



European  
Global Navigation  
Satellite Systems  
Agency

## **CALL FOR PROPOSAL**

**GSA/GRANT/02/2015**

### **Development of E-GNSS engine for safety-critical multi-applications in road transportation**

The present call for proposals is composed of a set of Submission Documents, which form an integral part of this call:

A1-A4 Forms

B1-B5 Forms

The terms set out in the call for proposals document shall take precedence over those in the other parts of the Submission Documents

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**INTERESTED PARTIES ARE INVITED TO READ CAREFULLY THE BELOW INSTRUCTIONS IN ORDER TO ENSURE THAT APPLICATIONS ARE COMPLETE AND COMPLIANT WITH THE INSTRUCTIONS WHEN SUBMITTED.**

## **1. CONTEXT**

### **1.1. Introduction**

The mission of the European GNSS Agency (GSA) is to support European Union objectives and achieve the highest return on the European GNSS (E-GNSS) investment represented by the EGNOS and Galileo programmes, in terms of benefits to users and economic growth and competitiveness.

EGNOS is the European satellite-based augmentation system that is operational since October 2009 and will continue to provide its services for GPS augmentation and in the future for Galileo. Its open signal is free of charge and the service availability reaches 99% for the total of the EU coverage. EGNOS is able to enhance GNSS performance by offering an increased accuracy and reliability on the positioning.

Galileo is the global navigation system under deployment in Europe. Galileo is a civil system under civil control, intended to provide direct support to users, and guaranteed services following a user oriented approach. Initial services are planned to start in 2016 and will be based on a number of satellites placed in orbit that can be used in combination with GPS satellites. Already at this stage the user will be able to exploit a significant improvement in terms of signal availability, especially in harsh environments, as a urban canyons, where chances to receive signals from GNSS satellites are limited due to the restricted visibility of the sky. Galileo will provide more precise, reliable and robust open service compared to that of other GNSS, enabling among other desirable properties, better resistance against multipath.

In addition, Galileo is planned to provide navigation message authentication over its open and commercial services, a feature which is absolutely unique among the various GNSS providers. This will allow to assess the authenticity of the data provided through the signal in space against attempts to spoof it and will contribute to improve the robustness of GNSS for applications in which safety/security is concerned.

In the context of road transportation, safety-critical applications can be defined as those applications that possess the potential of directly or indirectly causing harm to humans (death or injury), destruction of the vehicle, damage to external properties or to the environment. Connected vehicles and autonomous/automatic driving vehicles are included in this group.

The need to provide accurate and reliable positioning information is clearly emerging for safety critical applications, and the most common approach is still to use multiple sources of data, some of which may be rather expensive (e.g. sophisticated radar based sensors, cameras, infrastructures mounted sensors, differential techniques, etc.).

For these reasons, it is deemed necessary to design a dedicated reliable and accurate engine natively targeted for the automotive safety-critical applications. This will also permit to decrease the number of additional sources of data and the cost of the final solutions. This call for proposals aims at answering to this emerging demand, building on European GNSS differentiators.

The E-GNSS engine to be developed shall aim to repetitively perform the calculation of the location to be provided primarily to the safety critical applications but also, in a harmonised way, to a set of diverse in-vehicle applications improving the passenger's comfort and smarter mobility. The E-GNSS engine includes the GNSS chipset/receiver, but also the additional software and hardware parts and vehicle standard interfaces that will allow the final calculation of the location with accuracy and reliability suitable for the safety critical applications.

As a reference for the applicants, some backgrounds studies and activities are described below. They are aimed as a starting point for the design of the innovative E-GNSS engine.

A preliminary study commissioned by the GSA (available for download at the GSA website <http://www.gsa.europa.eu/gsa/grants>) has identified the following representative but not necessarily conclusive performance metrics for a navigation system:

- Position accuracy (generically, horizontal and vertical)
- Time accuracy
- TTF (Time To First Fix)
- GNSS sensitivity (Minimum GNSS signal strength at the antenna, detectable by the receive)
- Position authenticity, which is the level of assurance that the data provided by a positioning system has been derived from genuine signals
- Position integrity, which is the confidence one can give to correctness of the estimate with respect to the true (but unknown) quantity
- Resilience to interference
- Availability, which is the percentage of time that the services of the system are usable by the users for navigation purposes
- Continuity, which is the measure of unbroken and consistent availability of the positioning service

According to the aforementioned analysis, each performance feature above plays a different role in supporting the positioning needs for the identified main classes of road applications. The relevance of each performance feature to the applications object of this call is mapped below in terms of a simple but effective 3-level scale, i.e. Low-Medium-High (L-M-H):

	<b>Position Accuracy</b>	<b>Time Accuracy</b>	<b>Time to First Fix</b>	<b>Position Authenticity</b>	<b>Robustness to Interference</b>	<b>GNSS Sensitivity</b>	<b>Availability</b>	<b>Position Integrity</b>	<b>Continuity</b>
Autonomous Driving	H	H	M	L	M	L	M	H	H
Advanced Driver Assistance Systems (ADAS)	M/H	M	M	L	M	L	M	H	H
Dangerous Goods Transportation	L/M	M	M	H	H	M	H	H	L/M

Possible technological enablers were provided and linked to the performance features in the table below:

	Position Accuracy	Time Accuracy	Time to First Fix	Position Authenticity	Robustness to Interference	GNSS Sensitivity	Availability	Position Integrity	Continuity
<i>Multi-frequency receivers</i>	X			X	X			X	
<i>Combination of GNSS receivers with vision sensors</i>	X						X		X
<i>Tight integration with IMU</i>	X			X	X		X	X	X
<i>Civilian GNSS signals authentication</i>				X					
<i>GNSS spoofing countermeasures</i>				X	X		X		
<i>Integration with Cellular networks</i>			X	X			X		
<i>Integration with Signals of Opportunity</i>	X			X	X	X	X		
<i>Precise Positioning (PPP, RTK)</i>	X	X						X	X
<i>Advanced digital map matching</i>	X							X	

Recent FP7 projects managed by the GSA (the project portfolio can be accessed here: <http://www.gsa.europa.eu/r-d/gnss-project-portfolio/fp7>) proved that many of the differentiators of European GNSS (e.g. various signal characteristics, navigation message authentication, regional integrity, etc.) can be essential in the context of safety-critical applications.

In addition to applications research, GNSS standards have to be implemented to guarantee the necessary framework in terms of certified services and products. Standardisation work is already on-going at the European Telecommunications Standard Institute (ETSI), in the technical committee ETSI TC SES/SCN to define the requirements of GNSS based Location system transversal to different applications, and at the European Committee for Standardisation (CEN), in the working group CEN/CLC TC5 WG1 to define system engineering procedures and field testing to assess GNSS based positioning in road/ITS applications.

