

## **CALL FOR PROPOSAL – EXTENSION AND AMENDMENTS**

### **GSA/GRANT/03/2019**

#### **Enhanced GNSS receiver/user terminal**

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

A1-A6 Forms

B1-B2 Forms

C1 Form

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 EU industry competitiveness.

Galileo is a global navigation system under deployment in Europe. It is a system under civilian control, intended to provide robust navigation services to users. With the Declaration of Galileo Initial Services in 2016, Galileo officially moved to the operational service provision. The Galileo constellation is being gradually increased since then and is close to full operational capability. As of today Galileo users experience a significant improvement in terms of signal availability, especially in harsh environments, as in urban canyons, where chances to receive signals from GNSS satellites are limited due to the restricted visibility of the sky. Galileo provides precise, reliable and robust open service, enabling other desirable properties such as better resistance against multipath.

#### **1.1.1. Open Service Navigation Message Authentication (OS-NMA)**

As part of its service portfolio, Galileo plans to provide a navigation message authentication feature over its Open Service (OS). From the Galileo standpoint, "Navigation Message Authentication" (NMA) is defined as the ability of the system to guarantee to the users that they are utilising navigation data from the Galileo satellites and not from any other, potentially malicious, source.

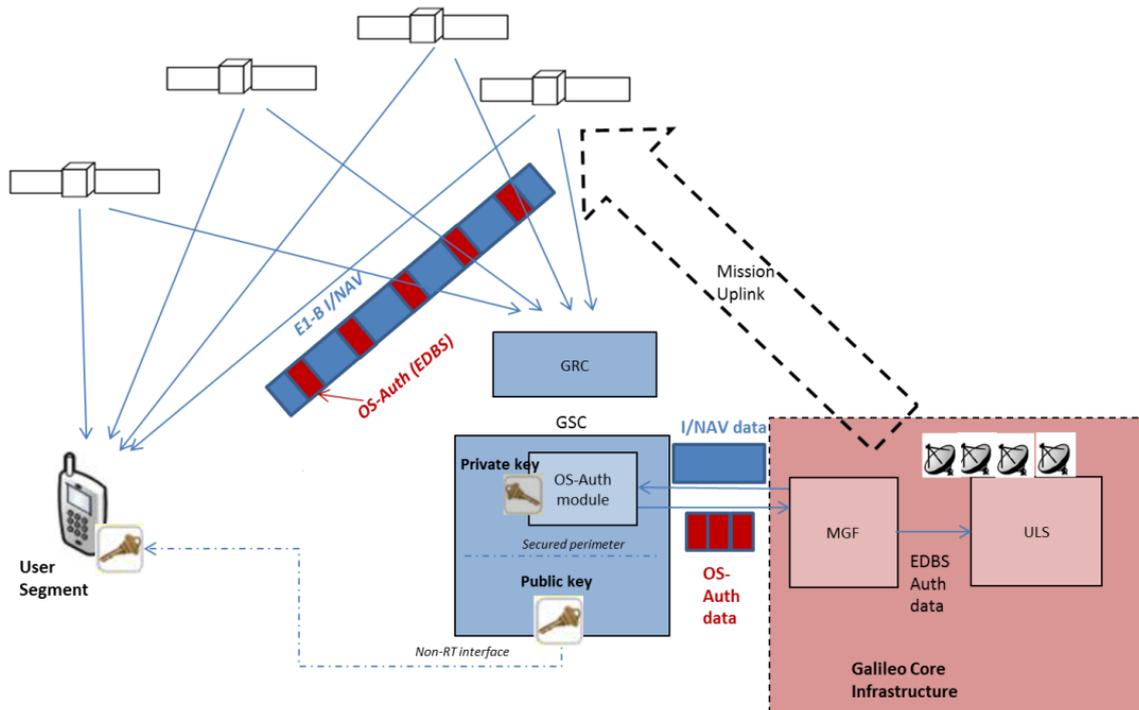
The inclusion of an OS-NMA feature is considered an important asset for the Galileo programme, it being a strong technical differentiator with respect to the other GNSS.

This capability will allow the Galileo user terminals to assess the authenticity of the data provided through the signal in space transmitted by the Galileo satellites against attempts to spoof it and will contribute to improve the overall robustness of GNSS for any applications, above all those in which security and trustworthiness is concerned. Furthermore the OS NMA will also offer a certain level of anti-replay capability. This capability will strictly depend on the actual receiver's implemented measures and therefore cannot be considered a Galileo service.

OS-NMA will be based on:

- The publication of public keys, to be stored in GNSS receivers, allowing the authentication of the Signal In Space E1 I/NAV data through a hybrid symmetric/asymmetric scheme.
- The transmission of data to authenticate the Galileo OS navigation message (e.g. Digital Signatures, Message Authentication Codes and associated Keys) through the E1 I/NAV.

The OS-NMA envisaged system architecture is depicted in Figure 1.



**Figure 1: OS-NMA Architecture**

The NMA is computed in the ground segment, uploaded to and transmitted by the satellites connected to the ground segment. However, the proposed OS-NMA service also allows to cross-authenticate the navigation message transmitted by satellites which are not broadcasting NMA data as they are not connected to the ground segment or they are not even part of the Galileo system. This implies the capability to cross-authenticate the Galileo satellites that are not connected, and potentially even authenticate GPS L1 C/A navigation data as well.

The OS-NMA capability, completely open and free of charge, will bring public benefits resulting from the use of the enhanced performance of the GNSS devices, as well as benefit for the European industry and users. Initial OS-NMA Signal-in-Space transmission in test mode is scheduled for the end of 2019 while full service provision will start in 2020.

#### 1.1.2. *I/NAV improvements*

In addition, with the same objective to enhance the Galileo services portfolio, three new features will soon be provided free of charge to all the Open Service users. They will be gradually implemented as of 2020 and will be openly accessible through the I/NAV message carried by the E1-B signal.

These new features, whilst ensuring full backward compatibility with existing Galileo receivers, will further improve the robustness of Galileo OS when retrieving the navigation data and in particular in challenging environments, and will enhance the Galileo OS capability to solve the user clock uncertainty.

