

# Call management rules and conditions

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# Main features in the Horizon Europe proposal



## FIELDS IN PART A

- Researchers table – 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
- 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
- Extensive explanations on what exactly should be included in each section
- **Specific CBE JU requirements (+ AWP 2025)**
- **Annex: Declaration of BIC membership linked with specific evaluation sub-criteria for Innovation Actions**



# 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



# Eligibility

## Consortium composition (collaborative projects)

At least three legal entities independent from each other and each established in a different country:

- 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

## Gender Equality Plan

Participants that are public bodies, research organisations or higher education establishments from Members States and Associated countries **must have a gender equality plan**, covering minimum process-related requirements.

- A self-declaration will be requested at proposal stage (for all types of participants)
- Included in the entity validation process (based on self-declaration)

# 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 in CBE JU 2025 AWP**)



## 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

- |                            |            |                    |                   |
|----------------------------|------------|--------------------|-------------------|
| 1 Albania                  | 6 Georgia  | 11 Montenegro      | 16 Tunisia        |
| 2 Armenia                  | 7 Iceland  | 12 New Zealand     | 17 Türkiye        |
| 3 Bosnia and Herzegovina   | 8 Israel   | 13 North Macedonia | 18 Ukraine        |
| 4 <b>Canada (Pilar II)</b> | 9 Kosovo*  | 14 Norway          | 19 United Kingdom |
| 5 Faroe Islands            | 10 Moldova | 15 Serbia          |                   |

Until association agreements start producing legal effects, the transitional arrangement is applicable to the following countries:

1. Morocco

2. Republic of Korea

3. Switzerland

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.

# Similarities and **differences** with Horizon Europe



## Funding rate

- RIA: 100%
- IA: **60%** (100% non-profit)
- CSA: 100%



## Award criteria

- RIA, IA & CSA: Excellence, Impact, Implementation
- + Impact: **Ability to ensure 5% (RIA), 15% (IA) or 20% (IAFlag) of in-kind contribution to operational activities (IKOP)**  
= minimum IKOP percentage



## Page limit

- RIA: **50 p.**
- IA: **70 p.**
- CSA: 30 p.



## Scoring thresholds

- Excellence: 3/5
- Impact: **4/5**
- Implementation: 3/5
- Total: **11/15**



# Impact criteria

**RIAs and Innovation Actions (including Flagships):** 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 ( **RIAs 5%**, 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>.



# IKOP vs BIC membership

- **IKOP?**

- Total eligible costs minus total requested funding (of BIC members)
- Only applicable to RIA and IA incl. Flagships
- CBE JU evaluation subcriterion (5%, 15% or 20% threshold, depending on type of action)

- **BIC membership**

- CBE JU will check BIC membership during evaluation...
- ...via an Annex to the proposal: 1 pdf file with all 'BIC membership certificates' or BIC members involved in the consortium
- BIC membership certificates to be requested to BIC via <https://bic.elisca.app/membership/certificate/registration>
- When building your consortium, you might encounter organisations interested in becoming a BIC member (and who could 'boost' your IKOP)
- 'Project membership': temporary membership option, (only) relevant for CBE JU Calls: the organisation will become a BIC member if their proposal is successful

# In-kind contribution to operational activities (IKOP)

## Flagships

IKOP = Total eligible costs – requested EU contribution of private members

In CBE JU, the only private member is the Bio-based Industries Consortium (BIC).

→ Minimum percentage of IKOP must be reflected in the budget of partners that are BIC members.

| Example 1: IA Flagship<br>Criterion: $\geq 20\%$ IKOP | BIC member | Industry / Academia | Total eligible costs | Funding rate | Requested EU contribution | IKOP               |
|-------------------------------------------------------|------------|---------------------|----------------------|--------------|---------------------------|--------------------|
| Beneficiary 1 - Coordinator<br>(BIC member)           | Y          | industry            | € 7,000,000          | 60%          | € 4,200,000               | € 2,800,000        |
| Beneficiary 2                                         | N          | academia            | € 590,000            | 100%         | € 590,000                 |                    |
| Beneficiary 3<br>(BIC member)                         | Y          | industry            | € 5,000,000          | 60%          | € 3,000,000               | € 2,000,000        |
| Beneficiary 4                                         | N          | industry            | € 3,000,000          | 60%          | € 1,800,000               |                    |
| Beneficiary 5                                         | N          | academia            | € 800,000            | 100%         | € 800,000                 |                    |
| <b>TOTAL</b>                                          |            |                     | <b>€ 16,390,000</b>  |              | € 10,390,000              | <b>€ 4,800,000</b> |

$$\text{Percentage IKOP} = \frac{\text{€ 4,800,000}}{\text{€ 16,390,000}} = 29,3\% > 20\% \quad \text{👍}$$

# In-kind contribution to operational activities (IKOP)

## Innovation Actions

IKOP = Total eligible costs – requested EU contribution of private members

In CBE JU, the only private member is the Bio-based Industries Consortium (BIC).