## 1.2. Background of the call

This call is based on the Delegation Agreement concluded between the European Union, represented by the European Commission, and the European GNSS Agency (GSA) on the Exploitation Phase of the Galileo Programme signed on 2 October 2014.

In this framework, and in accordance the Galileo Grants Plan for 2015 published on the GSA website (respectively on: <http://www.gsa.europa.eu/gsa/grants>), the GSA is launching a call for proposals to increase Galileo adoption in road transportation.

## 2. OBJECTIVES AND SCOPE OF THE CALL

### 2.1. Objective of the call for proposals

With the award of one grant, this Call for Proposal aims to achieve the following objectives:

- (1) The first objective of this call is to foster the development of an innovative safety-critical E-GNSS based engine in the automotive and road traffic sector, considered as one of the applications with the greatest prospective, both in terms of user adoption and economic benefits;
- (2) The second objective of the call is to exploit the E-GNSS differentiators in the emerging segment of autonomous and connected/automated road vehicles, going beyond the state-of-the-art;
- (3) The third objective is to contribute to the ongoing standardisation process, e.g. leveraging it in the product to be developed and giving feedbacks to ETSI and CEN related technical committee, and to assess the need of a certification process and consequently initiate it.

### 2.2. Scope and areas of activities of the call for proposals

In order to reach the objectives of this call, beneficiaries are expected to conduct the following activities within the scope of this call:

1. Related to the first objective, to develop a dedicated reliable and accurate E-GNSS engine. The E-GNSS engine includes the GNSS chipset/receiver, but also the additional software and hardware parts and vehicle standard interfaces that will allow the final calculation of the location suitable for the safety critical applications. It is natively designed for the automotive safety-critical applications, to be embedded on road vehicles (private and commercial), and to be connected to other sensors via standard interfaces.

The E-GNSS engine can use hybridisation techniques benefiting from the interaction with non-GNSS based positioning technologies. To this end, the E-GNSS based engine shall:

- be versatile towards multiple safety-critical applications, such as Advanced Driver Assistance Systems (ADAS), anti-collision based on V2X, autonomous vehicles, dangerous goods transportation and so on;
  - foresee some level of data fusion with vehicle sensors and communication devices;
  - use software and algorithms that are portable and scalable.
2. In view of the second objective, the E-GNSS differentiators' role to improve the safety critical application shall be analysed taking into account the following topics:
    - the availability of E-GNSS signals, specifically in the frame of the Galileo Open Service, which have wider bandwidths and are broadcasted at multiple carrier frequencies away from E1;
    - the benefit of data-less channels which ease longer integration times and ultimately higher sensitivity and channel separation than L1 C/A;
    - the prospect of an authentication service on Open Service E1 (the activity to be carried out with other GSA and European Commission projects related to Open Service Authentication);

- the potential use of satellite based real-time Precise Point Positioning (PPP) products, such as the one foreseen in the Galileo Commercial Service;
- the possibility to exploit the new Galileo ionosphere model ([http://www.gsc-europa.eu/system/files/galileo\\_documents/Galileo\\_Ionospheric\\_Model.pdf](http://www.gsc-europa.eu/system/files/galileo_documents/Galileo_Ionospheric_Model.pdf)) to improve the accuracy on the single frequency cases;
- other differentiators that may be identified.

The results of these analyses shall be used for the development of the E-GNSS engine, as described in the first activity.

3. In view of the third objective, the following activities shall be performed:

- develop the interface with the standard data exchange system on board of the vehicle, for instance, an interface with the CAN-bus, or others;
- contribute to the ongoing standardisation process (CEN and ETSI, as described in the introduction);
- assess the need of a certification process and consequently initiate it.

### 2.3. Deliverables

The beneficiaries should submit in their proposal a list of expected deliverables with the related planning. For each deliverable they must specify the nature and the format (document, prototype, multimedia, etc.).

As a minimum, this list of deliverables should include:

- (1) Work plan
- (2) Requirements document
- (3) Preliminary architecture of the products/system
- (4) Detailed architecture of the products/system
- (5) Test plan, cases and procedures
- (6) E-GNSS engine prototypes and/or pre-commercial samples (number to be proposed by the applicants)
- (7) Demonstration of the E-GNSS engine for safety-critical multi-applications in real scenarios/road traffic
- (8) Report on the Demonstration activities
- (9) Demonstration kit, as described below in this section
- (10) Business plan and Dissemination Plan
- (11) Report about the status of implementation of the business plan and dissemination plan
- (12) Dissemination documents and multi-media
- (13) Description of the identified standardisation and/or certification approaches and initiation of the certification process, if it is assessed as needed

The demonstration kit shall provide to the GSA a fully functional demonstrator including prototype/product, additional hardware/software, IPRs licencing, if necessary, etc., and related documentation in order to be able to reproduce the demo after the completion of the project at GSA or other institutional premises. The vehicle(s) used during the project for testing and demonstration are not



required in this demonstration kit, however all the necessary interfaces and documentation to install the demonstration kit on a vehicle must be provided.

The draft grant agreement is specifying the conditions of the ownership and right to use policy of the above deliverables.

## 2.4. Project Workflow

Each activity subject to the call shall follow standard system engineering lifecycle and foresee intermediate milestones which shall already be reflected as far as possible in the submitted proposal.

The proposed workflow to be finally approved by GSA at kick-off shall generally contain the following elements:

- (1) Work plan, as described in Section 3 of the annex B1;
- (2) Submission of a requirements document, detailing the requirements specifications which are a key input to the design activity.
- (3) Performance of the core design activity containing at least the following milestones:
  - a. preliminary design review for GSA approval as suitable for input into the detailed design process;
  - b. conclusion of the design process by a GSA critical design review which should result into the completion of the system architecture.

The applicants shall describe a preliminary test plan, test cases and procedures - already in their proposal.

They shall also provide in their proposal information on how this plan can be further detailed during the implementation of the project before it is finally submitted to the GSA for approval at later project phases.

At the final stage of implementation of the project, the process of validation and acceptance of the products developed during the project will be tested against the pre-set requirements and following the agreed and approved test plan. The tests for validation and acceptance shall be performed in collaboration with the Joint Research Centre (JRC) at the European Microwave Signature Laboratory of the European Commission in Ispra, Italy. There are no additional costs for the awarded beneficiaries related to these testing and validation activities for what concerns the use the JRC facilities and the involvement of the JRC experts. However, the beneficiaries shall take into account the travel and transportation costs in their proposal.