In that respect, a key performance metric (especially when GNSS operates in unassisted mode) is the time to receive Clock and Ephemeris Data (CED). Two of the newly introduced features contribute in different ways to improve the Time-To-CED, and therefore the overall Time to First Fix (TTFF):

- 1) **Reduced CED (RedCED):** A compact set of CED, called Reduced CED, provided within one single I/NAV word (I/NAV word type 16). The Reduced CED concept allows for a fast initial position fix in

exchange of an initial degraded accuracy, by only decoding one single I/NAV word rather than four I/NAV words carrying the full-precision CED. In this way, a Galileo only TTFF (95%) below 20 seconds can be achieved.

- 2) **Forward Error Correction (FEC-2):** this additional error correction capability, offered on top of the legacy I/NAV CED words 1...4 realised by means of FEC-2 Reed-Solomon I/NAV words 17...20, increases the demodulation robustness, and therefore the sensitivity in harsh environment. At the same time, it improves the time to retrieve the Clock and Ephemeris data (i.e. the Time-To-CED) thanks to its erasure property.

In addition, a third solution is also introduced which targets in particular application working in GNSS assisted mode, where navigation data is received from non-GNSS channels, and the user knowledge of the Galileo System Time is subject to a certain error, typically in the order of few seconds. In this context, it is key to solve the user clock uncertainty and increase the robustness of the time synchronisation.

- 3) **Secondary Synchronisation Pattern (SSP)** is introduced to allow the reconstruction of the Galileo system time as long as a coarse synchronisation of +/-3 seconds is already achieved. The SSP pattern correlation can be performed at symbol level without the need to demodulate the navigation message, which enables system time synchronisation with weak signals.

These three new features of the Galileo OS, provided through the E1-B I/NAV message, are designed in a way that they can be also provided by the satellites already in orbit. Being backward compatible, they will not affect the legacy Galileo receivers already in use and can be exploited in future receivers' versions.

By the time the above described capabilities (i.e. OS-NMA and I/NAV improvements) will be available, a new generation of GNSS receivers/user terminals enabled to exploit these features will need to have already been industrialised, so that the service can be tested first and the users can benefit afterwards.

Therefore, the subject of this call is to **design, develop, test and demonstrate a close-to-market enhanced receiver/GNSS user terminal suitable for one or more applications<sup>1</sup> that shall be fully compatible with the latest Galileo Open Service Signal In Space Interface Control Document including I/NAV improvements and/or shall implement Open Service Navigation Message Authentication.**

**IMPORTANT NOTE:**

The applicants have the right to select either one or both the features described under sections 1.1.1 and 1.1.2 for development, testing and demonstration.

However the following conditions shall apply:

1. Each proposal shall identify and clearly specify the target application(s) which is expected to benefit from the Enhanced GNSS user terminal, and that will be the subject of the demonstration. In that respect, the reason(s) for selecting the feature(s) shall be justified with respect to the actual user needs of the target application(s). See section 2 for details.
2. In any case, a proposal targeting both the features will be considered more innovative than a similar proposal targeting only one of the two, according to the award criteria defined in section 10.

<sup>1</sup> **With the only exclusion of Digital Tachograph.**

## 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 with the Galileo Grants Plan for 2018 published on the GSA website (<http://www.gsa.europa.eu/gsa/grants>), the GSA is launching this call for proposals to further stimulate the Galileo adoption in several application areas by designing, developing, testing and demonstrating a close to market enhanced GNSS user terminal.

## 2. OBJECTIVES AND SCOPE OF THE CALL

### 2.1. Objective of the call for proposals

This Call for Proposals aims to implement OS-NMA and/or I/NAV improvements capability in close-to-market (i.e. min TRL 7<sup>2</sup>) receivers and/or GNSS user terminals suitable for target application domains other than the Smart Tachograph, as specified in section 2.2.

The applicants are requested to propose a solution to reach this objective in such a way that:

- (1) The receiver and/or terminal shall be able to receive and process OS-NMA and/or be fully compliant with and make optimal use of the new Galileo E1-OS I/NAV features introduced with the Galileo Open Service Interface Control Document (OS ICD) issue 1.4<sup>3</sup>.
- (2) In case of OS-NMA implementation, the enhanced receiver and/or GNSS user terminal shall aim at optimising the level of protection at least against those spoofing attacks that are specific to the target application.
- (3) The developed receiver and/or GNSS user terminal shall be cost efficient and compliant with the specific application constraints.

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

It is expected that OS-NMA, being a free of charge and easy-to-use countermeasure protecting against certain spoofing, will provide added value to various applications in different segments of GNSS downstream market, such as mass market and consumer location based services (e.g. mobile payments, augmented reality, etc.), logistics (e.g. proof of delivery), vehicle tracking and fleet management services, digital right management etc.

In the same way, several GNSS applications will benefit from the improvements introduced within the E1-B I/NAV message, leveraging faster TTFF, better time synchronisation and higher sensitivity which could significantly enhance the GNSS use in hindered conditions, like urban environment.

<sup>2</sup> Applicable Technology Readiness Level (TRL) for this call is the one defined by the European Commission: [http://ec.europa.eu/research/participants/data/ref/h2020/wp/2014\\_2015/annexes/h2020-wp1415-annex-g-trl\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf)

<sup>3</sup> The Galileo OS SIS ICD issue 1.4 will be soon published in the Galileo Service Centre website at the link <https://www.gsc-europa.eu/electronic-library/programme-reference-documents>

Having that in mind, it is up to the applicants to select the target application(s) and duly justify the choice in terms of benefits, innovation and added value brought by the above-mentioned Galileo innovative features when implemented in a close to market receiver and/or GNSS user terminal.

**IMPORTANT NOTE:**

Due to specific operational needs, applicants shall not propose the Digital Tachograph as a target application.

The applicant(s) are requested, in their proposal, to:

- a. Identify the target application(s) and the specific user needs, in terms of challenges and gaps to be filled according to the existing solutions.
- b. Based on the user needs, justify the choice of the technology to be implemented, namely either one of the proposed GNSS features or both of them.
- c. Provide a preliminary version of the user requirements.
- d. Provide preliminary version of the work plan, that will define *inter alia* the project workflow, the main milestones, tasks and deliverables;
- e. Provide a preliminary version of the Business plan.

and, in case OS-NMA is selected for the proposed solution:

- f. Provide a preliminary risk assessment demonstrating the need for OS-NMA and the final effect of increasing the GNSS robustness;

Regarding the development approach, the call is open to several options which could include, but are not limited to:

- Hardware implementation in a GNSS receiver and/or user terminal, and/or
- Hardware implementation in an system development kit (SDK), and/or
- Firmware implementation, and/or
- Software implementation (e.g. making use of raw measurements data made available by Android based devices, when powered by enabled chipsets<sup>4</sup>).