→ Minimum percentage of IKOP must be reflected in the budget of partners that are BIC members.

| Example 2: IA<br>Criterion: $\geq 15\%$ IKOP | BIC member | Industry / Academia | Total eligible costs | Funding rate | Requested EU contribution | IKOP               |
|----------------------------------------------|------------|---------------------|----------------------|--------------|---------------------------|--------------------|
| Beneficiary 1 - Coordinator (BIC member)     | Y          | industry            | € 3,200,000          | 60%          | € 1,920,000               | € 1,280,000        |
| Beneficiary 2                                | N          | academia            | € 590,000            | 100%         | € 590,000                 |                    |
| Beneficiary 3                                | N          | industry            | € 1,500,000          | 60%          | € 900,000                 |                    |
| Beneficiary 4                                | N          | industry            | € 3,000,000          | 60%          | € 1,800,000               |                    |
| Beneficiary 5                                | N          | academia            | € 800,000            | 100%         | € 800,000                 |                    |
| <b>TOTAL</b>                                 |            |                     | <b>€ 9,090,000</b>   |              | <b>€ 6,010,000</b>        | <b>€ 1,280,000</b> |

$$\text{Percentage IKOP} = \frac{\text{€1,280,000}}{\text{€ 9,090,000}} = 14,1\% < 15\% \quad \text{👎}$$

# In-kind contribution to operational activities (IKOP) Research and Innovation Actions



IKOP = Total eligible costs – requested EU contribution of private members

In CBE JU, the only private member is the Bio-based Industries Consortium (BIC).

→ **Minimum percentage of IKOP** must be reflected in the budget of partners that are BIC members.

| Example 3: RIAs<br>Criterion: <u>≥ 5% IKOP</u> | BIC member | Industry / Academia | Total eligible costs | Funding rate | Requested EU contribution | IKOP (only for BIC members) |
|------------------------------------------------|------------|---------------------|----------------------|--------------|---------------------------|-----------------------------|
| Beneficiary 1 - Coordinator                    | Y          | industry            | € 2,000,000          | 100%         | € 2,000,000               |                             |
| Beneficiary 2                                  | N          | academia            | € 590,000            | 100%         | € 590,000                 |                             |
| Beneficiary 3<br>(BIC member)                  | Y          | industry            | € 700,000            | 100%         | € 500,000                 | € 200,000                   |
| Beneficiary 4                                  | N          | industry            | € 300,000            | 100%         | € 300,000                 |                             |
| Beneficiary 5                                  | N          | academia            | € 800,000            | 100%         | € 600,000                 |                             |
| <b>TOTAL</b>                                   |            |                     | <b>€ 4,390,000</b>   |              | € 3,990,000               | € 200,000                   |

$$\text{Percentage IKOP} = \frac{€ 200,000}{€ 4,390,000} = 4,5\% < 5\% \quad \text{👎}$$



## Priority order

The rules are established in Annex F of the General Annexes to the Horizon Europe Work Programme 2025-2026, are apply in the establishment of the ranking list for each CBE JU topic as following:

In case of proposals with **identical total scores**, they will be prioritised :

- **RIA and CSA:** first **Excellence** and second **Impact**
- **IA, including Flagship:** first **Impact** and then **Excellence**

In case of full ex-aequo (= **identical scores in each criterion**), they 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

# What is the grant agreement and why do I need it?

The grant agreement is the contractual document signed with the granting authority defining:



## YOUR RIGHTS

- **To receive EU funding**, under the terms and conditions defined in the grant agreement, to help you accomplish your project
- **To own the results** of your project
- **To ask for amendments** of the grant agreement



## YOUR OBLIGATIONS

- **To implement the project** as planned in the description of the project (Annex I of the grant agreement)
- **Submit reports** at the time and for the periods defined in the grant agreement
- **Display logos** of the funding body and **acknowledgment of the funding**