In addition, before the validation and acceptance will start, the beneficiaries may also have access to the JRC facilities in order to perform additional tests which are part of the project development, if the beneficiaries would consider this opportunity useful.

For those tests, the access to the facilities will be also free of charge but the JRC support will be limited to assist in the use of the facilities. Should the beneficiaries consider this option, an agreement should be established with JRC for access and use of their facilities.

## 3. TIMETABLE

Scheduled start-up date for the action under the grant agreement: from the date of signature of the grant agreement, unless the applicants can demonstrate the need to start the action before the agreement is signed.

Indicative duration of action for the grant agreement: **2 (two) years** but in no case more than **3 (three) years**

This call for proposals shall be conducted according to the following indicative timetable:

	<b>Stages</b>	<b>Date/time or indicative period</b>
a)	Publication of the call	14 August 2015
b)	Deadline for request for clarifications	<b>9 November 2015</b>
c)	Publication of the clarifications	<b>13 November 2015</b>
d)	Deadline for submitting applications	<b>20 November 2015 – at 16:00 Prague time</b>
e)	Evaluation period	<b>November-December 2015</b>
f)	Information to applicants on the outcome of the evaluation	<b>December 2015-January 2016</b>
g)	Signature of the Grant Agreement	<b>January-February 2016</b>

#### 4. EU FINANCING

**Maximum budget** allocated to this call: EUR 4.500.000

Number of projects: 1

**Maximum value of a grant** allocated to the successful beneficiary: max. EUR 4.500.000

**Maximum EU financing rate** of eligible costs: *up to 60 %*

GSA reserves the right to award a grant of less than the amount requested by the applicant. In such a case, the applicant will be asked either to increase his co-financing, propose other co-financing means or to decrease the total costs without altering the substance of the proposal. Grants will not be awarded for more than the amount requested.

Publication of the call does not guarantee the availability of funds for the above action and it places no obligation on the GSA to award grants to any applicant.

#### 5. ADMISSIBILITY REQUIREMENTS

**APPLICATIONS MUST COMPLY WITH ALL OF THE ADMISSIBILITY REQUIREMENTS SET OUT IN THIS SECTION.**

Applications must comply with the following conditions in order to be admissible, i.e. to pass the proposal to the evaluation stage:

- Applications must be sent no later than the deadline for submitting applications referred to in section 16,
- Applications must be submitted in writing, using the submission set,
- Applications must be drafted in one of the EU official Languages with a preference to English.
- Applications must respect the maximum rate for EU co-financing.
- Applications must respect the maximum amount for EU co-financing.

In this context, any project directly or indirectly contrary to EU policy or against public health, human rights or against citizen's security will be rejected.

## 6. ELIGIBILITY CRITERIA

**APPLICATIONS MUST COMPLY WITH ALL OF THE ELIGIBILITY CRITERIA SET OUT IN THIS SECTION.**

### 6.1 Eligible applicants

**To be eligible, applications must comply with the following conditions:**

- They must be submitted by:
  - (i) legal persons (with legal personality) that are national agencies, research institutes, companies or any other key organisations or bodies active in the field of road transportation and/or space sector and established in an EU Member State or another participating third country to the activities of the European GNSS Programmes<sup>1</sup> (Article 30 of the GNSS Regulation), and fulfil the requirements set out in the "important note" below, and/or
  - (ii) natural persons that are experts in the field of road transportation and/or space sector and independent from the industry and are nationals of an EU Member State or another participating third country to the activities of the European GNSS Programmes<sup>2</sup> (Article 30 of the GNSS Regulation) and fulfil the requirements set out in the "important note" below.

**IMPORTANT NOTE: For further detailing the above requirement, the participating entity must be active in the field of automotive suppliers (e.g. Tier 1, Tier 2, system integrators etc.), car manufacturers/OEM and/or receiver and chipset manufacturers, which may be complemented by research centres or companies specialised in GNSS research and development as co-applicants in the consortium. Proposals must be presented by consortia (applicant consortia) composed of at least three entities (legal or natural persons as described above) from two different EU Member States or another third country participating**

<sup>1</sup> At the time of publication of this call, Switzerland and Norway are expected to participate in the GNSS programmes. Confirmation of their participation is, however, subject to the satisfactory conclusion of their respective procedures adopting the cooperation agreements.

<sup>2</sup> At the time of publication of this call, Switzerland and Norway are expected to participate in the GNSS programmes. Confirmation of their participation is, however, subject to the satisfactory conclusion of their respective procedures adopting the cooperation agreements.

**in the activities of the European GNSS Programmes. Only applicant consortia shall be eligible to participate in this call – proposals by single individual legal or natural persons shall not be admissible.**

Applicants forming an applicant consortium shall not be in one of the situations referred to in Articles 106(1) and Articles 107, 108 and 109 of the EU Financial regulation<sup>3</sup>.

Applicant consortia must submit a joint proposal. For that purpose, they should choose within their midst a lead organisation, referred to as the coordinator. All applicants in the same consortium shall agree upon appropriate arrangements between themselves for the proper performance of the action. In particular, they shall accept joint and several financial responsibility of the debt of a defaulting beneficiary up to the value of the contribution that the beneficiary held liable is entitled to receive, as stipulated in the General Conditions of the draft grant agreement.

The coordinator and all applicants forming the applicant consortium must satisfy the eligibility criteria.

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs. For that purpose, applicants shall identify such affiliated entities in the application form. The affiliated entities will have to comply with the same eligibility and non-exclusion criteria as those applying to the applicants.

#### **Supporting documents proving compliance with the eligibility criteria**

The applicants and any affiliated entities shall provide the following supporting documents as further detailed in section 15.3 to establish their eligibility:

- **private legal persons:** extract from the official journal, copy of articles of association, extract of trade or association register or certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public legal persons:** copy of the resolution or decision establishing the public company, or other official document establishing the public entity;
- **natural persons:** photocopy of identity card and/or passport.

#### **6.1.1 Structure of the consortium**

In addition to the supporting documents referring to the legal status of applicants forming the applicant consortium, each **such applicant shall further submit letters confirming their participation to the project and their role in the consortium** (lead applicant/coordinator or co-applicant/co-beneficiary).

#### **6.1.2 Lead applicant/coordinator**

Each consortium shall appoint a lead applicant/coordinator which will act as the coordinator between several applicants (co-beneficiaries) submitting a joint proposal. The lead applicant will be the intermediary for all communication between the co-beneficiaries and the GSA as well as responsible for supplying all documents and information to the GSA.

