



**Circular  
Bio-based  
Europe**  
Joint Undertaking

# Call management rules and conditions

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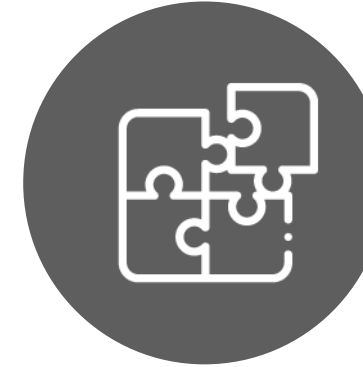


# Main features in the Horizon Europe proposal



## FIELDS IN PART A

- Researchers table – needed to follow up researchers careers (HE indicator)
- Role of participating organisation
- Self-declaration on **gender equality plan**



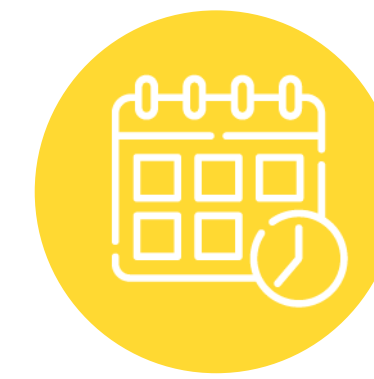
## MOVED FROM PART B TO PART A

- Ethics self-assessment
- Security questionnaire (**NEW!** in all HE proposals)
- Information on participants' previous activities related to the call



## PART B

- Glossary of terms.
- Consistency on the use of terminology is ensured in all project phases (from WP to proposal and reporting)
- Extensive explanations on what exactly should be included in each section.
- **Specific CBE requirements (More info on the Additional Requirements section of the WP 2022).**
- **Annex: Declaration of BIC membership linked with specific evaluation sub-criteria for Innovation Actions**
- **Annex: description conditions for the financial support to third parties**



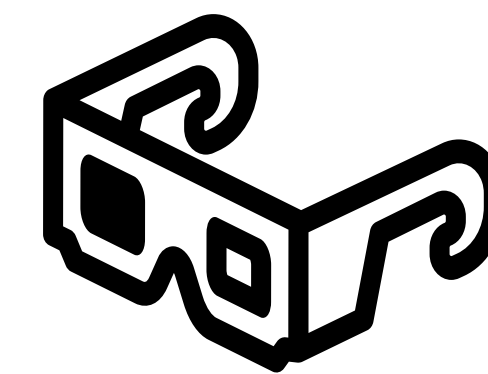
# Admissibility

## Same general admissibility conditions

- Applications must be submitted **before the call deadline, electronically** via the Funding & Tenders Portal
- Applications must be **complete, readable, accessible and printable**, and include a **plan for the exploitation and dissemination of results**, unless provided otherwise in the specific call conditions.

## **ATTENTION !!** Proposal page limit

- IAs: limit is **70 pages (Derogation from Horizon Europe)**
- RIAs : limit for a full application is **50 pages**
- CSAs: limit is **30 pages**



# Gender Equality Plan (GEP)

To be eligible, **legal entities from Member States and Associated Countries that are public bodies, research organisations or higher education establishments** (including private research organisations and higher education establishments) must have a **gender equality plan** covering the following minimum process related requirements:

- **publication:** a formal document published on the institution's website and signed by the top management
- **dedicated resources:** commitment of resources and expertise in gender equality to implement the plan
- **data collection and monitoring:** sex/gender disaggregated data on personnel (and students, for the establishments concerned) and annual reporting based on indicators
- **training:** awareness raising/training on gender equality and unconscious gender biases for staff and decision makers



# Eligibility

## Consortium composition (collaborative projects)

- at least **one independent legal entity** established in a **Member State**, and
- at least **two other independent legal entities** each established either in a **different Member State** or an **Associated Country**.

# Who is eligible for funding?



## EU COUNTRIES

- Member States (MS) including their outermost regions
- The Overseas Countries and Territories (OCTs) linked to the MS.