In order to reach the objective of the call (see section 2.1), the beneficiaries are expected to conduct the following activities within the scope of this call.

<sup>4</sup> For example, the applicant might consider useful analysing the proceedings of Android GNSS Raw Measurement Task Force Workshop 2019 available at <https://www.gsa.europa.eu/gnss-applications/gnss-raw-measurements/workshops-and-resources>.

1) **With regard to OS-NMA<sup>5</sup> (if applicable):**

- the beneficiaries shall design and develop the OS-NMA algorithm, verify its compliance with the applicable specifications and demonstrate in real conditions the relevant benefits for the target application(s).

The receiver/terminal shall be designed and developed in compliance with the requirements imposed by the Galileo OS-NMA scheme. Among others, it will implement an independent source of time loosely synchronised with the Galileo System Time (within  $TBC^6$  seconds). The receiver/terminal shall ensure integrity of any stored and/or received OS-NMA crypto material; NMA key material handling shall respect the specified renewal and/or revocation processes.

- After finalising the preliminary risks assessment included in proposal, the beneficiary shall assess the need for additional anti-spoofing capability beyond OS-NMA and shall include a user interface providing information on the actual level of confidence of the GNSS solution and/or, more in general, the positioning (and timing) solution.

2) **With regard to I/NAV improvements (if applicable),** the beneficiaries shall design and develop an enhanced GNSS data processing fully compliant with the applicable Galileo OS SIS ICD issue 1.4. The receiver/terminal shall be able to make optimal use of each of the new three distinguishing features (i.e. Reed-Solomon FEC-2, RedCED and SSP), that shall be individually and jointly tested against key performance criteria and the relevant benefit demonstrated in real conditions against the legacy solution.

3) In any case, regardless what features are selected for implementation, the beneficiary shall carry out the activities bearing in mind the following:

- The receiver/terminal shall be ideally designed to be versatile towards other applications in order to enable a better exploitation of the results.
- the receiver/terminal's functionality shall be designed and developed to be compatible with the specific target application's constraints, in terms of form factor, power consumption, cost etc.

**IMPORTANT NOTE:**

The development of GNSS simulator upgraded with the OS-NMA and I/NAV improvements data is not in the scope of this call. Relevant testing and simulation tools will be made available free of charge at the European Commission Joint Research Centre (JRC).

Applicants may also consult the GSC's GSTI portal<sup>7</sup> for the list of relevant testing and simulation tools available in EU.

<sup>5</sup> For the sake of the proposal preparation, the publicly accessible [Galileo NMA specification for Signal in Space testing](#) shall be used. The beneficiary will be provided with the latest applicable specification (version 1.1) at the project Kick-Off meeting.

<sup>6</sup> For the sake of the proposal preparation, the applicant(s) shall consider the need to equip the receiver/terminal with an external source of time whose time difference to Galileo System Time shall not exceed 10 seconds. The GSA reserves the right to set a different value at the Kick-off meeting, provided that it does not require a major change in the proposed architecture.

<sup>7</sup> <https://www.gsa.europa.eu/newsroom/news/developers-are-luck-gsc-simulation-tools-database-refreshed>

With respect to all the above objectives, the beneficiary shall also carry out, as minimum, the following transversal activities:

- **Dissemination:** the beneficiary shall take measures to disseminate the achievements of the project among relevant stakeholders in the appropriate phases of the project. The dissemination plan shall define the strategy to engage those stakeholders with the aim of fostering the innovation created in the frame of the action and creating market awareness of the project's results.

The dissemination task will also include a final demonstration execution of one or more representative use cases with the aim to effectively showcase the foreseen functionality. The demonstration, making use of real Galileo Signal-in-Space up to the maximum extent and to be carried out in an operational environment and under realistic conditions (e.g. urban scenarios, kinematic etc.), shall be a fundamental step of the dissemination path and the beneficiary is encouraged to involve the main relevant stakeholders in order to optimise the benefit resulting from its execution.

Other expected dissemination means shall include, among others, specialised magazines and sector press, presentations, leaflets and brochures, public event(s), promotional video(s), websites, social networks, etc.

The progress of the actions taken during the implementation of the project shall be reported in the deliverable "Report about the status of implementation of the Dissemination plan" (see deliverables list in section 2.4). A preliminary version of the Dissemination Plan shall be also included in the proposal.

- **Commercialisation:** the beneficiary shall define a Business plan describing the strategy to exploit the results, including the market uptake strategy in the selected application's segment. It shall identify actions that the beneficiary will take both after the completion of the project and during the action itself (e.g. to get involved with potential business partners and engage them in the evolution of the project to be ready to move to the next commercialisation phase).

The progress of the actions taken during the implementation of the project shall be reported in the deliverable "Report about the status of implementation of the business plan" (see deliverables list in section 2.4).

In May 2019, Europe's satellite navigation system Galileo started offering its Enhanced Services to users. Therefore the applicants are invited to exploit the Signal In Space transmitted by the Galileo constellation and validate/demonstrate the solution in real operational conditions.

### 2.3. Core Activities

For the purpose of this call the following activities (belonging to one or more of the areas described below in section 2.5) are considered *core* to the project:

- Management and coordination
- User requirements definition
- Design and development of the innovative technology

- Business strategy definition and implementation
- Final demonstration

## 2.4. Deliverables

The awarded beneficiary(-ies) are expected to submit a list of deliverables during the implementation of the action. The proposal (in the B1 Form) should define the planning for their submission as well as their nature and format (document, prototype, multimedia, etc.).