<sup>3</sup> REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002.

The coordinator will submit the application on behalf of the consortium, including his co-applicants. He shall be the intermediary for all communication between the co-applicants and the GSA and responsible for supplying all documents and information to the GSA.

When a grant is awarded, the co-beneficiaries forward to the lead applicant the data needed to draw up the reports, the financial statements and other documentation required by the grant agreement.

### **6.1.3 Co-applicants**

Co-applicants act in a consortium, and submit a joint proposal through their coordinator. Each co-applicant will be considered as co-beneficiary if the proposal is successful. Co-applicants in a consortium shall agree upon appropriate arrangements between themselves for the proper performance of the specific actions. They shall in particular agree on joint and several liabilities for any amount due to the GSA by anyone of them.

They shall immediately inform the lead organisation of any event liable to substantially affect or delay the implementation of the action, who will communicate with the GSA.

## **6.2 Eligible activities**

Activities required to achieve this call's objectives as listed under section 2 above, such as, but not necessarily limited to the following, shall be eligible for funding under this call for proposals:

- Design, development, testing, prototyping and demonstration of highly accurate/ reliable E-GNSS engine for safety-critical multi-applications in road traffic, that is able to support applications critical for the safety of the drivers and other passengers (e.g. Advanced Driver Assistance Systems, anti-collision based on V2X, autonomous vehicles);
- Standardisation and certification related activities, if any;
- Dissemination of the results and other additional activities linked with the exploitation of results.

## **6.3 Outputs expected from the implementation of activities**

Proposals shall allow for the expectation of the outputs (as are listed in the deliverables of section 2.3 of this Call for Proposals) resulting from the funded activities to be eligible for funding.

Of the outputs, the ones for which EU/GSA request the right to use in accordance with Article 8.II of the Grant Agreement are: (2), (5), (8), (9), (12) and (13).

## **6.4 Respecting maximum budget**

Proposals have to respect the maximum ceiling for EU financing subject to this call to be eligible. Proposals exceeding the applicable maximum co-financing for this call shall not be considered further and rejected.

## 7. EXCLUSION CRITERIA

APPLICATIONS MUST COMPLY WITH ALL OF THE EXCLUSION CRITERIA SET OUT IN THIS SECTION.

### Exclusion criteria

Applicants **will be excluded** from participating in the call for proposals procedure if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the GSA can justify, including by decisions of the European Investment Bank and international organisations;
- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the GSA or those of the country where the action is to be performed;
- they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the European Union's financial interests;
- they are subject to an administrative penalty referred to in Article 109(1) of Financial Regulation.

The same exclusion criteria apply to all affiliated entities.

### 7.1 Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- are subject to a conflict of interest<sup>4</sup>;
- are guilty of misrepresentation in supplying the information required by the GSA as a condition of participation in the grant award procedure or fail to supply this information;
- find themselves in one of the situations of exclusion, referred to in section 7.1.

<sup>4</sup> Any situation where the impartial and objective implementation of the grant agreement is compromised for reasons involving economic or personal interest, political or national affinity, family or emotional ties or any other shared interest.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants that are guilty of misrepresentation.

## 7.2 Supporting documents proving compliance with exclusion criteria

All applicants and any affiliated entities must sign and submit a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation, by filling in the **Declaration of Honour** (B5 form) of this call for proposals. Please note that the GSA may require further evidence.

Please note that according to this B5 form successful applicants will be required to send a number of supporting documents related to aspects of the Declaration of Honour before the respective grant agreement can be signed. Collecting these supporting documents may take some time and applicants accordingly shall ensure timely availability for performing this requirement.

## 8. SELECTION CRITERIA

**APPLICATIONS MUST COMPLY WITH ALL OF THE SELECTION CRITERIA SET OUT IN THIS SECTION.**

### 8.1 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application (thresholds applying by applicants):

- a) Low value grants ( $\leq$  EUR 60 000):
  - a declaration on their honour.
- b) Grants  $\geq$  EUR 60 000:
  - a declaration on their honour and,
  - the table provided for in the application form (Annex B3), filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form. For newly created entities, the business plan might replace the above documents.
- c) Grants for an action  $\geq$  EUR 750 000 or operating grants  $\geq$  EUR 100 000<sup>5</sup>, in addition:
  - **an audit report** produced by an approved external auditor certifying the accounts for the last financial year available.

The above thresholds apply per applicant in the consortium.

On the basis of the documents submitted, if GSA considers that financial capacity is not satisfactory and in any other case GSA may deem it appropriate, it may:

<sup>5</sup> Art. 131.3 FR .

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee;
- reject the application.

The verification of the financial capacity **shall not apply to public bodies, international organisations or non-profit organisations.**

## 8.2 Operational capacity

Applicants must show they have the **operational (technical and management) capacity** to complete the activities to be supported by this Call for Proposal and must **demonstrate their capacity to manage scale activity** corresponding to the size of the project for which the grant is requested.

In particular:

- The team responsible for the activities must have an eminent technical competence,
- Applicants must have a high degree of specialisation in areas relevant for the activities subject to the proposal,
- Applicants must prove that they are able to perform the implementation of the E-GNSS engine in safety-critical multi-applications,
- Applicants must prove that they have at their disposal technical infrastructures (relevant design and validation tools and/or hardware/software tools) necessary to perform the implementation.

In this respect, applicants have to submit in addition to the Declaration of Honour the following elements:

- description of the profile of the persons<sup>6</sup> primarily responsible for managing and implementing the activities;
- a description of the technical equipment, tools or facilities at the disposal of the applicant.

## 9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria. When assessing the below award criteria, the evaluation committee generally pays attention to the elements indicated below for each criterion. Please note that these elements, which are indicative and non-exhaustive, are given on the basis of transparency and in order to help applicants to improve their applications.