## NON-EU COUNTRIES

- Countries associated to Horizon Europe (AC)
- Low and middle income countries: See [HE Programme Guide](#).
- Other countries when announced in the call or exceptionally if their participation is essential (**No exception reflected in CBE JU WP 2023**)



## SPECIFIC CASES

- Affiliated entities established in countries eligible for funding.
- EU bodies
- International organisations (IO)
  - International European research organisations are eligible for funding.
  - Other IO are not eligible (only exceptionally if participation is essential)
  - IO in a MS or AC are eligible for funding for Training and mobility actions and when announced in the call conditions



# Associated Countries

The association agreements with the following countries have now started to produce legal effects (either through provisional application or their entry into force):

**1. Albania 2. Armenia 3. Bosnia and Herzegovina 4. Faroe Islands 5. Georgia 6. Iceland 7. Israel 8. Kosovo\* 9. Moldova 10. Montenegro 11. North Macedonia 12. Norway 13. Serbia 14. Tunisia 15. Turkey 16. Ukraine**

➤ Until association agreements start producing legal effects either through provisional application or their entry into force, the transitional arrangement set out in the General Annexes to the Horizon Europe Work Programme 2023-2024 is applicable with regard to the following countries, with which association negotiations are being processed or where association is imminent:

**1. Morocco 3. New Zealand 3. United Kingdom**

➤ For the purposes of the **eligibility for funding** countries negotiating association to Horizon Europe will be treated as entities established in an Associated Country, **IF the Horizon Europe association agreement with the third country concerned applies at the time of signature of the grant agreement**

\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

# Financial support to third parties

- Under topic CSA TOPIC (S-01) EU-wide network of pilot plants and testing facilities, improving SMEs and start-ups' access to scale-up:
  - **Total** financial support to third parties possible: **up to EUR 300 000**
  - Up to **EUR 50 000 per third party**
  - **Objective**: provide direct support (e.g. in the form of cascading grants) to researchers, developers, SMEs, start-ups and other multidisciplinary actors.
  - **Conditions** for third parties support are set out in Part B of the General Annexes, important points to retain:
    - Financial support can only be provided in the form of Grants.
    - Consortia needs to define the selection process of organisations, for which financial support will be granted => **ANNEX PART B**
    - The financial support to third parties can only be provided in the form of grants, through open calls published on the Funding & Tenders portal, and on the beneficiaries' websites.





# Evaluation (award) criteria

**‘Excellence’, ‘Impact’ and ‘Quality and efficiency of the implementation’.**

**ATTENTION ! Innovation Actions:** An additional specific CBE Impact sub-criteria

## Adapted following lessons learnt

- The number of ‘aspects to be taken into account’ have been reduced, ensuring that the same aspect is not assessed twice
- Open Science practices assessed as part of the scientific methodology in the excellence criterion
- New approach to impact: Key Impacts Pathways (KIPs)
- The assessment of the quality of applicants is assessed under ‘implementation’, rather than as a separate binary assessment of operational capacity
- Assessment of management structures has been removed.



# Impact criteria

## **ATTENTION ! Innovation Actions:** additional CBE JU sub-criteria

*‘Ability to ensure the level of in-kind contribution to operational activities (IKOP) defined in the call/topic as % of total projects eligible costs (IAs 15% and IA-Flagship 20%)’*

### WHAT IS CONSIDERED IKOP:

- In accordance with the Council Regulation establishing CBE JU, IKOP is defined as **contributions by private members, constituent entities or the affiliated entities of either, by international organisations, consisting of the eligible costs incurred by them in implementing indirect actions less the contribution of that joint undertaking** to those costs.
- In CBE JU, the only private member is the Bio-based Industries Consortium (BIC). Meaning that the minimum percentage of IKOP needs to be reflected in the budget of BIC members, and affiliated entities.
- Consortium need to include the declaration provided by BIC regarding its membership as an Annex to the proposal.
- BIC has set up an open and fast procedure to become an industry member, either as “full” member, or as temporary “project member” until the evaluation has been performed. This is a fast procedure that will ensure that any application is proceeded in a fast-track manner before the closure of the call. This process is managed by BIC: <https://biconsortium.eu/membership>

Requesting less CBE JU contribution will increase the IKOP

## EXAMPLE INNOVATION ACTION – FLAGSHIPS

### TRESHOLD EVALUATION SUB-CRITERIA 20% IKOP

Example 1 (IA-FLAGSHIP)	JU member	industry/ academia	Total eligible costs	Funding rate	CBE JU contribution	IKOP
Coordinator (BIC member)	Y	industry	€ 7,000,000.00	60%	€ 4,200,000.00	€ 2,800,000.00
Beneficiary 1	N	academia	€ 590,000.00	100%	€ 590,000.00	
Beneficiary 2 (BIC member)	Y	industry	€ 5,000,000.00	60%	€ 3,000,000.00	€ 2,000,000.00
Beneficiary 3	N	industry	€ 3,000,000.00	60%	€ 1,800,000.00	
Beneficiary 4	N	academia	€ 800,000.00	100%	€ 800,000.00	
TOTAL			€ 16,390,000.00		€ 10,390,000.00	€ 4,800,000.00
PERCENTANGE IKOP (eligible costs incurred by private members in implementing indirect actions less the contribution of CBE JU)						<b>29.3%</b>