## YOUR GRANT

- **The granting authority can never pay more** than the maximum grant amount stipulated in the grant agreement.
- **But it may pay less**, e.g., if the project costs at the end are lower than budgeted

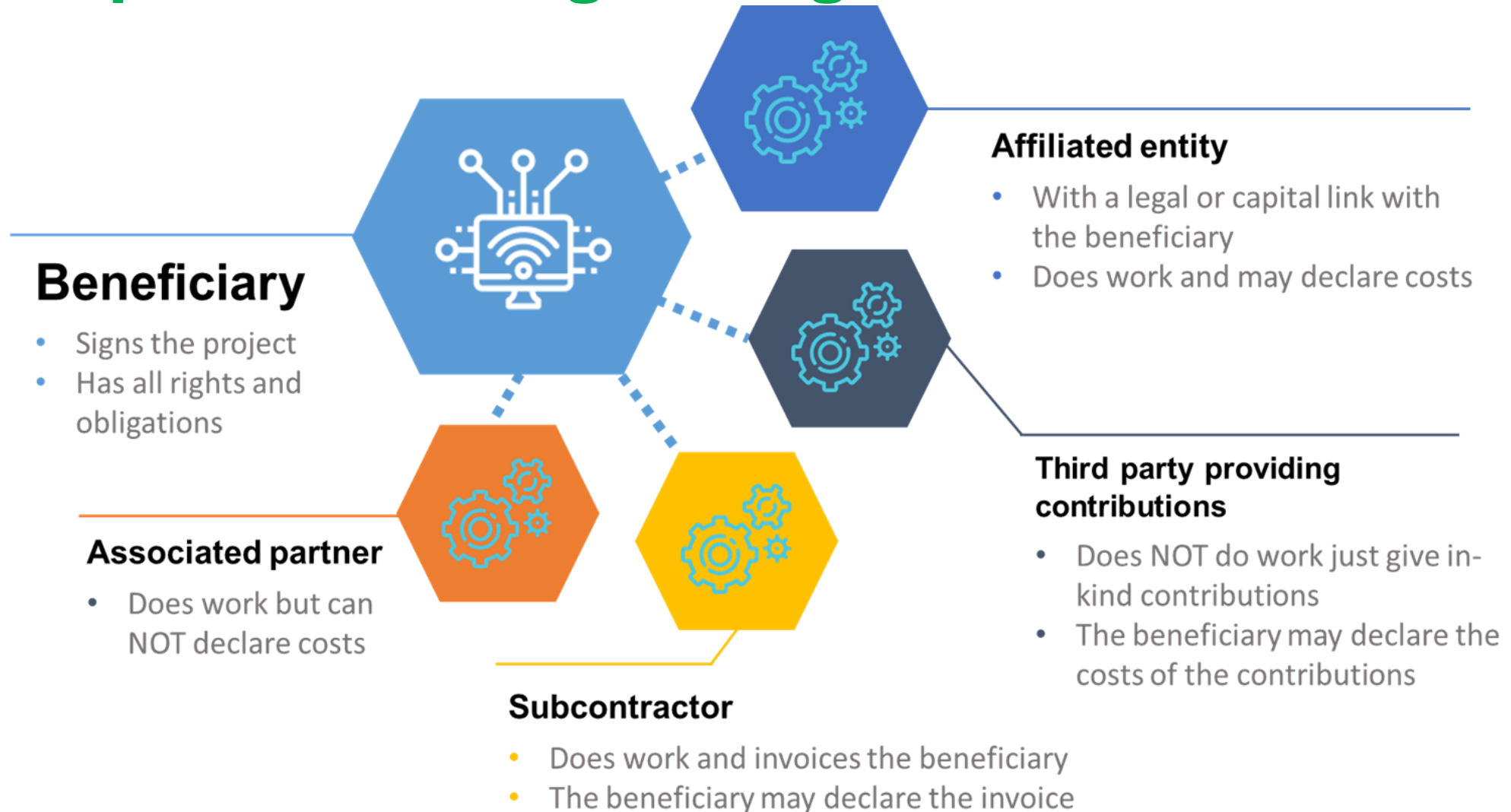
# The model grant agreement & its structure

The Horizon Europe grant agreement is based on the **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





# Consortium agreement

## 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. ’*

## Consortium Agreement (‘CA’)

- Contractual arrangement between all participants to set out their rights and obligations, especially governance, liability and IPR.
- CBE JU is not a party/signatory to the CA.
- The terms of the CA must with the HE MGA (no conflict/contradictions).
- To be adapted to the specific needs of each CBE JU action.
- To be fully agreed before the signature of the CBE JU action’s grant agreement.