AWARD CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
<b>1. Level of relevance of the proposal to achieve the call's objectives and credibility of the proposed approach to reach the objectives:</b>	<b>50</b>
<i>Innovation of the solutions proposed</i>	
<i>Relevance of the proposal to the objectives of the Call for Proposals</i>	

<sup>6</sup> To highlight the relevant competencies for this Call for Proposal please use the Europass CV template which can be accessed from: <https://europass.cedefop.europa.eu/de/documents/curriculum-vitae/templates-instructions>



<i>Overall quality of the proposal in terms of deliverables, their content and structure and methodology for user requirements definition, development and testing of the developed products</i>	
<i>Feasibility of the proposal targeting market implementation</i>	
<i>Active involvement in the consortium of the main key stakeholders (i.e. automotive suppliers and OEM)</i>	
<b>2. Impact in terms of economic and public benefits derived from the proposal:</b>	<b>20</b>
<i>Maximisation of the benefits to citizens by the immediate adoption of the results in the market either embedded in new vehicles or retrofitted in previous models</i>	
<i>Coherent business plan for the exploitation of the results of the grant</i>	
<b>3. Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources:</b>	<b>30</b>
<i>Appropriateness of the management structures and procedures, including risk and innovation management</i>	
<i>Complementarity of the participants within the consortium</i>	
<i>Coherence of the work plan in terms of activities' definition, schedule, effort and cost, including justification of the resources to be committed</i>	
<i>Feasibility of the proposed work plan: availability of necessary regulations and support from authorities shall facilitate implementation activities</i>	
<i>Credible and effective dissemination plan for the results in the best interest of the EU linked to a minimum passing requirement</i>	
<b>Maximum total score</b>	<b>100</b>

If a total score lower than **60** points or a score lower than **60%** for any of the above three criteria is obtained, the proposal will not be evaluated further and will be rejected.

## 10. LEGAL COMMITMENTS<sup>7</sup>

### Applicants are reminded:

**The beneficiary to whom the grant is awarded shall be bound by the Special and General Conditions of the grant agreement. Submission of a proposal by the applicant implies the acceptance of these Special and the General Conditions.**

In the event of a grant awarded by the GSA following this call, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, alongside a description of the procedure in view to formalise the obligations of the parties.

The beneficiary shall sign 2 (two) copies of the original agreement [on behalf of the consortium] and shall then return it to the GSA for countersignature.

<sup>7</sup> Art. 121 FR, 174 RAP

## 11. FINANCIAL PROVISIONS

### 11.1 General principles

#### Non-cumulative award

Each action may give rise to the award of only one grant from the budget to any one beneficiary.

In no circumstances shall the same costs be financed twice by the European Union budget.

Applicants have to inform the GSA immediately of any multiple applications and multiple grants relating to the same action. The applicants shall inform about sources and amounts of EU funding received or applied for the same action or for part of the action. Applicants shall indicate if they receive EU funding for their functioning during the financial year in which the action takes place.

#### Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun, provided the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### Co-financing

Grants shall involve co-financing, which implies that the resources necessary to carry out the action or the work programme shall not be provided entirely by EU contribution. EU financing may not cover 100% of the total costs of the action.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs are not eligible.

#### No-profit rule

EU grant may not have the purpose or effect of producing a profit within the framework of the action.

Where a profit is made, the GSA is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit shall be defined as a surplus of the receipts over the eligible costs incurred, when the request for payment of the balance is made.

Balanced budget<sup>8</sup>

The estimated budget of the action or work programme is to be attached to the application form following the model provided in the Form B2.

It must have revenue and expenditure in balance. The total amount must be expressed in **Euro** with maximum two decimals. Applicants foreseeing that costs will not be incurred in Euro are invited to use the exchange rate published in the Official Journal of the European Union for the purpose of drafting the estimated budget of the action.

Applicant organisations in countries where the Euro is not the national currency are asked to use the official EU exchange rates that can be found on the following website:

<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=en>

During the execution of the grant agreement, costs which have been incurred in other currencies than the Euro shall be converted according to the provisions of the grant agreement.

For selected projects, the final payment will be based on the final financial report at the end of the project and supporting documents, taking into account any previous pre-financing and payment.

Implementation contracts/subcontracting<sup>9</sup>

Where the implementation of the action or the technical proposal requires the award of subcontracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC<sup>10</sup> or contracting entities in the meaning of Directive 2004/17/EC<sup>11</sup> shall abide by the applicable national public procurement rules.

Subcontracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- a. it may only cover the implementation of a limited part of the action;
- b. it must be justified having regard to the nature of the action and what is necessary for its implementation;
- c. it must be clearly stated in the proposal.

**Subcontracting does not in any way limit the responsibility of beneficiaries for the implementation of the action. Please note that the beneficiaries should have the necessary capacity to perform the project. Only tasks that are not core activities can be sub-contracted to consultants or other third parties.**

**It is not necessary to have already selected subcontractors at the time the proposal is submitted. However, cost of contractors not selected in accordance with the rules referred to in this section will not be eligible.**

<sup>8</sup>Art. 196.2 RAP

<sup>9</sup> Art. 137 FR, 209 RAP

<sup>10</sup> Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

<sup>11</sup> Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

## Financial support to third parties

The applications for this action may not envisage provision of financial support to third parties.

### **11.2 Funding form**

Grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in Euros.

#### ➤ **Maximum amount requested**

**The EU grant is limited to a maximum co-funding rate of 60% of eligible costs incurred in the implementation of the specific actions taking into account the maximum grant amount referred to in section 4.**

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant.

#### ➤ **Eligible costs of the grant**

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- ✓ they are incurred during the duration of the action, as indicated in the grant agreement, with the exception of costs relating to final reports and audit certificates;
- ✓ The period of eligibility of costs will start as specified in the grant agreement or the grant decision. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- ✓ they are indicated in the estimated budget of the action;
- ✓ they are necessary for the implementation of the action, in accordance with the description of the action, attached to the grant agreement;
- ✓ they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- ✓ they comply with the requirements of applicable tax and social legislation;
- ✓ they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.<sup>12</sup>

<sup>12</sup> Affiliated entities can be:

- (a) several legal entities forming together one legal entity or 'sole beneficiary' which may, or may not, have been specifically established for carrying out the action (e.g. groupings, joint ventures).
- (b) legal entities having a legal or capital link with a beneficiary or co-beneficiary, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. networks, federations, trade-unions).

Please note that the exact scope of the eligibility of costs is defined in the grant agreement, which will be signed with the successful applicant(s).

➤ **Eligible *direct costs***

The eligible direct costs for the action/ work programme are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action.

The following categories of costs can be considered as eligible direct costs:

**1. Personnel costs**

1.1 the **costs of personnel** working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action (including civil servants and other personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken), comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration. Those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

1.2 The **costs of natural persons working under a contract with the beneficiary other than an employment contract** (in-house consultants) may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

- the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;
- the result of the work belongs to the beneficiary; and
- the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

**2. Other direct costs**

2.1 **subsistence allowances** (for meetings, including kick-off meetings where applicable, conferences, etc.) provided that these costs are in line with the beneficiary's usual practices,

2.2 **costs of travel** and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;

2.3 **for equipment and other assets** (new or second-hand) **procured** specifically for the action and in accordance with Article II.9 of the Grant Agreement

- a) **the full purchase costs** provided that they are treated as capital expenditure in accordance with the tax and accounting rules applicable to the beneficiary and are recorded in the fixed assets account of its balance sheet OR the purchase in itself is the purpose of the action

e s

or

- b) **the respective depreciation costs** provided that the asset has been purchased in accordance with the conditions applicable to implementation contracts and that it is written off in accordance with the international accounting standards and international financial reporting standards, IAS/IFRS, regardless whether the beneficiary has to apply them or otherwise has diverging accounting practices.