The list of deliverables shall include at least the following:

- (1) Work plan (**preliminary version to be provided in the proposal**)
- (2) Justification file for the selected target application(s)
- (3) Risk assessment (**only in case of OS-NMA selection, preliminary version to be provided in the proposal**)
- (4) User requirements document (**preliminary version to be provided in the proposal**)
- (5) Receiver and/or terminal architecture and Design Justification File
- (6) Receiver and/or terminal functional verification and performance validation – Test plans, cases and procedures (**preliminary plan to be provided in the proposal, if JRC support is envisaged**)
- (7) Receiver and/or terminal test report (against deliverable (6))
- (8) Receiver and/or terminal demonstration kits<sup>8</sup> and relevant operation manual
- (9) Report of the prototype(s) demonstration under real operational conditions
- (10) Business plan (**preliminary version to be provided in the proposal**)
- (11) Dissemination Plan (**preliminary version to be provided in the proposal**)
- (12) Report on the implementation of the Business plan
- (13) Report on the implementation of the Dissemination plan
- (14) Dissemination documents and multi-media
- (15) Demonstration training material

The beneficiaries shall deliver to the GSA the fully functional demonstration kit, along with permissions and licences for the uses defined in the draft Grant Agreement (Article I.9), and any related documentation and shall also train GSA staff (deliverable number 15) in order to make the GSA able to reproduce the demo after the completion of the project at GSA or other EU institutions, bodies or agencies premises.

GSA reserves the right to timely inform (e.g. at the Kick-Off meeting) the beneficiary about the place of delivery of the deliverable number (8) (either the GSA or other EU institutions).

The applicants shall propose a deliverables plan coherent with the work plan aiming at properly conducting the activities in the scope of the project. The timing of deliverables will be carefully assessed by the GSA in the evaluation stage as specified in section 10.

<sup>8</sup> In principle the objective of the action is to provide the GSA with 2 demo kit prototypes of the fully fledged receiver/terminal. However the applicant is requested to assess the need to produce additional units to properly support further development activities (e.g. multiple activities executed in parallel, back-up units, etc.).

## 2.5. Project Workflow

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

The proposed workflow shall in principle contain the following elements:

- **Work plan**, as described in Section 3 of the B1 form, and following the project management best practices.

- **Definition and submission of a User Requirements document**

The first project phase will consolidate the system objectives and target challenges with the aim to detail the target performance and related operational environment, justification of the remaining operational limitations and constraints (if any).

Building on the preliminary requirements defined in the proposal, the beneficiary shall further elaborate, justify and validate the requirements, which shall be consolidated at a *System Requirement Review* (SRR).

- **Performance of the core Design** activity containing at least the following milestones:

- Preliminary Design Review* (PDR) to consolidate the conceptual prototype architecture and the verification and validation approach, before entering into the detailed design phase;
- Critical Design Review* (CDR) which will finalise the system detailed design and architecture. The high-level architecture is also defined and broken down into the low level design.

- **Development of the receiver and/or terminal prototype(s)** (number to be proposed by the applicants).

The development will be carried out with respect to specific application and market constraints in order to achieve adequate product maturity (TRL 7) in the shape of a close-to-market prototype ready to be fully validated and then demonstrated.

- Following a *Test Readiness Review* (TRR), the functional and performance **testing** is performed, which aims at verifying the **prototype's compliance with the requirements** for what concerns the **functionalities** and the target **performance**.

The developed receiver and/or terminal shall first undergo a functional verification against the pre-set requirements before entering a thorough performance verification phase to assess its suitability for the target functions, both in simulated environment (in-lab tests) and in a realistic operational environment (on-field tests).

As an opportunity, the tests for requirements' verification and performance acceptance might be partially performed in collaboration and with the support of 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 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.

Should the beneficiaries consider this option, a preliminary plan should be defined already in the proposal which defines an indicative schedule for testing, specifying the phases in which JRC resources would be needed. The plan will be subject to GSA approval and an agreement should be established with JRC for accessing and using their facilities and equipment.

- **Dissemination activities**, including a final demonstration execution targeting a specific application within the identified application's class.

The demonstration is expected to be run before completing the project, to effectively showcase the achieved performance and demonstrate the innovative use cases enabled by the receiver and/or terminal in light of the project goals.

- **Commercialisation activities**, made of a set of actions taken by the beneficiary to undertake to prepare the ground for commercialisation of the results, in accordance with the approved Business plan.

The applicant can propose a different project workflow, if considered relevant to better reach the project objectives.

## 2.6. Outputs expected from the implementation of activities

The proposals shall aim to achieve the objective of the action. All the deliverables (as listed in section 2.4), will be used by EU and GSA in accordance with the provisions laid down in the grant agreement.

The GSA will provide the beneficiaries with the option to access, at no additional costs, a specific expertise in business consulting to facilitate the go-to-market strategy of the project results.

## 3. TIMETABLE

Tentative start-up date for the action is **Q2/Q3 2020**, unless the applicants can demonstrate the need to start the action before the agreement is signed; in such cases, applicants must request and receive the GSA's written authorisation prior to the start of the action.

Indicative duration of the action: **2 (two) years**

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

	Stages	Date/time or indicative period
a)	Publication of the call	18 June 2019
b)	Deadline for request for clarifications	20 November 2019
c)	Publication of the clarifications	27 November 2019
d)	<b>Deadline for submitting applications</b>	<b>11 December 2019</b>

e)	Evaluation period	December 2019 to March 2020
f)	Information to applicants on the outcome of the evaluation	April 2020
g)	Signature of the Grant Agreement	April to June 2020

#### 4. EU FINANCING

**Maximum budget** allocated for EU financing under this action: **EUR 3.000.000**

**Number of projects: Up to 2**

**Indicative EU financing amount** for each project: **Up to EUR 3.000.000**

**Maximum EU financing rate** of eligible costs: **70%**

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.

GSA reserves the right to award a grant of less than the amount requested by the applicant. In such a case, the applicant(s) will be asked either to increase its 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

#### 5. ROLES AND TASKS WITHIN THE CONSORTIUM

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

The proposal shall clearly identify the entities (legal and/or natural persons) to be involved in the activities subject to the proposal, being the applicant<sup>9</sup>(s) (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 for Proposals.

##### 5.2 Single Applicant

In case the proposal is submitted by a single applicant, it will be considered as mono-beneficiary if the proposal is successful.

<sup>9</sup> For the sake of clarity, the term "**applicant**", referred to in this call, shall encompass single applicants, co-applicants and coordinator as appropriate.

### 5.3 Coordinator

If the proposal is submitted by a group of several co-applicants they will form a consortium and will become consortium members. The consortium members (multi-beneficiaries) should choose amongst them a lead organisation, referred to as the "Coordinator".