# Types of costs



## Personnel

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).



## Subcontracting

- 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).



## Purchases

- **Travel and subsistence costs** for trips necessary for the project.
- **Equipment** used for the project. In most cases, only depreciation costs are eligible. **Consumables and services.**



## Other, e.g.

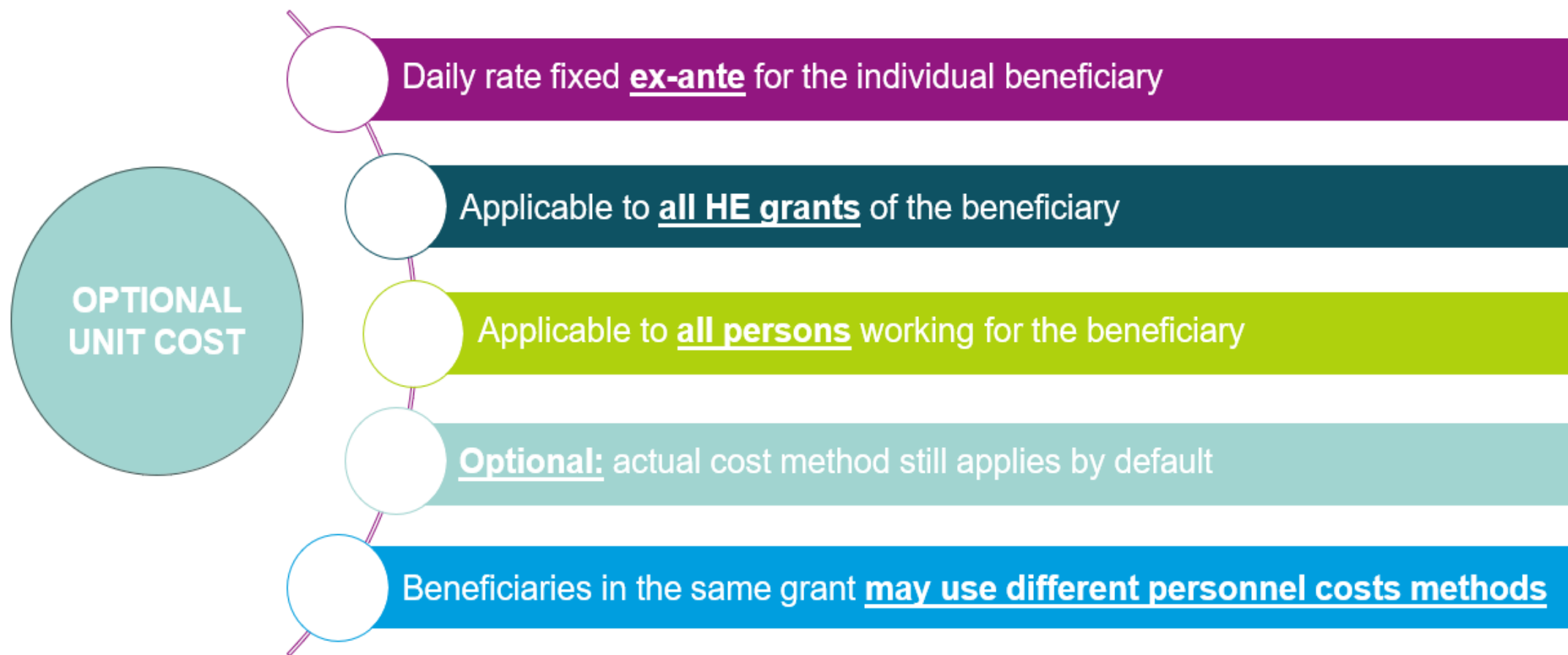
- **Financial support to third parties**
- **Internal invoices**  
Cost charged internally from one department to another of the same beneficiary; but only if you have a defined cost accounting method.

