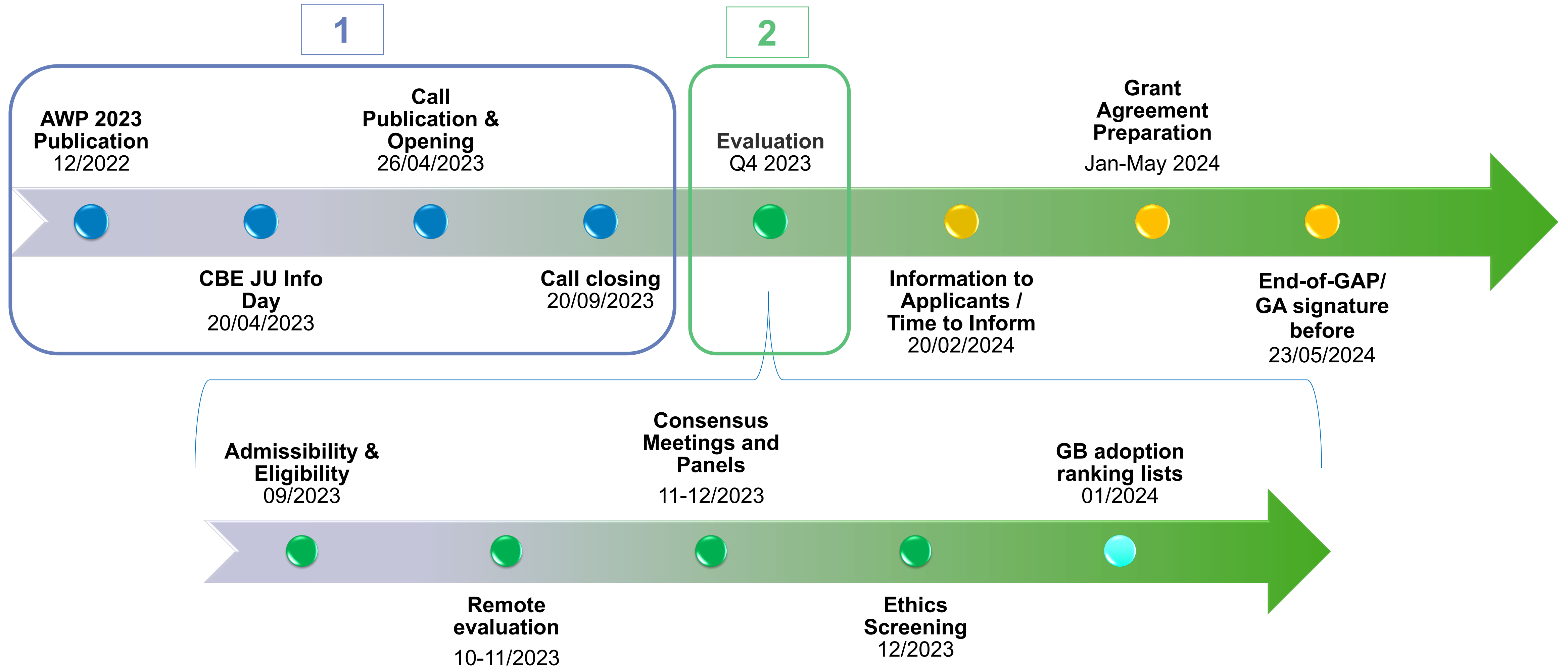
**New
registration**

Tips & tricks (3/3) – Portal & Timing

- **Funding & Tender opportunities Portal** = your ‘one stop shop’ to:
 - Find the CBE JU Call 2023 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 (www.cbe.europa.eu/open-calls-proposals)
 - Call publication (= topics searchable in the Portal) and Call opening (= proposals can be submitted via Portal) by 26 Apr 2023
 - Call closure (= deadline to submit proposals via the Portal) by 20 Sept 2023, **17:00 Brussels time**
- **Overwrite function.** You can submit the proposal as many times as you want. Every submitted version will replace the previous one.