The coordinator submits the application on behalf of the consortium and 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 in due time upon request. The coordinator will also be responsible for the distribution of payments received from GSA to the co-beneficiaries.

### 5.4 Co-applicant(s)

Each co-applicant will be considered as co-beneficiary if the proposal is successful. Before signature of the grant agreement all applicants within the consortium shall agree upon appropriate arrangements between themselves for the proper performance of the specific actions.

Co-applicants shall immediately inform the coordinator of any event liable to substantially affect or delay the implementation of the action. The coordinator will inform the GSA in accordance with the provisions laid down in the grant agreement and will ensure compliance with the requirements on ownership and usage rights of results and any pre-existing rights towards the GSA and the European Union as specified in the draft grant agreement.

When a grant is awarded, the co-beneficiaries shall forward to the coordinator in a timely manner all the data needed to draw up the reports, the financial statements and other documentation required by the grant agreement.

**The coordinator and all co-applicants forming the consortium must satisfy the eligibility criteria.**

### 5.5 Affiliated entities

Legal persons having a legal or capital link with applicant(s), 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, applicant(s) shall identify such affiliated entities in the application forms and in the proposal.

**Each affiliated entity shall have to comply with the same eligibility and non-exclusion criteria as those applying to the applicant(s) and submit the same forms, including the forms proving the financial and operational capacity (see section 9.1 and 9.2 below).**

Affiliated entities can be:

- a) several legal persons forming together one legal person or 'sole beneficiary' which may, or may not, have been specifically established for carrying out the action (e.g. groupings, joint ventures).
- b) legal persons 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).

## 5.6 Subcontractors

Subcontracting<sup>10</sup> refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action.

**The beneficiaries remain solely responsible for the implementation of the action. Subcontracting is not allowed among the beneficiaries in the project. Please note that the beneficiaries must have the necessary capacity to perform the project themselves.**

Subcontracting of specific tasks or activities (i.e. the externalisation) which form part of the action 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 and **shall in no case cover core activities as described in Section 2.3;**
- 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.**

The applicants must have operational capacity to perform the work proposed in their proposal. This operational capacity will be assessed at the time of the evaluation of the proposal (please refer to section 9.2 Operational Capacity below).

In exceptional cases, where the implementation of the action or the technical proposal (B1-B2 Forms) can be done more efficiently and effectively through 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 relevant documentation for the event of an audit. The sub-contract shall be awarded in accordance with the conditions set in the grant agreement. Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EC<sup>11</sup> or contracting entities in the meaning of Directive 2014/25/EC<sup>12</sup> shall abide by the applicable national public procurement rules.

**The costs of subcontracting can be eligible under the conditions indicated in the grant agreement (see also point 2.8 in section 12.2 below).**

**During the implementation of the action any justification for new subcontracting provided by the beneficiary needs to be pre-endorsed by the GSA and eventually subcontracting shall require GSA's approval.** Approval may be considered granted in cases where the subcontracting is already fully described in the proposal as accepted by the GSA, given that it will then be implemented as specified in the signed Grant Agreement.

**The tasks concerned must be set out in the description of the action (i.e. form B1 and Annex I to the Grant Agreement) and the estimated costs of subcontracting must be clearly identifiable in the estimated budget (Form C1 and Annex III to the Grant Agreement).** However, approval of subcontracting by GSA (whether at the time of the evaluation of proposal or later during implementation of the action) does not

<sup>10</sup> Art. 205 FR

<sup>11</sup> Directive 2014/24/EC on public procurement and repealing Directive 2014/18/EC.

<sup>12</sup> Directive 2014/25/EC on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC

automatically mean that the related costs will be considered eligible and reimbursed. The costs will need to comply with the eligibility criteria set up in the grant agreement in order for them to be reimbursed.

**Any modifications on an ad hoc basis while the action is under way must be presented for ex-ante approval of the GSA and for major items will require an amendment to the grant agreement otherwise will not be reimbursed.**

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

## 6. ADMISSIBILITY REQUIREMENTS

Applications must follow conditions in

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

comply with the order to be admissible:

- Applications later than the submitting applications referred to in section 17, must be sent no deadline for
- Applications must be submitted in writing, using the submission set described in section 16
- Applications must be drafted in one of the EU official languages with a preference to English. For further information please refer to Section 17 below,
- Applications must respect the maximum rate for EU co-financing<sup>13</sup>.

**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.**

## 7. ELIGIBILITY CRITERIA

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

### 7.1 Eligible applicants (applies to mono- and multi-beneficiary)

- Applications by legal persons established<sup>14</sup> in and/or natural person(s) who is national of one of the following countries, are eligible:
  - EU Member States
  - Switzerland, Norway
- Applicants must correspond to the definition of any of the following target organisations: **active in the design, development, integration, demonstration and/or manufacturing of GNSS-based**

<sup>13</sup> Proposals exceeding the applicable maximum EU co-financing rate for this call (see section 4) shall not be considered further and will be rejected.

<sup>14</sup> Established should be understood as having a registered office, central administration or principal place of business in one of these countries.

**products/solutions, and/or possess knowledge in signal processing, cryptography techniques and/or assessment of anti-spoofing capability, and/or providing expertise in the field of GNSS R&D.**

- Corporate bodies must be properly constituted and registered under their applicable law. When an applicant does not have legal personality, a physical person must be designated to provide the legal responsibility.

**The single applicant (see ref. to section 5.2), the coordinator (see ref. to section 5.3) and all co-applicants (see ref. to section 5.4) forming the applicant consortium, as well as the affiliated entities (see ref. to section 5.5) shall satisfy the same eligibility criteria.**

**For British applicants:** Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1 (a) of the multi-beneficiary grant agreement or Article II.17.2.1 (a) of the mono-beneficiary grant agreement.

## **7.2 Multi-beneficiary proposal - Structure of the consortium**

In the case of multiple co-applicants, the coordinator will submit the proposal on behalf of the consortium. It 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 in due time upon request.

**The proposal consequently must be submitted by a consortium composed of at least two (2) entities out of which:**

- **the coordinator shall be a legal person;**
- **the co-applicant(s) can be either legal and/or natural person(s).**

All co-applicants in the same consortium shall agree upon appropriate arrangements (internal cooperation agreements) among themselves for the proper performance of the action.

The grant agreement shall be signed by coordinator of the successful consortium, provided that a mandate (Annex IV of the grant agreement) has been provided to it by each co-applicant. Such mandates shall be annexed to the grant agreement.

