

## CORRIGENDUM No. 1

### GUIDELINES FOR APPLICANTS GRANT APPLICATION FORM

EuropeAid/128624/M/ACT/HR

**Contract title:** Science and Innovation Investment Fund

In the Call for Proposals published on the EuropeAid on 28/05/2009, the provisions under:

- (1) Cover page;
- (2) 1.3 Financial allocation provided by the Contracting Authority;
- (3) 2.1.1 Eligibility of Applicants: who may apply?;
- (4) 2.1.2 Partnerships and eligibility of partners;
- (5) 2.1.3 Eligible actions: actions for which an application may be made;
- (6) 2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant;
- (7) 2.2.3 Deadline for submission of Applications;
- (8) 2.3 Evaluation and selection of Applications;
- (9) 2.5.2 Indicative timetable;

of the Guidelines for Applicants, and provisions under:

- (1) Cover page;
- (2) V. Checklist;

of the Grant Application Form have been modified as described below.

#### GUIDELINES FOR APPLICANTS

*Instead of:*

**(1) Cover page**

(...)

Deadlines for submission of proposals:

- (...)  
2<sup>nd</sup> deadline: 05 March 2010  
3<sup>rd</sup> deadline: 02 July 2010

**(2) 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is EUR 5.000.000,00 (This allocation consists of EUR 3.750.000,00 IPA funds and EUR 1.250.000,00 contribution of the National co-financing (Ministry of Science, Education and Sports, MSES). The Contracting Authority reserves the right not to award all available funds.

### **Size of grants:**

Any grant awarded under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: EUR 50.000,00
- Maximum amount: EUR 750.000,00

A grant may not be for less than 65% of the total eligible costs of the action.

In addition, no grant may exceed 75% of the total eligible costs of the action (see also section 2.1.4).

Furthermore, 25% of the total eligible costs of the action will be financed from the national public contribution of the Beneficiary Country provided by the MOSES of the Republic of Croatia. The balance (up to 10% of the total eligible costs of the action, if applicable) must be financed from applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund<sup>1</sup>.

(...)

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<sup>1</sup> Since salaries/fees of current employees that will be engaged on the project by the applicant or partner being any institution that is continuously financed at any part from the local/state level budget, can only be accepted as eligible as National co-financing, which is fixed at 25% of total allocation, salaries of current employees in one particular project that exceed 25% of total eligible costs of the project will be non-eligible for financing under this project.

(3)

#### *2.1.1. Eligibility of applicants: who may apply?*

(1) In order to be eligible for a grant, applicants **must**:

(...)

- Be a public higher education institution or public research organization<sup>3</sup> **and**

(...)

(2) Potential applicants may not participate in calls for proposals (...);

(...)

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<sup>3</sup> During the Evaluation and selection process, step (4), Verification of Eligibility of the Applicants and Partners, Applicants and partners will be required to prove both that they are founded by the Public Body according to relevant legal Act of the Country involved, and that the majority of their annual budget is continuously financed by the public sources. If Croatian, Higher Education Institutions (HEI) and Public Research Organizations (PRO) are founded by the Republic of Croatia, according to Scientific Activity and Higher Education Act of the Republic of Croatia - Official Gazette 123/03, as covered by Article 25 and Article 49 (2).

(4)

#### *2.1.2. Partnership and eligibility of partners*

(...)

In case an applicant is not Public Higher Education Institution or Public Research Organization founded by the Republic of Croatia, according to Scientific Activity and Higher Education Act of the Republic of Croatia - Official Gazette 123/03, as covered by Article 25 and Article 49 (2), one of the partners must be a Higher Education Institution (HEI) or Public Research Organisation (PRO) founded by the same Act.

(...)

(5)

*2.1.3 Eligible actions: actions for which an application may be made*

(...)

Duration

The planned duration of an action applied for under 1<sup>st</sup> and 2<sup>nd</sup> deadline may not be less than 12 months nor exceed 18 months.

The planned duration of an action applied for under 3<sup>rd</sup> deadline has to be 12 months.

(...)

(6)

*2.1.4. Eligibility of costs: costs which may be taken into consideration for the grant*

(...)

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners<sup>6</sup>.

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<sup>6</sup> Please note that salaries/fees of current employees that will be engaged on the project by the applicant or partner being any institution that is continuously financed at any part from the local/state level budget, can only be accepted as eligible as a part of National co-financing. Hence, salaries of current employees in one particular project that exceed 25% of total eligible costs of the project will be non-eligible for financing under this project.