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Tips & tricks – eligibility & admissibility

- **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 2023, which mainly (but not only) refers to...
 - ...Annexes A and B of the [General Annexes to the Horizon Europe Work Programme 2023–2024](#)
- **Don't forget to check:**
 - Admissibility: page limits, a (first) D&E&C plan
 - Eligibility: consortium composition. I.e. in RIAs and IAs: min. 3 *independent* entities, min. 1 Member States (MS), min. 2 other MS or Associated Countries

Tips & tricks - evaluation

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

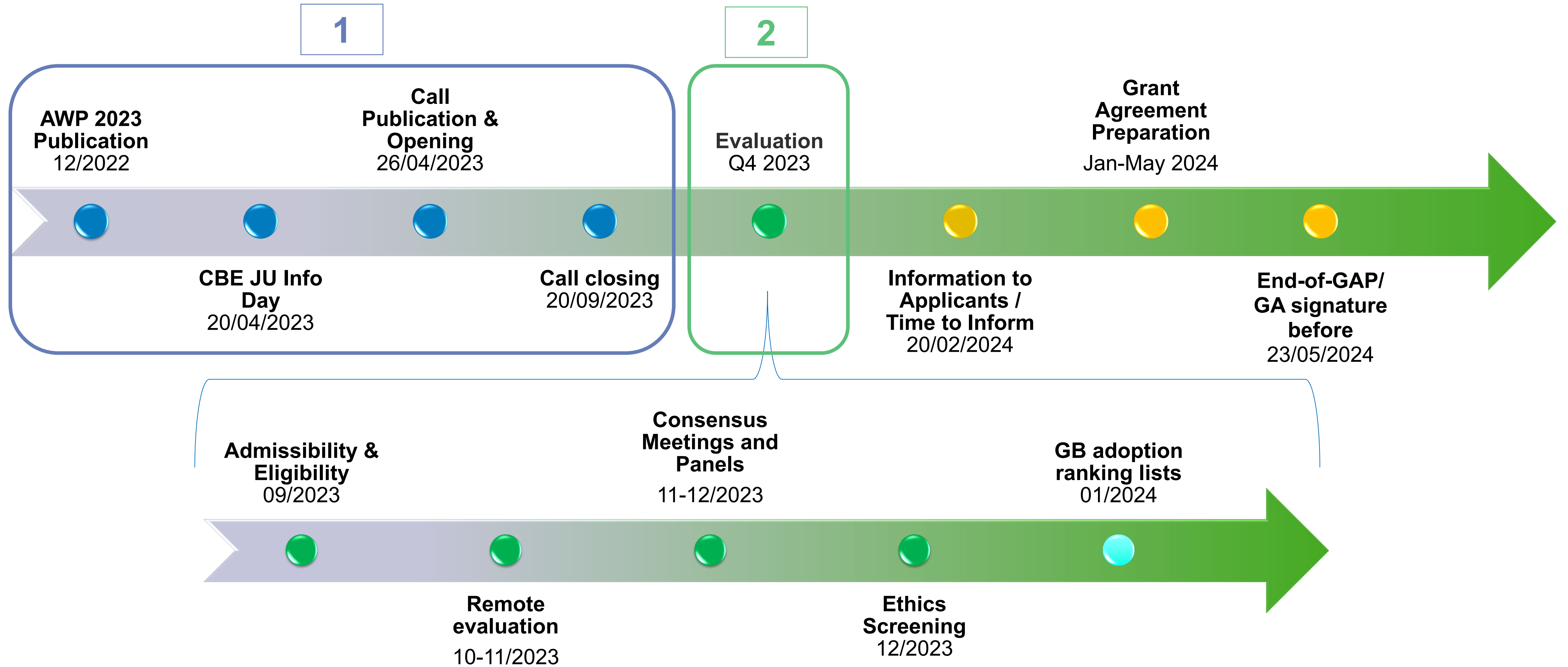
- Evaluation based on evaluation (sub)criteria mentioned in Annual Work Programme (Excellence, Impact, Implementation)
- Evaluation of ethics issues (based on ethics checklist in the proposal)

