



**Circular
Bio-based
Europe**
Joint Undertaking

Call management rules and conditions

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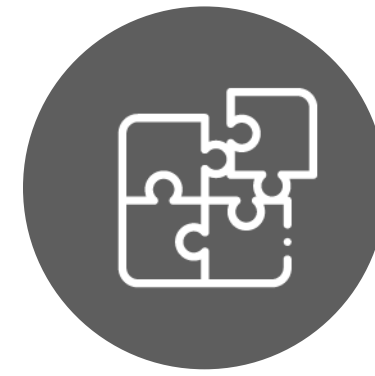


Main features in the Horizon Europe proposal



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
- Extensive explanations on what exactly should be included in each section
- **Specific CBE JU requirements (+ WP 2024)**
- **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**



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 2024 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 | 5. Georgia | 10. Montenegro | 15. Turkey |
| 2. Armenia | 6. Iceland | 11. North Macedonia | 16. Ukraine |
| 3. Bosnia and Herzegovina | 7. Israel | 12. Norway | 17. New Zealand |
| 4. Faroe Islands | 8. Kosovo* | 13. Serbia | 18. United Kingdom |
| | 9. Moldova | 14. Tunisia | |

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

- | | |
|------------|-----------|
| 1. Morocco | 2. Canada |
|------------|-----------|

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 all CSAs topics, take into account that:
 - **Rules are described in General Annex G and section 2.3.3.3**
 - **Total** financial support to third parties possible: **up to EUR 300 000**
 - Up to **EUR 60 000 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:
 - ✓ 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 JU impact sub-criterion

Adapted following lessons learnt

- The number of **aspects to be taken into account** has 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>.

Example Innovation Action - Flagship

Threshold evaluation sub-criteria 20% IKOP

Requesting less
CBE JU
contribution will
increase the 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
PERCENTAGE IKOP (eligible costs incurred by private members in implementing indirect actions minus the contribution of CBE JU)						29.3%

Example Innovation Action

Threshold evaluation sub-criteria 15% IKOP

Requesting less CBE JU contribution will increase the 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 minus 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
TOTAL	11/15	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**
- **IA, including Flagship:** first **Impact** and then **Excellence**

In case of full ex-aequo (**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 Action, including Flagship (IA)	60% (100% for non-profit entities)
Coordination and Support Action (CSA)	100%