(7)

*2.2.3. Deadline for submission of Applications*

There will be 3 deadlines in years 2009 and 2010 (one deadline in 2009 and two deadlines in 2010) for the submission of applications:

(...)

2<sup>nd</sup> Deadline: 05 March 2010

3<sup>rd</sup> Deadline: 02 July 2010

(...)

In the case of hand-deliveries, the deadlines for receipt is as follows:

(...)

2<sup>nd</sup> Deadline: 05 March 2010, at 16.00 CET

3<sup>rd</sup> Deadline: 02 July 2010, at 16.00 CET,

(...)

**Financial allocation provided by the contracting authority is EUR 5.000.000,00. This amount is allocated to the first deadline.**

**Funds that are not used in the first deadline will automatically be allocated to the second deadline. Funds that are not used in the second deadline will automatically be allocated to the third deadline.**

(...)

**(8) 2.3 EVALUATION AND SELECTION OF APPLICATIONS**

**(3) STEP 3: EVALUATION OF THE FULL APPLICATION**

(...)

**The Lagging Behind regions**

(...)

**Funds designated to the Lagging Behind Regions are allocated to the first deadline.**

**Funds that are that are not used in the first deadline will automatically be allocated to the second deadline.**

**Funds that are that are not used in the second deadline will automatically be allocated to the third deadline**

If separate ranking list for actions from the Lagging Behind Regions **during the third deadline** evaluation shows that this allocation is not used for any reason (smaller number of applications or no applications are received in which action is to be performed in the *The Lagging Behind Regions*, no project of adequate quality or relevance is received to be performed in any of those areas, etc.), unallocated remaining funds from the reserved EUR 1.500.000,00 will be disbursed as a part of general fund **within the third deadline**.

(...)

**(9)**

**2.5.2. Indicative timetable**

	<b>DATE</b>	<b>TIME*</b>
(...)	(...)	
<b>Deadline for request for any clarifications from the Contracting Authority</b>  (...) - 2 <sup>nd</sup> Deadline - 3 <sup>rd</sup> Deadline	(...) 12 February 2010 11 June 2010	-
<b>Last date on which clarifications are issued by the Contracting Authority</b>  (...)	(...) 22 February 2010	-

- 2 <sup>nd</sup> Deadline - 3 <sup>rd</sup> Deadline	21 June 2010	
<b>Deadline for submission of: Application Form</b>  (...) - 2 <sup>nd</sup> Deadline - 3 <sup>rd</sup> Deadline	(...) 05 March 2010 02 July 2010	(...) 16.00 CET'' 16.00 CET''
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>  (...) - 2 <sup>nd</sup> Deadline - 3 <sup>rd</sup> Deadline	(...) 16 April 2010* 02 September 2010*	-
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>  (...) - 2 <sup>nd</sup> Deadline - 3 <sup>rd</sup> Deadline	(...) 11 June 2010* 24 October 2010*	-
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b>  (...) - 2 <sup>nd</sup> Deadline - 3 <sup>rd</sup> Deadline	(...) 06 August 2010* 17 December 2010*	-
<b>Notification of award (after the eligibility check) (step 4)</b>  (...) - 2 <sup>nd</sup> Deadline - 3 <sup>rd</sup> Deadline	(...) 15 October 2010* 17 February 2011*	-
<b>Contract signature</b>  (...) - 2 <sup>nd</sup> Deadline - 3 <sup>rd</sup> Deadline	(...) 11 November 2010* 17 March 2011*	-

\***Provisional date.** All times are in the time zone of the country of the Contracting Authority  
'' In case of postal deliveries, delivery is evidenced by the date of dispatch, the postmark or the date of the deposit slip. Deadline is set only to the date (not time).

In case of hand deliveries, delivery is evidenced by the signed and dated receipt. Deadline is set to date and time.

**Read:**

**(1) Cover page**

(...)

Deadlines for submission of proposals:

(...)

2<sup>nd</sup> deadline: 14 May 2010

**(2) 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available for Grants under this call for proposals is EUR 5.000.000,00 (This allocation consists of EUR 3.750.000,00 IPA funds and EUR 1.250.000,00 contribution of the National co-financing (Ministry of Science, Education and Sports). The Contracting Authority reserves the right not to award all available funds.

**Size of grants:**

Any grant<sup>1</sup> awarded under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount € 66.666,67
- Maximum amount € 1.000.000,00

A grant may be 100% of the total eligible costs of the action.