**Please note that if the full purchase value of equipment or assets is eligible, the beneficiary cannot declare depreciation costs of the same equipment or assets under the grant agreement and under any other grant funded from the EU budget.**

**Please note that each applicant shall choose between the “full purchase value of equipment or assets” and the “depreciation costs” charging methodologies and apply ONLY one of the two in respect to all related costs within an activity/grant.**

- 2.4 **costs for equipment or other assets** (new or second-hand) not procured specifically but **directly used** for the action in **proportion to the usage for the action and only during its duration** as **depreciation costs** recorded in the accounting statements of the beneficiary over the period of implementation of the action, provided that the asset is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary,
- 2.5 **the costs for rental or lease of equipment or other assets only to the portion of use and limited to the duration of the action**, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;
- 2.6 when **using technical facilities or laboratories the above rules (2.3) to (2.5) for eligibility of costs apply accordingly;**
- 2.7 **costs of consumables and supplies**, provided that they are purchased in accordance with the conditions applicable to the award of contracts necessary for the implementation of the action and are directly assigned to the action;
- 2.8 **costs arising directly from requirements imposed by the grant agreement** (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the conditions applicable to the award of contracts necessary for the implementation of the action;
- 2.9 **costs relating to a pre-financing guarantee lodged by the beneficiary of the grant**, where required;
- 2.10 **costs relating to external audits** where required in support of the requests for payments;
- 2.11 **costs entailed by subcontracts**, concluded for the externalisation of specific tasks or activities which form part of the action **as described in the proposal**, provided that the conditions applicable to implementation contracts are met;
- 2.12 **costs of financial support to third parties** within the meaning of Article II.11 of the grant agreement provided that the conditions laid down in that article are met **[not-applicable to this call];**
- 2.13 **duties, taxes and charges** paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement. In particular, **ONLY non-deductible VAT** is eligible, except for the activities which the

beneficiaries that are public bodies engage in as public authorities (prerogatives of public powers under national law).

➤ **Eligible *indirect* costs**

A **flat-rate amount of 7% of the total eligible direct costs of the action is eligible under indirect costs**, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible for beneficiaries that receive an operating grant.

➤ ***Non-eligible* costs**

In addition to any other costs which do not fulfil the conditions set out above, the following costs shall not be considered eligible:

- a. return on capital;
- b. debt and debt service charges;
- c. provisions for losses or debts;
- d. interest owed;
- e. doubtful debts;
- f. currency exchange losses;
- g. bank costs charged by the beneficiary's bank for transfers from the Agency;
- h. costs declared by the beneficiary in the framework of another action receiving a grant financed from the EU budget (including grants awarded by a Member State and financed from the EU budget and grants awarded by the European Commission or other EU bodies than the GSA for the purpose of implementing the EU budget); in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary which already receives an operating grant financed from the EU budget during the period in question;
- i. contributions in kind from third parties;
- j. excessive or reckless expenditure;
- k. deductible VAT;
- l. participation by any staff of the European Union institutions in the action.

➤ ***Calculation of the final amount of the grant arrangement***

The draft grant agreement annexed to this call for proposals specifies the calculation of the final grant and the payment arrangements.

Your attention is in particular drawn to the General Conditions of the draft grant agreement, where the eligibility conditions of costs are described.

The EU grant may not have the purpose or effect of producing a profit within the framework of the action. For this purpose, **profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. Where such a surplus occurs, the GSA is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

### **11.3 Payment arrangements**

A pre-financing payment corresponding to 20 % of the grant amount will be transferred to the beneficiary within 30 (thirty) days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

An interim payment is foreseen in this Call for Proposal which would be an additional maximum 40% of the grant amount. The interim payment shall be subject to already incurred eligible costs to the amount of at least 30% of the total grant amount. Reimbursement of the remaining eligible costs will be subject to the payment of the balance up to the 60% of the grant amount or 60% of the total eligible costs, whichever the lower.

The GSA will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount. If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the GSA through a recovery order.

Please refer to the grant agreement for the terms and conditions of the final payment.

### **11.4 Pre-financing guarantee**

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment. The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

## **12. PUBLICITY**

### **12.1 By the Beneficiaries**

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the allocated grants are used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the GSA and if the European Union on all their publications, posters, programmes and other products realised under the grant agreement.

If this requirement is not fully complied with, the grant may be reduced in accordance with the provisions of the grant agreement.



## 12.2 By the GSA

The GSA will publish the following information:

- a. name of the beneficiary;
- b. address of the beneficiary (legal persons) or reference to the region (natural persons);
- c. subject of the grant agreement;
- d. amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiary.

## 13. OWNERSHIP

The ownership of the results generated by the action is specified in the grant agreement.

## 14. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposals will be processed solely for that purpose by the GSA. Applicants / beneficiaries are entitled to obtain access to their personal data on request and to rectify any such data that is inaccurate or incomplete. Applicants / beneficiaries shall address queries concerning the processing of personal data to the GSA. Applicants / beneficiaries have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of their personal data.

Details concerning the processing of personal data are available on the privacy statement at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Applicants / beneficiaries are informed that for the purposes of safeguarding the financial interest of the European Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Personal data may further be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the European Commission, should the applicant or beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System

(for more information see the Privacy Statement on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))

Any entity entered into the database has the right to be informed of the data concerning it, upon request to the accounting officer of the European Commission.

## 15. PREPARATION OF PROPOSALS

### 15.1 Structure of the Proposal

Proposals shall be prepared along the following structure:

A1 – Proposal Overview

A2 – Proposal Summary

A3 – Lead organisation profile (+Legal Entity Form (LEF) + Financial Identification Form)

A4 – Beneficiary profile (+ LEF)

B1 – Technical proposal (additional documents can be annexed to this form to complement the information)

B2 – Preliminary Budget

B3 – Financial capacity ratios (form B3 shall not apply to public bodies and international organisations)

B4 – Operational capacity

B5 – Declaration of honour

The technical proposal should be submitted by way of a template provided with this call, consisting of a list of headings. Follow this structure when presenting the technical content. The template is designed to highlight those aspects that will be assessed against the evaluation criteria. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impact that might be expected to arise from the proposed work. Additional information or descriptive document may be provided by applicants as an annex.