Legal persons 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 (see ref. to section 5.5)**, and may declare eligible costs. For that purpose, applicants shall identify such affiliated entities in the application form.

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

- **The single applicant and the coordinator, who will be receiving payments on behalf of the consortium of beneficiaries and shall be responsible for distributing payments to the co-beneficiaries, shall provide:**
  - **A duly filled Financial Identification Form (FIF),** which 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.

- **All the applicants and any affiliated entities** (see ref. to section 5.5) shall provide the following supporting documents to establish their eligibility:
  - **A duly filled and signed Legal Entity Form (LEF) accompanied by the relevant evidence (see below) of the applicant's legal status.**  
A specific form in all official languages of the EU can be downloaded from the following website (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)
  - In addition to the above:
    - **private legal person(s)** : extract from the official journal, copy of articles of association, extract of trade or association register OR a copy of the 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 person(s)** : a copy of the resolution, law, decree or decision establishing the public body, or as an alternative, any other official document establishing the public legal person by the national authorities may be submitted;
    - **natural person(s)** : legible photocopy of identity card and/or passport OR an official VAT document (if applicable).

**For the Consortium:** In addition to the above supporting documents, each **applicant shall further submit letters confirming their participation to the project, their role in the consortium** (coordinator or co-applicant) **and the main task to be performed.**

**IMPORTANT NOTE (4): Applicant(s) may participate in multiple applicant consortia, if the actions covered in the respective Technical Proposals (B1 form) are different from each other in order to comply with the principle of non-cumulative financing and award.**

## 8. EXCLUSION CRITERIA

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

Article 135, 136, 137, 138, 139, 140, 141, 142 of the Financial Regulation shall apply to applicants

### 8.1 Exclusion from the participation

Exclusion criteria are specified in the standard **Declaration of Honour (A5 Form)** of this call and apply to all applicants.

**The same exclusion criteria apply to all affiliated entities (see ref. to section 5.5).**

### 8.2 Exclusion from award

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

- are in an exclusion situations established in the A5 form;

- have misrepresented the information required by the GSA as a condition of participation in the grant award procedure or fail to supply this information;
- were previously involved in the preparation of call for proposal documents where this entails a distortion of competition that cannot be remedied otherwise.

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

### 8.3 Supporting documents proving compliance with exclusion criteria

All applicants and any affiliated entities (see ref. to section 5.5) must sign and submit a Declaration of Honour (A5 form).

Please note that according to this A5 Form, the successful applicants may 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 shall ensure their timely availability for performing this requirement accordingly. Applicants shall approach the GSA in due time in case they are of the opinion that certain points of the declaration are not applicable to them (e.g. due to their legal structure).

## 9. SELECTION CRITERIA

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

### 9.1 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 by each applicant and affiliated entity (thresholds applying by applicants):

- a) Total grant amount < EUR 750 000:
  - a declaration on their honour and,
  - the table provided for in the application form (A6 Form), filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form. For newly created legal persons, a business plan might replace the above documents.
- b) Total grant amount ≥ EUR 750 000, in addition to the above:
  - an audit report produced by an approved external auditor, where it is available, and always in cases where a statutory audit is required by Union or national law, certifying the accounts for up to the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years.

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:

- 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 lower percentage of a pre-financing;
- 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:**

- natural persons in receipt of education support;
- natural persons most in need, such as unemployed persons and refugees, and in receipt of direct support;
- public bodies, including Member State organisations;
- international organisations;
- persons or entities applying for interest rate rebates and guarantee fee subsidies where the objective of those rebates and subsidies is to reinforce the financial capacity of a beneficiary or to generate an income.

## 9.2 Operational capacity (B2 Form)

The applicant(s) shall demonstrate a balanced expertise in the areas needed to carry out the activities defined in section 2.

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 the activities** 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,
- Applicant(s) must have a high degree of specialisation in any of the areas relevant for the activities subject to the proposal,
- Applicant(s) must have relevant experience in design, development, integration, demonstration and/or manufacturing of GNSS-based products and/or solutions, and/or possess knowledge in signal processing, cryptography techniques and/or assessment of anti-spoofing capability, and/or providing expertise in the field of GNSS R&D,
- Applicant(s) must prove that they have at their disposal technical infrastructures (relevant design and/or development and/or testing tools) necessary to perform the implementation.

In this respect, applicants have to submit in B2 Form the following elements:

- description of the profile of the individuals<sup>15</sup> primarily responsible for managing and implementing the activities;
- a description of the technical equipment, tools or facilities at the disposal of the applicant;
- description of the role of each applicant (coordinator, co-applicants and affiliated entities) in the organisational structure in general and regarding the performance of activities subject to grant agreement.

**In the case of affiliated entities (see ref. to section 5.5) taking part in the project, the above requirements apply to each affiliated entity.**

<sup>15</sup> To highlight the relevant competencies for this Call for Proposal please use the europass CV template which can be accessed here: <https://europass.cedefop.europa.eu/de/documents/curriculum-vitae/templates-instructions>

## 10. AWARD CRITERIA

Eligible applications will be assessed on the basis of the following criteria. When assessing the below award criteria, the evaluation committee shall use the elements indicated below for each criterion.

AWARD CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
<b>1. Relevance of the proposal to achieve the objectives of the call, credibility of the proposed approach and innovation of the solutions proposed;</b>	<b>50</b>
<i>Relevance of the selected target application(s) to showcase the Galileo's features (OS-NMA and/or I/NAV improvements) added value in the proposed solution.</i>	
<i>Level of innovation and actual implementation of the selected Galileo's features (differentiators): either one or both of them.</i>	
<i>Credibility of the proposed solution and achievable performance leveraging the Galileo differentiators, i.e.:</i> <ul style="list-style-type: none"> <li>- <i>In case of OS-NMA selection: fulfilment of the underpinning OS-NMA requirements and achievable level of robustness by the resulting solution</i></li> <li>- <i>In case of I/NAV improvements: specific performance enhancement.</i></li> </ul>	
<i>Overall quality of the proposal in terms of deliverables, their content and structure.</i>	
<i>Effectiveness of the prototype demonstration in the interest of showcasing the expected benefits.</i>	
<b>2. Impact in terms of economic and public benefits derived from the proposal including but not limited to a coherent business plan for the exploitation of the results of the grant;</b>	<b>10</b>
<i>Maximisation of the benefits to citizens by the adoption of the results in the market</i>	
<i>Effectiveness, coherence and viability of the business plan for the commercialisation of the results after the project completion.</i>	
<b>3. Credible and effective dissemination plan for the results in the best interest of the European Union</b>	<b>10</b>
<b>4. Coherence and effectiveness of the work plan, including complementarity of the participants within the consortium (in case of multi-beneficiary) and appropriateness of the allocation of tasks and resources.</b>	<b>30</b>
<i>Coherence and effectiveness of the work plan in terms of activities' definition, schedule, effort and cost, including justification of the resources to be committed</i>	
<i>Appropriateness of the management structures and procedures, including risk and innovation management</i>	
<i>Appropriateness of the distribution of the tasks to effectively exploit the complementarity of the proposed resources' skills.</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 four criteria is obtained, the proposal will not be evaluated further and will be rejected.