A grant may not be for less than 90% of the total eligible costs of the action.

If grant is between 90% and 100% of the total eligible costs of the action (see also section 2.1.4), the balance (up to 10% of the total eligible costs of the action,) must be financed from applicant's or partner's own resources, or from sources other than the European Community budget or the European Development Fund<sup>2</sup>.

(...)

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<sup>1</sup> A "grant" under this Call for Proposals refers to Contracting Authority contribution consisting of IPA funds (75% of the total eligible costs of the action) and national co-financing provided by Ministry of Science, Education and Sports (25% of the total eligible costs of the action).

<sup>2</sup> Please note that salaries/fees of current employees that will be engaged on the project by the applicant or partner, in case where any part of the salaries of those employees is financed from the local/state level budget of the beneficiary country, can only be accepted as eligible as national co-financing, up to the amount of that co-financing (which is fixed at 25% of the grant), and, if applicable, up to the amount of co-financing by applicant (which is up to 10% of the total eligible costs of the action).

**(3)**

***2.1.1. Eligibility of applicants: who may apply?***

(1) In order to be eligible for a grant, applicants **must**:

(...)

- Be a public higher education institution or public research organization<sup>4</sup> **and**  
(...)

(2) Potential applicants may not participate in calls for proposals (...);  
(...)

**The following text has been inserted:**

(3) Potential applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission decision (2008/969/EC, Euratom) of 16 December 2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125),
- Commission Regulation (2008/1302/EC, Euratom) of 17 December 2008 on the central Exclusion Database – CED (OJ, L 344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the person with powers of representation, decision-making or control, if legal person) may be registered in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned decision and regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

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<sup>4</sup> During the Evaluation and selection process, step (4), Verification of Eligibility of the Applicants and Partners, applicants and partners will be required to prove that they are founded as a Public Body according to relevant legal Act of the Country involved and that majority of their budget is continuously financed from the public sources (where terms “majority of budget” and “continuously financed” are defined as 50,01% of their annual budget, estimated as average percentage over a period of three successive years (2007, 2008, 2009)). If Croatian, Higher Education Institutions (HEI) and Public Research Organizations (PRO) are founded by the Republic of Croatia, according to Scientific Activity and Higher Education Act of the Republic of Croatia - Official Gazette 123/03, as covered by Article 25 and Article 49 (2).

(4)

*2.1.2. Partnership and eligibility of partners*

(...)

In case an applicant is not a Public Higher Education Institution or a Public Research Organization founded by the Republic of Croatia, according to Scientific Activity and Higher Education Act of the Republic of Croatia - Official Gazette 123/03, as covered by Article 25 and Article 49 (2), but founded by a Country other than Croatia (as per section 2.1.1, bullet 4), one of the partners must be a Higher Education Institution (HEI) or a Public Research Organisation (PRO) founded by the Republic of Croatia according to aforementioned Act.

(...)

(5)

*2.1.3 Eligible actions: actions for which an application may be made*

(...)

Duration

The planned duration of an action applied for under 1<sup>st</sup> and 2<sup>nd</sup> deadline may not be less than 12 months nor exceed 18 months.

(...)

(6)

*2.1.4. Eligibility of costs: costs which may be taken into consideration for the grant*

(...)

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners<sup>7</sup>.

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<sup>7</sup> Please note that salaries/fees of current employees that will be engaged on the project by the applicant or partner, in case where any part of the salaries of those employees is financed from the local/state level budget of the beneficiary country, can only be accepted as eligible as national co-financing, up to the amount of that co-financing (which is fixed at 25% of the grant), and, if applicable, up to the amount of co-financing by applicant (which is up to 10% of the total eligible costs of the action).

(7)

*2.2.3. Deadline for submission of Applications*

There will be 2 deadlines in years 2009 and 2010 (one deadline in 2009 and one deadline in 2010) for the submission of applications:

(...)

2<sup>nd</sup> Deadline: 14 May 2010

(...)

In the case of hand-deliveries, the deadlines for receipt are as follows:

(...)

2<sup>nd</sup> Deadline: 14 May 2010, at 16.00 CET

(...)

**Financial allocation provided by the contracting authority is EUR 5.000.000,00. This amount is allocated to the first deadline.**

**Funds that are not used in the first deadline will automatically be allocated to the second deadline.**

(...)

(8) **2.3 EVALUATION AND SELECTION OF APPLICATIONS**

**(3) STEP 3: EVALUATION OF THE FULL APPLICATION**

(...)