Summary of Forms shall be **all submitted by the coordinator** and every **related actor is responsible to fill them in** (coordinator and/or co-applicants) duly. The table below reflects on who has to fill out what kind of forms. Please note each applicant (including the coordinator and the co-applicants) has to fill certain forms as described below in the table, and this information shall be reflected in the A1 form prepared by the coordinator.

Responsibility / Forms	Coordinator	Co-applicant
A1 – A2 – A3 – B1	X	
A4		X
B2 – B3 – B4 – B5	X	X

## 15.2 Entities involved in the activities subject to the proposal

The proposal shall clearly identify the entities to be involved in the activities subject to the proposal, being the applicants (including coordinator and co-applicants) as well as any third parties, such as affiliated entities and subcontractors and their contributions to the implementation of the proposal under the grant agreement. Parties' participation in the project will be subject to the requirements as laid down in this call.

### 15.2.1 Affiliated entities

The applicant entity will have to indicate its participating affiliated entities in the proposal. The affiliated entities will each have to comply with eligibility and non-exclusion criteria.

### 15.2.2 Subcontractors

Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme. Only a limited part of the project may be subcontracted. The beneficiaries remain solely responsible for the implementation of the action.

Sub-contractors are not beneficiaries to the grant, nor affiliated entities. The costs of subcontracting can be eligible under the conditions indicated in the grant agreement. The proposal should clearly specify the activities that will be subcontracted and the contract should be awarded in accordance with the conditions set in the grant agreement.

## 15.3 Evidence of legal status and financial identification form

A Legal Entity Form (LEF) and evidence of the applicant's legal status has to be provided at the stage of submission.

A specific form in all official languages of the EU is available at the following internet page (use of the English forms is preferred):

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

**For public entities**, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

- 1) a copy of the resolution, law, decree or decision establishing the entity in question. As an alternative, any other official document attesting to the establishment of the entity by the national authorities may be submitted.
- 2) an official VAT document, where applicable.

**For private legal entities**, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

- 1) a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to at ii) below
- 2) a copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities.

**For natural persons**, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:

- 1) a legible photocopy of the identity card or passport
- 2) an official VAT document if applicable.

The Financial Identification Form must be duly filled in by the lead applicant (coordinator) only, who will be receiving payments on behalf of the consortium of beneficiaries. The lead applicant (coordinator) will be responsible for distributing payments to the co-beneficiaries.

The form can be downloaded from the following website:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

It must be duly filled in and signed, and if applicable be accompanied by the relevant bank statement.

#### **15.4 Budget requested for the proposal**

When preparing their proposal, applicants shall observe the elements described in the following sub-sections for calculating the required budget for the implementation of their project.

##### **15.4.1 Personnel costs**

All the salaries and costs entering in the remuneration (group insurances, advantage in kind ...) shall be taken into account. The social security charges must also be taken into account.

The Working time is the time actually worked (excluding holidays, bank holidays, weekends and illness). If it is necessary for carrying out the project, time spent on internal meetings, studying general information, training, etc. can also be deducted from the working time. If this is done, time spent on these activities may under no circumstances be charged to the project nor may it be included in the calculation of overheads. Furthermore, the time deducted for this purpose needs to be justified with reliable statistics or time recording.

An example of the calculation of working time:

Total days in a year	365
Weekends	-104
Annual holidays	- 21
Statutory holidays	- 15
Illness/Others	<u>- 05</u>
<b>Working days in a year</b>	<b>220</b>

The amount per day will be calculated by dividing the yearly salary by the working days. The yearly salary can be estimated by using total individual annual staff costs for the last financial year and by applying an estimated salary increase for the period under which the project will be implemented, if necessary.

*The total personnel costs will result from multiplying the daily/hourly amount rate for the days/hours of work.*

#### **Important:**

Activities that **cannot** be deducted for the calculation of the working time and that cannot be charged to the project are: Sales and marketing; Preparation of proposals; Administrative time (often means "unsold" time).

In principle, staff working full-time will be considered for verification purposes to be working 220 days per year, half-time staff 110 (one hundred ten) days per year. Any substantial deviation from this indicative working time needs to be justified and explained in the proposal, on basis of accounting evidence or a time recording system.

#### **15.4.2 Travel and Subsistence Costs**

Only the costs for the staff's travel and subsistence allowances should be introduced in the budget form. Travel costs of external service providers, if applicable, are to be included in their contracts.

Subscription fees to conferences or events, where relevant, should be included in form – Other expenditure.

Reimbursement of travel costs can be requested for meetings, European conferences, etc. provided that they are in line with the usual practices of the beneficiary. The travel policy of the beneficiary must be made in writing and apply to all business trips of the organisation. Alternatively, in case when a beneficiary has not formalised an internal travel policy or established travel practice, they should not exceed the scales approved annually by the European Commission. These European Commission rates can be consulted on this address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems)

In all cases, the costs reported should comply with the the principle of economy and efficiency, meaning that travelling should be performed by the most direct and most economic route;

Please note that tips will not be considered as eligible costs.

Beneficiaries who want to declare travel costs as eligible costs of the project will have to provide the following information for each travel:

- Names or functions of the people involved;
- Journey and dates (even tentative);
- Purpose of the travel (this must refer clearly to one activity of the project);
- Subsistence costs: total number of days of the travel x flat rate subsistence allowance (per diem) or an estimate of the real costs per day (per person);
- Cost of travel (estimation).

All necessary supporting documents, in accordance with the beneficiary's travel policy, have to be kept from the very beginning of the project (e.g. travel tickets, boarding passes, invoices from the travel agency, etc.) The GSA will require them to verify the validity of the request for payment.

#### **15.4.3 Depreciation Costs**

Only depreciation for equipment which is strictly necessary for the purposes of carrying out the action can be charged as direct costs. This thus excludes any computer equipment, office material, furniture, etc. that the applicant needs for his daily activities and that will be normally covered by indirect costs.

Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project can be taken into account by the GSA.

#### 15.4.4 Other Costs

Only costs of those items which are directly linked to the performance of the operation, identifiable and assigned to the action shall be considered under this heading.

Those costs should include the costs of implementation contracts for ancillary services, goods etc. needed to carry out the project (e.g. dissemination of information, specific evaluation, translations, reproduction...), including purchase of consumables and supplies. They do not cover contract that imply any externalisation of activities included in the action described in the proposal, which should be included as subcontracting in the relevant form.