## 11. LEGAL COMMITMENTS<sup>16</sup>

### **Applicants are reminded:**

**The successful applicants shall be bound by the Special and General Conditions of the draft grant agreement. Submission of a grant application (proposal) by the consortium implies the acceptance of these Special and the General Conditions. This also includes the obligation of the provision of accurate, sincere and complete information within the context of this grant procedure including but not limited to filling out the provided forms with true, correct and complete data representing the real status of the applicant.**

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 coordinator of the consortium, alongside a description of the procedure in view to formalise the obligations of the parties.

The coordinator, representing the awarded consortium, on the basis of duly provided powers of attorney (Mandate – Annex IV of the grant agreement) shall sign 2 (two) copies of the original agreement and shall then return it to the GSA for countersignature.

**In case the GSA requests the below documents<sup>17</sup> to be made available and if these are not submitted within the relevant deadlines, the GSA reserves the right to cancel the award and/or the grant agreement signature process and re-allocate the budget. These documents being:**

- (1) Submission of all supporting documents pertaining to the Declaration of Honour (A5 form) for each co-applicant (and affiliated entity if case may be) in due time upon request by GSA after the receipt of such request;**
- (2) Submission of the signed grant agreement by the coordinator with authorisation (i.e.: Mandate - Annex IV of the Grant Agreement) for each co-applicant at latest 1 (one) month after the coordinator's receipt of the grant agreement for the signature process.**

**Applicants are reminded to start immediately the collection of the supporting documents for the relevant points in the Declaration of Honour upon GSA's request, bearing in mind that particularly for large consortia, the collection of documents may be very time consuming.**

## 12. FINANCIAL PROVISIONS

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.

### **12.1 General principles**

#### **Non-cumulative award**

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

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

<sup>16</sup> Art. 180 FR, 201 FR

<sup>17</sup> Please refer to section 8.3

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 retroactively 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 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 may take the form of:

- the awarded 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 awarded consortium as 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 or the work programme of the beneficiary<sup>18</sup>

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.

#### Balanced budget<sup>19</sup>

The estimated budget of the action is to be attached in excel format to the application form following the model provided in the Form C1.

<sup>18</sup> The no-profit principle shall not apply to actions indicated in Article 192 (3) FR.

<sup>19</sup> Art. 196 (1) (e) FR

It must have revenue and expenditure in balance. The amounts must be expressed in **euro** with maximum two decimals.

Applicants (and affiliated entities) with general accounts in a currency other than the euro must convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of *Official Journal of the European Union*, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website determined over the corresponding reporting period.

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

Applicants and affiliated entities with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

For awarded 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 interim payment(s).

#### Financial support to third parties

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

## **12.2 Funding form**

GSA 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 euro.

### ➤ **Maximum amount requested**

**The EU grant is limited to a maximum co-funding rate of 70% 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 estimated budget must be financed from sources other than the EU grant.

### ➤ **Eligible costs of the grant**

- A) ~~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 preparation of the final reports and audit certificates;
  - ✓ 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 same criteria apply to the affiliated entities.

B) Costs declared on the basis of an amount of EUR per unit as specified in 'Unit Cost Rates (Annex XI to Mono and Annex XII to Multi GA)' for the beneficiaries which satisfy any of the following two criteria:

- ✓ personnel costs of owners of small and medium-sized enterprises (SME) who do not receive a salary;
- ✓ personnel costs for natural persons who do not receive a salary

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.

**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 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.

When preparing the proposal, applicants shall observe the elements described in the following sub-sections for calculating the necessary budget for the implementation of their project. The following categories of costs can be considered as **eligible direct costs**:

1. **Personnel costs** are:

- 1.1 cost of personnel working under an employment contract
- 1.2 costs of natural persons working under a contract with the beneficiary other than an employment contract
- 1.3 unit costs of owners of SMEs who do not receive a salary or natural persons who do not receive a salary

2. **Other direct costs** are:

- 2.1 cost of travel and related subsistence allowances
- 2.2 costs for equipment and other assets specifically procured for the action
- 2.3 costs for equipment or other assets not procured specifically but directly used for the action – depreciation costs
- 2.4 the costs for rental or lease of equipment or other assets
- 2.5 the cost of using technical facilities or laboratories
- 2.6 costs of consumables and supplies

- 2.7 costs arising directly from requirements imposed by the grant agreement
- 2.8 costs entailed by subcontracts
- 2.9 costs of financial support to third parties [not-applicable]
- 2.10 duties, taxes and charges

## 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;

Personnel costs must be calculated by the applicants/beneficiaries as follows:

*{(Hourly rate multiplied by number of actual hours worked on the action), plus for non-profit legal entities: additional remunerations to personnel assigned to the action}.*

The total number of hours declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours used for the calculations of the hourly rate. Therefore, the maximum number of hours that can be declared for the grant are:

*{Number of annual productive hours for the year minus total number of hours declared by the beneficiary, for that person for that year, for other EU or Euratom grants}*

The 'hourly rate' is calculated as follows:

*{actual annual personnel costs for the person divided by number of annual productive hours}*

The beneficiaries must use the annual personnel costs and the number of annual productive hours for each financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly rate of the last closed financial year available.