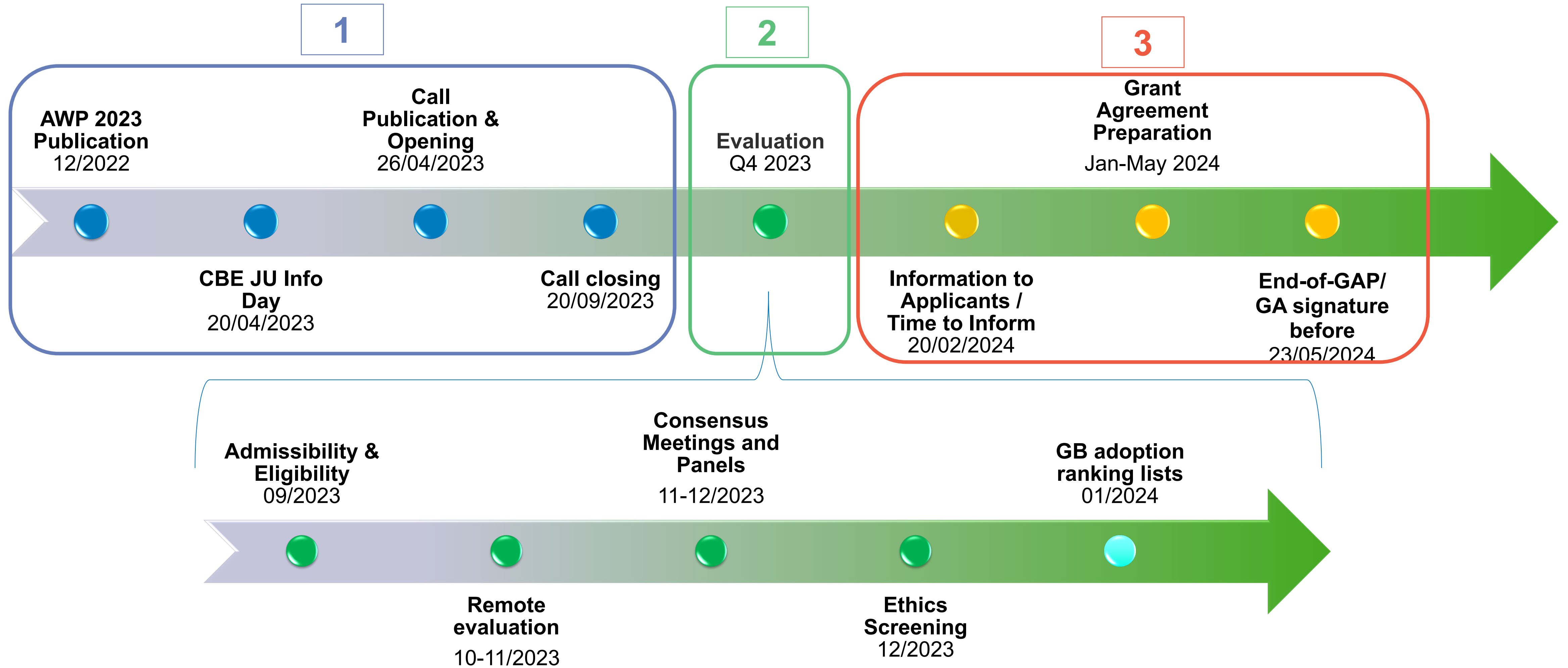
→ ***Provide enough information in your proposal to answer both sets of questions***

- **Horizon Europe vs. CBE JU specificities** (cf. next presentations)

- **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





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 +/- 20 Feb 2024).
 - If GAP is successful: the Grant Agreement (GA) should in principle be signed max. 8 months after call closure (by +/- 23 May 2024).

(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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