Please note that the fact that the costs are specific to the action is the key factor that makes these costs eligible for European Union funding. More general office supplies, stamps or other stationary is comprised in the indirect costs and cannot be considered under this heading.

All documents supporting the above costs (e.g. invoices) have to be kept from the very beginning of the project. The GSA will require them to verify the request for payment validity.

#### 15.4.5 Subcontracting Costs

Subcontracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme as described in the proposal.

Such contracts may only cover the implementation of a limited part of the action. Please verify the call for proposals what limitations have been indicated. Recourse to the award of contracts must be justified having regard to the nature of the action and what is necessary for its implementation.

The tasks concerned must be set out in the description of the action and the estimated costs of subcontracting must be clearly identifiable in the estimated budget.

The beneficiary must award the contract to the bid offering the best value for money or the lowest price (as appropriate), and avoid in conflicts of interest. Public entities should abide by national public procurement rules.

Please note that subcontracting, which is not covered in the proposal, requires the approval of the GSA. Any modifications on an *ad hoc* basis while the action is under way must be presented for ex-ante approval.

#### 15.4.6 Third Parties Costs

Third Parties have a legal link with the beneficiaries not limited to the action and not based on a contract for the purchase goods, works or services or the implementation of specific action tasks.

The eligible costs are only the costs of the linked third party, no profit is allowed (neither for the linked third party nor for the beneficiary).

**16. SUBMISSION OF PROPOSALS**

**Proposals must be submitted in accordance with the formal requirements and by the deadline set in this section.**

**No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the GSA may contact the applicant for this purpose during the evaluation process.**

The proposal may be submitted in any of the official languages of the European Union but **English version** would be appreciated. If the proposal is not in English, the applicant should provide a translation of the full proposal or of an extract of it, in particular to the supporting documents requested, such as registry excerpts etc. Costs incurred by the applicant for providing the translation shall not be subject to reimbursement by the GSA.

**The proposal shall always be submitted in a physical version.**

**IMPORTANT NOTE:** The mandatory physically submitted proposals shall always also contain 4 (four) CD-ROMs containing the full set of proposal documents in machine readable format (standard Office 2003 and Adobe PDF 2008 or later).

Unless notified otherwise by the GSA, the proposals (including CD-ROMs) shall be submitted by letter:

- a) either by post or by courier not later than **20/11/2015**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below;
- b) or delivered by hand not later than **20/11/2015 at 16:00** Prague local time to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the GSA official who took delivery.

The GSA is open from 09.00 to 17.00 Monday to Thursday, and from 9.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and national holidays.

Proposals must be placed inside a sealed envelope. The envelope, addressed as indicated below, should be marked as follows: "CALL FOR PROPOSALS GSA/GRANT/02/2015– NOT TO BE OPENED". If self-adhesive envelope is used, it must be sealed with adhesive tape and the sender must sign across this tape.

**CALL FOR PROPOSALS**

**GSA/GRANT/02/2015**

**Development of E-GNSS engine for safety-critical multi-applications in road transportation**

**GSA – Market Development Department**

**Janovského 438/2**

**170 00 Prague 7- Czech Republic**

## **17. EVALUATION OF PROPOSALS, AWARD AND SIGNATURE OF THE GRANT AGREEMENT**

### **17.1 Evaluation of Proposals**

All applications will be examined and assessed by an evaluation committee. The assessment of each proposal will be based on the information provided by the applicants in the proposal submitted in reply to the call for proposals. In addition, the GSA reserves the right to use any other information from public or specialist sources. The information will be assessed in light of the admissibility, eligibility, exclusion, selection and award criteria set out in the call for proposals.

The evaluation committee may ask an applicant to provide additional information or to clarify the supporting document submitted in connection with the application, in particular in the case of evident material errors.

- At the end of the evaluation, the best proposal will be proposed for award.

After the completion of the evaluation, applicants will be informed in writing about the results of the evaluation.

### **17.2 Award of the grant agreement**

The GSA may decide to request the applicant, whose proposal has been recommended for award by the evaluation committee, to make certain limited adaptations to the proposal. In that case, applicant will receive a letter setting out the requested modifications which must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposal. However, a proposal might be rejected if the applicant refuses to ensure a positive follow-up to the request.

On the basis of a recommendation to award of the evaluation committee, a positive outcome of the suggested modifications to the proposal and a verification of additional documentation requested, the grant is awarded and the agreement signed.

A decision to reject an application can be based on the following grounds:

- the application was submitted after the closing date;
- the application is incomplete or otherwise non-compliant with the stated administrative conditions or in any other way does not comply with the eligibility criteria as set out the call for proposals;
- the applicant or one or more participants are ineligible;
- the technical capacity is considered insufficient;
- the financial capacity is considered insufficient;
- the proposal has not reached the minimum scores as indicated in the award criteria detailed in the call for proposals;
- the score obtained by the proposal is not ranked amongst the best proposal considered for the award.

The GSA's decision to reject an application is final.



### 17.3 Signature of the grant

The grant agreement shall be signed by each applicant in the successful consortium applicant. Alternatively it shall be signed by the appointed co-ordinator, provided that a mandate has been provided to it by the other applicants. This mandate has to be submitted before the signature of the grant agreement.

### 17.4 Reserve list

The GSA may place proposals - which were not considered for award of the grant due to inferior score or lack of budget - on a reserve list. Should additional budgetary appropriations become available, the applicants will be informed according to their ranking on the reserve list for potential award of the grant.

## 18. CONTACTS

Contacts between the GSA and potential applicants can only take place in certain circumstances and under the following conditions only:

#### Before the final date for submission of proposals,

- At the request of the applicant, the GSA may provide additional information solely for the purpose of clarifying the nature of the call. This cannot be done after 30 September 2015.
- Any requests for additional information must be made in writing only to the coordinates stated below.
- The GSA may, on its own initiative, publish corrigenda in case of inaccuracy, omission or other clerical error in the text of the call for proposals.
- Any additional information including that referred to above will be published on the GSA internet page on which the call for proposals is published.

#### After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the GSA will contact the applicant provided the terms of the proposal are not modified as a result.
- If the GSA finds that the proposal, chosen for award, could be improved by limited adaptations. In such case, these applicants will receive a formal letter setting out the proposed modifications.

#### **Contact coordinates for the call:**

GSA: Market Development Department

E-mail address: [safety-critical@gsa.europa.eu](mailto:safety-critical@gsa.europa.eu)

Office address: GSA, Janovského 438/2, 170 00, Prague 7, Czech Republic