Requesting less CBE JU contribution will increase the IKOP

## EXAMPLE INNOVATION ACTION – INNOVATION ACTIONS

### TRESHOLD EVALUATION SUB-CRITERIA 15% IKOP

Example 2 (IA)	JU member	industry/ academia	Total eligible costs	Funding rate	CBE JU contribution	IKOP
Coordinator (BIC member)	Y	industry	€ 3,200,000.00	60%	€ 1,920,000.00	€ 1,280,000.00
Beneficiary 1	N	academia	€ 590,000.00	100%	€ 590,000.00	
Beneficiary 2	N	industry	€ 1,500,000.00	60%	€ 900,000.00	
Beneficiary 3	N	industry	€ 3,000,000.00	60%	€ 1,800,000.00	
Beneficiary 4	N	academia	€ 800,000.00	100%	€ 800,000.00	
TOTAL			€ 9,090,000.00		€ 6,010,000.00	€ 1,280,000.00

PERCENTAGE IKOP (eligible costs incurred by private members in implementing indirect actions less the contribution of CBE JU)

**14.1%**  
(below the award sub-criteria threshold)



# Scoring thresholds

Criteria	Threshold	IAs factor (ranking)
Excellence	3/5	n/a
Impact	4/5	x 1,5
Implementation	3/5	n/a
<b>TOTAL</b>	<b>11/15</b>	n/a



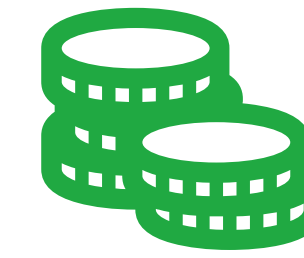
# Priority order

For each topic in case of proposals with **identical total scores**, they will be prioritised :

- **RIA and CSA:** first **Excellence** and second **Impact**
- **IAs, including Flagships:** first **Impact** and then **Excellence**

In case of full ex-quo (**identical scores in each criterion**), proposals will be prioritised :

1. **Gender balance** among the personnel named in the proposal (part A)
2. **Geographical diversity**, as the number of countries represented in the proposal, not otherwise receiving funds from projects higher up the ranking list (and if equal in number, then by budget).
3. Other if needed



# Funding rate

Type of action	Funding
Research and Innovation Action (RIA)	100%
Innovation Actions, including Flagships (IA)	<b>60%</b> (100% for non-profit entities)
Coordination and Support Actions (CSA)	100%

# The model Grant Agreement & its structure



The Horizon Europe grant agreement is based on a Commission-wide model (so-called 'Corporate Model Grant Agreement')