**The Lagging Behind regions**

(...)

**Funds designated to the Lagging Behind Regions are allocated to the first deadline. Funds that are not used in the first deadline will automatically be allocated to the second deadline.**

If separate ranking list for actions from the Lagging Behind Regions **during the second deadline** evaluation shows that this allocation is not used for any reason (smaller number of applications or no applications are received in which action is to be performed in the *The Lagging Behind Regions*, no project of adequate quality or relevance is received to be performed in any of those areas, etc.), unallocated remaining funds from the reserved 1.500.000,00 will be disbursed as a part of general fund **within the second deadline**.

(...)

(9)

**2.5.2. Indicative timetable**

	<b>DATE</b>	<b>TIME*</b>
(...)	(...)	
<b>Deadline for request for any clarifications from the Contracting Authority</b>  (...) - 2 <sup>nd</sup> Deadline	(...) 23 April 2010	-
<b>Last date on which clarifications are issued by the Contracting Authority</b>  (...) - 2 <sup>nd</sup> Deadline	(...) 3 May 2010	-
<b>Deadline for submission of: Application Form</b>  (...) - 2 <sup>nd</sup> Deadline	(...) 14 May 2010	(...) 16.00 CET''
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>  (...) - 2 <sup>nd</sup> Deadline	(...) 9 July 2010*	-
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>  (...)	(...)	-

- 2 <sup>nd</sup> Deadline	15 October 2010*	
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b> (...) - 2 <sup>nd</sup> Deadline	(...) 17 December 2010*	-
<b>Notification of award (after the eligibility check) (step 4)</b> (...) - 2 <sup>nd</sup> Deadline	(...) 13 February 2011*	-
<b>Contract signature</b> (...) - 2 <sup>nd</sup> Deadline	(...) 20 March 2011*	-

\* **Provisional date.** All times are in the time zone of the country of the Contracting Authority  
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In case of hand deliveries, delivery is evidenced by the signed and dated receipt. Deadline is set to date and time.

GRANT APPLICATION FORM

*Instead of:*

**(1) Cover page**

(...)

Deadlines for submission of concept notes and applications:

(...)

2<sup>nd</sup> deadline: 05 March 2010

3<sup>rd</sup> deadline: 02 July 2010

(...)

**(2) V. CHECKLIST**

(...)

<b>BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:</b>	<b>To be filled in by the applicant</b>	
(...)		
<b>PART 2 (ELIGIBILITY)</b>		
<b>a. For 1<sup>st</sup> and 2<sup>nd</sup> deadline: The duration of the action is equal to or lower than 18 months (the maximum allowed) For 3<sup>rd</sup> deadline: The duration of the action is equal to 12 months</b>		
<b>b. For 1<sup>st</sup> and 2<sup>nd</sup> deadline: The duration of the action is equal to or higher than 12 months (the minimum allowed) For 3<sup>rd</sup> deadline: The duration of the action is equal to 12 months</b>		
<b>11. The requested contribution is equal to or higher than 50.000,00 EURO (the minimum allowed)</b>		
<b>12. The requested contribution is equal to or lower than 750.000,00 EURO (the maximum allowed)</b>		
<b>13. The requested contribution is equal to 100% of the total eligible costs (minimum percentage allowed)</b>		

**Read:**

**(1) Cover page**

(...)

Deadlines for submission of concept notes and applications:

(...)

2<sup>nd</sup> deadline: 14 May 2010

(...)

**(2) V. CHECKLIST**

(...)

<b>BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:</b>	<b>To be filled in by the applicant</b>	
(...)		
<b>PART 2 (ELIGIBILITY)</b>		
<b>a. For 1<sup>st</sup> and 2<sup>nd</sup> deadline: The duration of the action is equal to or lower than 18 months (the maximum allowed)</b>		
<b>b. For 1<sup>st</sup> and 2<sup>nd</sup> deadline: The duration of the action is equal to or higher than 12 months (the minimum allowed)</b>		
<b>11. The requested contribution is equal to or higher than 66.666,67 EURO (the minimum allowed)</b>		
<b>12. The requested contribution is equal to or lower than 1.000.000,00 EURO (the maximum allowed)</b>		
<b>13. The requested contribution is equal to 90% of the total eligible costs (minimum percentage allowed)</b>		
<b>14. The requested contribution is equal to or lower than 100% of the total eligible costs (maximum percentage allowed)</b>		