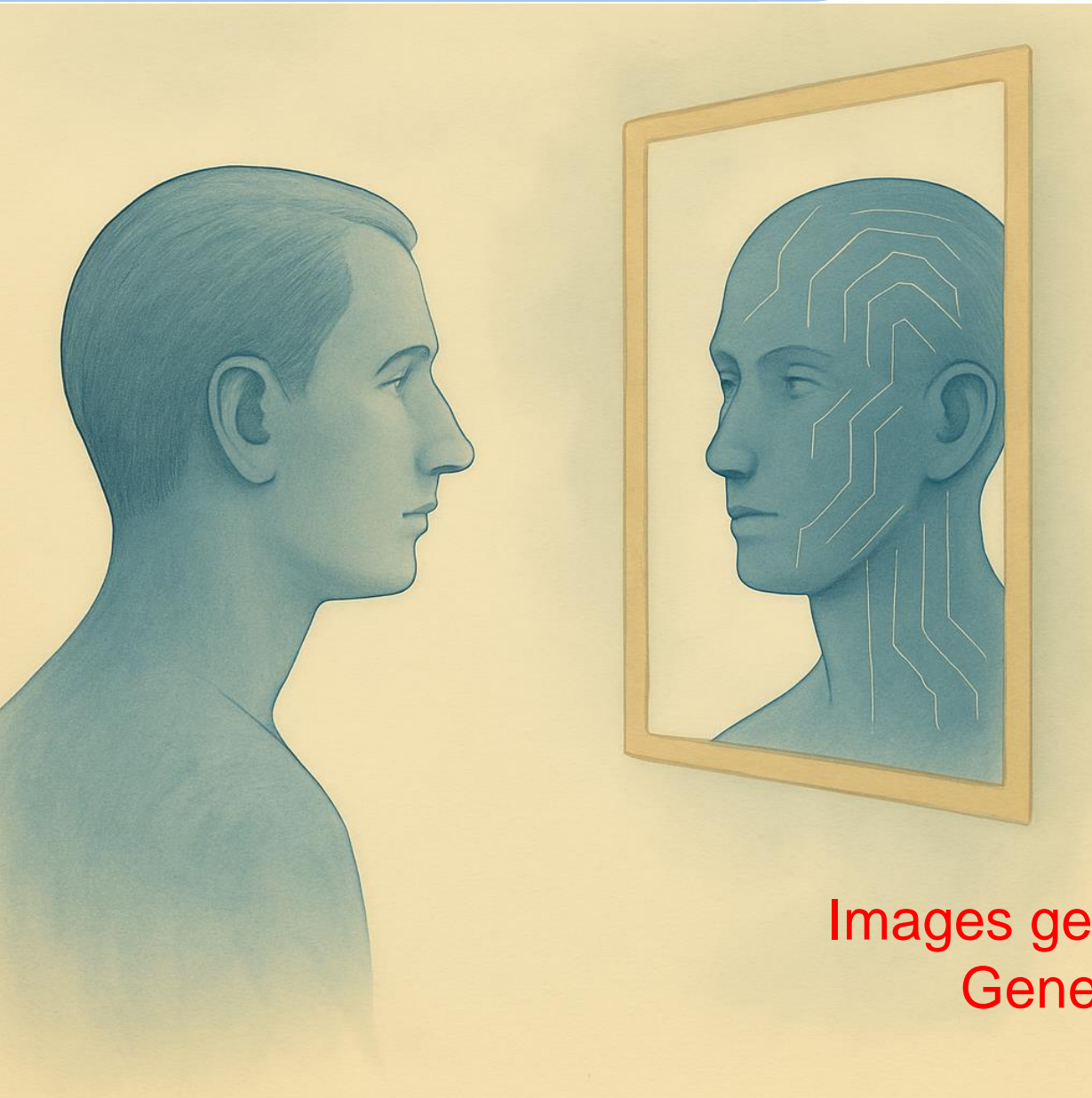


## Indirect

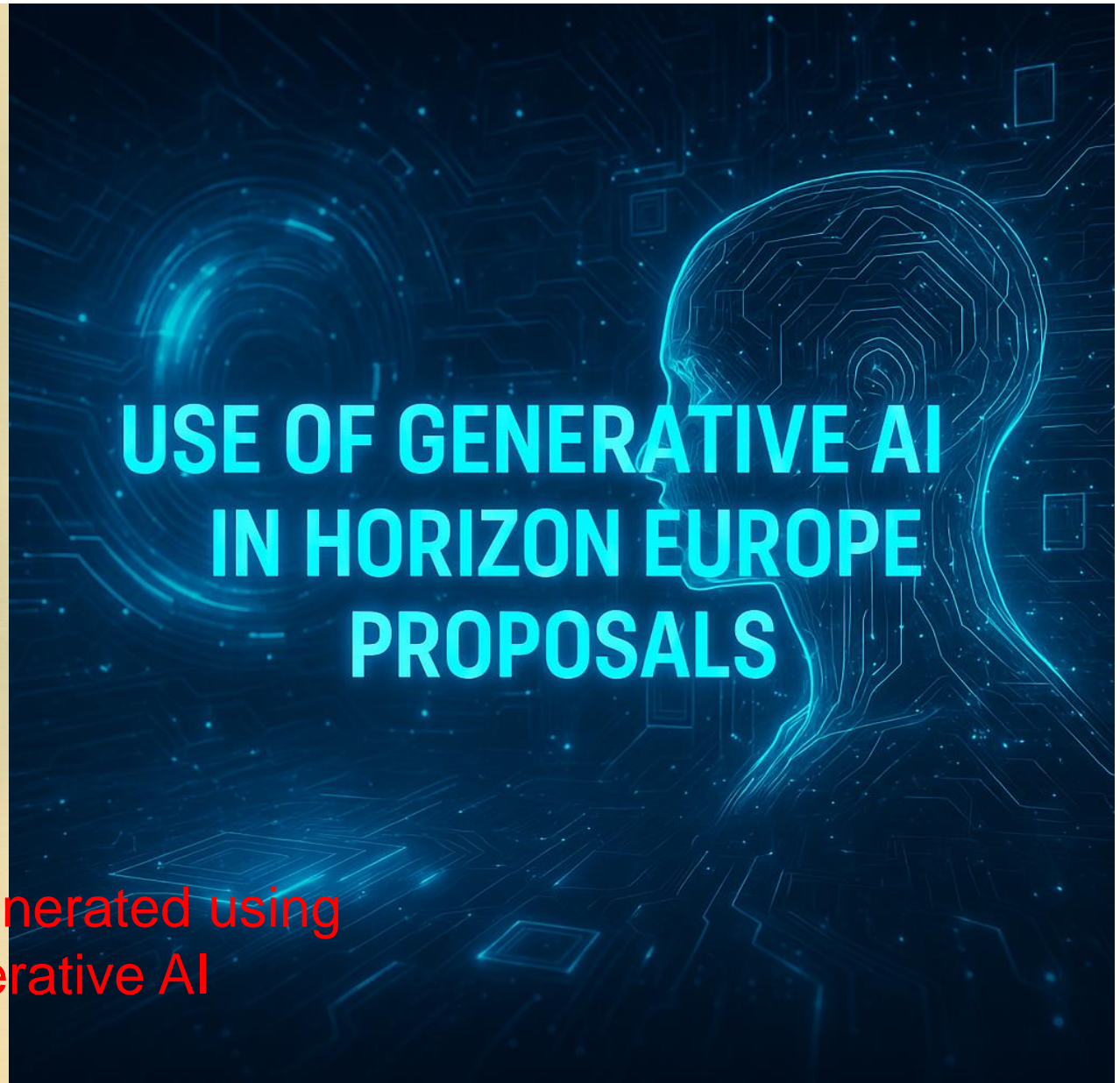
**25% flat rate** applied on most of the other budget categories. When reporting, the IT system will calculate this automatically!

## The new personnel unit cost – key features:





Images generated using  
Generative AI



# USE OF GENERATIVE AI IN HORIZON EUROPE PROPOSALS

# Artificial intelligence

The Horizon Europe [proposal application form](#) (RIA, IA & CSA) gives specific guidance on the use of generative AI tools for the preparation of proposals:

- Exercise **caution and careful consideration** while using generative AI tools.
- **Review and validate** thoroughly **any AI-generated content** to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations.
- **Applicants bear the legal responsibility** for the content of the proposal (including the parts produced by the AI tool).
- Declare **which AI tools were used, and how**.

# Artificial intelligence

Applicants must:

- Verify the **accuracy, validity and appropriateness of any content** generated by AI tools and correct any errors/inconsistencies produced by those tools.
- **Provide the list of sources**, including AI tools used to generate proposals' content and citations, and double-check citations to ensure their accuracy and proper references.
- Be conscious of the **risks of plagiarism** in the use of AI tools whereas those may have reproduced content from other sources; original sources may need to be checked to avoid plagiarism.
- Be **respectful of personal data and confidential information** by not entering these on platforms that are not managed on proprietary servers.
- Be aware of the limitations of the AI tools used, including the **potential for bias, errors, and gaps in knowledge**.

You can find more information at [Living guidelines on the Responsible use of generative AI in Research](#)