## Annex 5 Special Rules

**Security** (Article 13)

**Ethics** (i.e. research integrity) (Article 14)

**Values** (i.e. gender mainstreaming) (Article 14)

**IPR** (Article 16)

**Communication, Dissemination, Open Science and Visibility** (Article 17)

**Specific rules for carrying out the action** (Article 18)

recruitment and working conditions,

specific rules for access to research infrastructure actions,

specific rules for PCP and PPI procurements,

specific rules for co-funded partnerships,

specific rules for ERC actions,

specific rules for EIT-KIC actions,

specific rules for MSCA actions

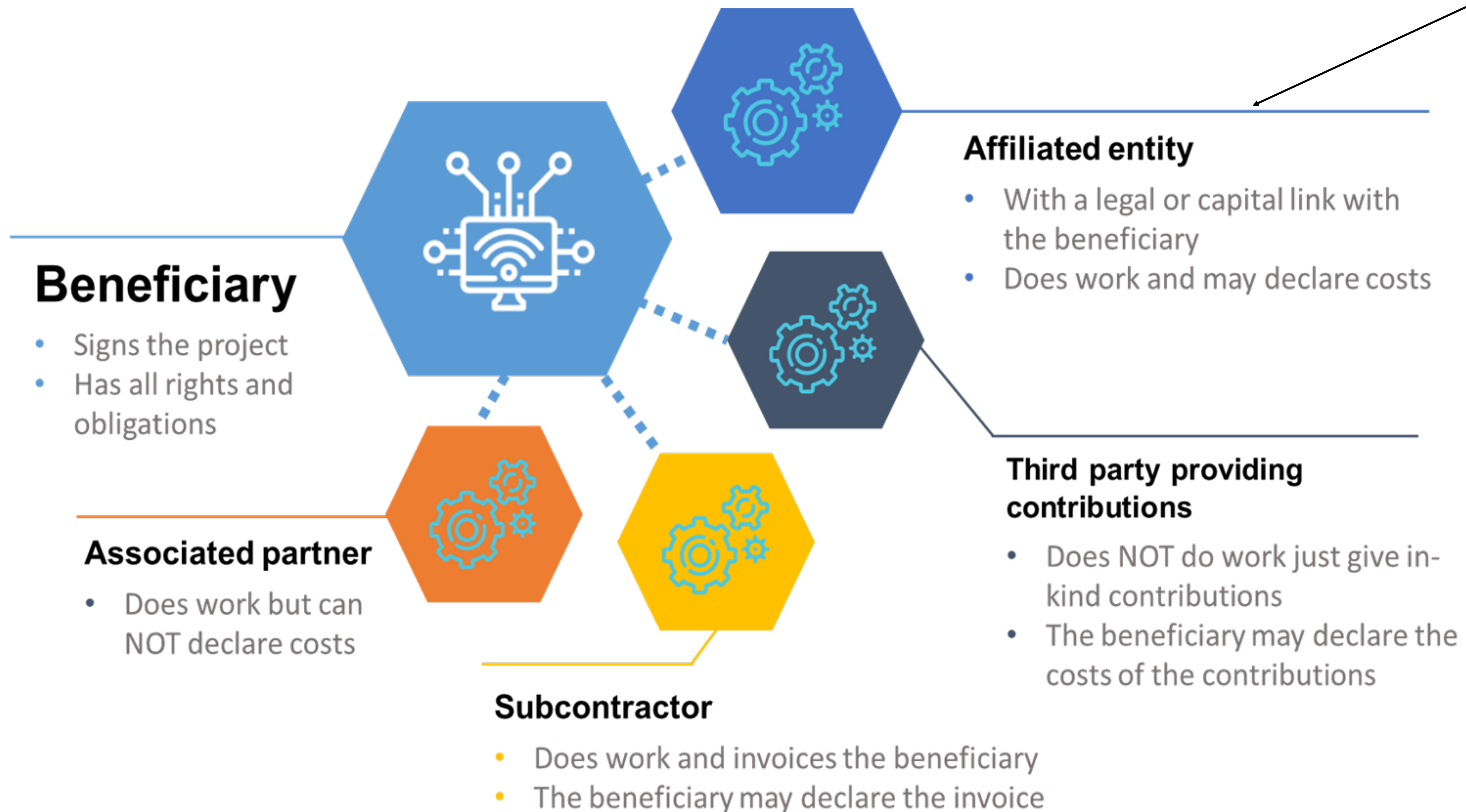
specific rules for EIC actions

specific rules for JUs



# Participation in the Grant Agreement

LINK  
THIRD  
PARTIES  
IN  
HORIZON  
2020



# Types of costs



## PERSONNEL COSTS



## SUBCONTRACTING COSTS



## PURCHASE COSTS



## OTHER COST CATEGORIES

*e.g.*



## INDIRECT COSTS

➤ Cost of **the time worked for the project** by your employees, seconded staff, SME owners (if you are an SME) and, subject to some conditions, other persons working for you under a direct contract (for example some types of consultants).

➤ You **contract another entity to do part of the work allocated to you** in the description of the action? That is subcontracting.

➤ Be careful, you must include all tasks you intend to subcontract in Annex 1 (unless agreed otherwise with the granting authority)

➤ **Travel and subsistence costs** for trips necessary for the project.

➤ **Equipment** used for the project. In most cases, only depreciation costs are eligible (but exceptions exist)

➤ **Consumables and services**

➤ **Financial support to third parties**

➤ **Internal invoices**  
Cost charged internally from one department to another of the same beneficiary; but only if you have a defined cost accounting method

➤ **25% flat rate** applied on most of the other budget categories. When reporting, the IT system will calculate this automatically!

## ARTICLE 7 of the HE Model Grant Agreement

- In accordance with Horizon Europe Model Grant Agreement, the consortia of the proposals selected for funding must have internal arrangements set out in a written consortium agreement between the beneficiaries regarding their operation and coordination, to ensure that the action is implemented properly.