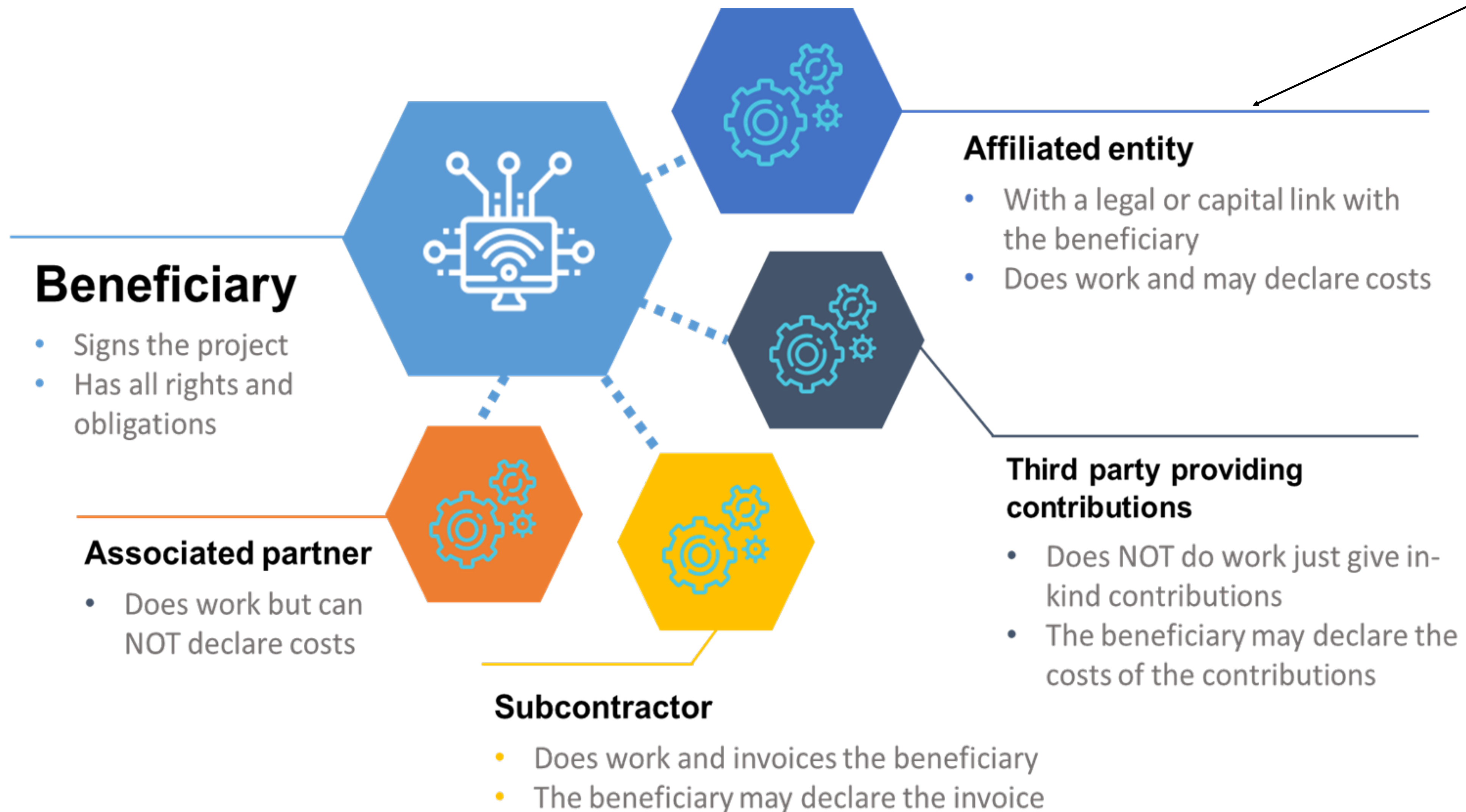
The model grant agreement & its structure

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** ●—————
 - 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



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. '*



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:



- Daily rate fixed ex-ante for the individual beneficiary
- Applicable to all HE grants of the beneficiary
- Applicable to all persons working for the beneficiary
- Optional: actual cost method still applies by default
- Beneficiaries in the same grant may use different personnel costs methods

How to request it?

Expression of interest

Two scenarios:

- 1 LEAR expresses interest in using personnel unit cost in Participant Register (at any time)
- 2 PACO/FSIGN* completes the personnel unit cost field during GAP

Proposal in GAP

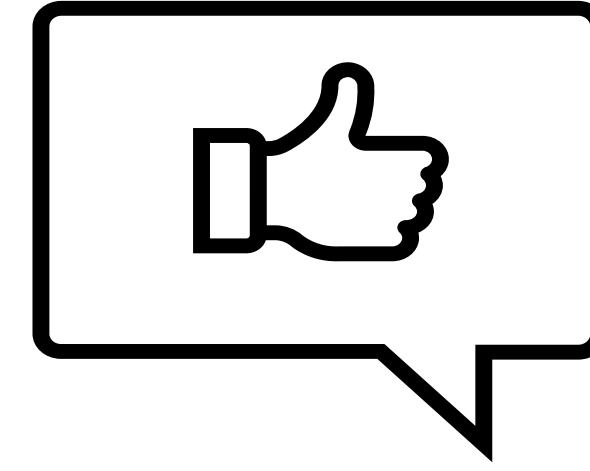
Participant Task for LEAR to submit audit certificate

Formal request

Validation of the daily rate by REA

Based on audit certificate

WHEN AND HOW



Validation

* Participant Contact ("PACO") or the Financial Signatory ("FSIGN")

Useful links Personal Unit Costs

- [Decision authorising the use of unit costs for personnel costs for actions under the HE and Euratom Programmes](#)
- [Personnel Unit Cost – Landing Page on EU Funding & Tenders Portal](#)
- [Personnel Unit Cost Wizard](#)
- [Personnel Unit Cost Audit Certificate – Template](#)