For the 'number of annual productive hours', the beneficiaries may choose one of the following:

- (i) 'fixed number of hours': 1720 hours for persons working full time (or corresponding pro-rata for persons not working full time);
- (ii) 'individual annual productive hours': the total number of hours worked by the person in the year for the beneficiary *{annual workable hours of the person plus overtime worked minus absences}*. If the contract (or applicable collective labour agreement or national working time legislation) does not allow to determine the annual workable hours, this option cannot be used;
- (iii) 'standard annual productive hours': the standard number of annual hours generally applied by the beneficiary for its personnel in accordance with its usual cost accounting

practices. This number must be at least 90% of the 'standard annual workable hours'. If there is no applicable reference for the standard annual workable hours, this option cannot be used.

'Annual workable hours' - means the period during which the personnel must be working, at the employer's disposal and carrying out his/her activity or duties under the employment contract, applicable collective labour agreement or national working time legislation.

For all options, the actual time spent on parental leave by a person assigned to the action may be deducted from the number of annual productive hours.

**Important:**

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

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

- there must be a **direct contract** between the natural person (individual) and the beneficiary;
- the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary through a teleworking agreement, in the premises of the beneficiary;
- the result of the work belongs to the beneficiary;
- the costs are not significantly different from the costs of personnel performing similar tasks under an employment contract with the beneficiary; and
- The remuneration must be based on working hours, rather than on delivering specific outputs/products. (This implies that the beneficiary must keep records of the hours worked for the action.) Costs of natural persons working under a direct contract for a beneficiary must be calculated according to the formula: hourly rate multiplied by the number of actual hours worked on the action where hourly rate:
  - a. if the contract specifies an hourly rate: this hourly rate must be used;
  - b. if the contract states a fixed amount for the services of the natural person and the number of hours to be worked: this global amount must be divided by the number of hours to be worked for the beneficiary under that contract.

1.3 unit costs of **owners of SMEs who do not receive a salary or natural persons who do not receive a salary**

The eligible direct personnel costs declared by beneficiaries that are SMEs for their owners not receiving a salary and by beneficiaries that are natural persons not receiving a salary shall be based on a unit cost per hour worked on the *action* to be calculated as follows:

*{Unit rate multiplied by a number of actual hours worked on the action}.*

Each country has its own unique unit rate. These rates are specified in Annex IX to this Call for proposals.

The standard number of annual productive hours per SME owner and natural person is equal to 1 720 hours for persons working full time or corresponding pro-rata for persons not working full time. The total number of actual hours worked on the *action* and declared, in a year, for one SME owner or natural person not receiving a salary may not be higher than the standard number of annual productive hours (1 720 hours).

**Important:**

Timesheets have to be kept from the very beginning of the project to justify the declared actual hours worked on the *action*. The GSA may require them to verify the request for payment validity.

## 2. Other direct costs

Other costs in general: **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, etc.), 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 type of costs described above (e.g. invoices) must be kept from the very beginning of the project. The GSA reserves the right to require them to verify the request for payment validity.**

### 2.1 costs of travel and related subsistence allowances for employees, provided that these costs are in line with the beneficiary's usual practices on travel;

Only the costs for the employee's travel and subsistence allowances can 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 C1 form (section 2.1) Travel costs.

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 and pre-approved by the GSA. 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/index\\_en.htm\\_en](http://ec.europa.eu/Europeaid/work/procedures/implementation/per_diems/index_en.htm_en)

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

The costs reported should comply with the following:

- travel by the most direct and most economic route;
- travel by rail: first class;
- travel by air: economy class, unless a cheaper fare can be used (e.g. Apex);
- travel by car: reimbursed on the basis of the equivalent first class rail fare.

Flat-rate subsistence allowances cover all subsistence expenses during travel, including hotels, restaurants and local transport (taxis and/or public transport). They apply for each day of a mission at a minimum distance of 100 km from the normal place of work in the context of the project forming the subject of the grant agreement.

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. For the per diem allowances, no supporting documents are required; only a declaration of the applicant on the applicable per diem in its organisation is needed.

**2.2 for equipment and other assets** (new or second-hand) **procured** specifically for the action and in accordance with Article II.10 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 **[not-applicable to this call]**

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.

- 2.3 **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.

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.

- 2.4 **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;
- 2.5 when **using technical facilities or laboratories the above rules (2.2) to (2.4) for eligibility of costs apply accordingly**;
- 2.6 **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;
- 2.7 **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;
- 2.8 **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;

Please refer to Section 5.6 for further details.

- 2.9 **costs of financial support to third parties** within the meaning of Article II.12 of the grant agreement provided that the conditions laid down in that article are met **[not-applicable to this call]**;
- 2.10 **duties, taxes and charges** paid by the beneficiary, notably non-deductible 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 excluding subcontracting costs<sup>20</sup> 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 or return generated by an investment;
- b. debt and debt service charges;
- c. provisions for future 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
- m. costs incurred during the suspension of the implementation of the action;
- n. cost categories explicitly excluded in the work programme/call.

**Calculation of the final amount of the payments in the grant arrangement**

The draft grant agreement annexed to this Call for proposals specifies the calculation of the final grant and the payment arrangements. Applicants' attention should particularly focus on the General Conditions of the draft agreement, where the eligibility conditions of costs are described.

The EU grant may not have the purpose or effect of producing a profit<sup>21</sup> within the framework of the action.

The final amount of the grant to be awarded to the consortium is established after completion of the action, and upon approval of the request for payment containing the following documents<sup>22</sup> *[including relevant supporting documents where appropriate]*:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,

<sup>20</sup> Indirect costs = 7% \* (total eligible direct costs - subcontracting)

<sup>21</sup> See reference to Section 12.2 of this Call for Proposal.

<sup>22</sup> Art. 131, 202 and 203 FR

- where applicable, a certificate on the financial statements of the action and underlying accounts<sup>23</sup>

The authorising officer may also waive the obligation to provide a certificate on the financial statements and underlying accounts where an audit has been or will be directly done by the GSA's own staff or by a body authorised to do so on its behalf, which provides equivalent assurances about the costs declared.

### 12.3 Payment arrangements

Arrangements for pre-financing payment corresponding to 30% of the grant amount will be further detailed in the grant agreement (see ref. to Article I.5.2).

An interim payment shall be paid to the coordinator (who receives it on behalf of the consortium) and is intended to cover the consortium's expenditure on the basis of a request for payment when the action has been partly carried out.

The interim payment must clear 50% of the amount of the pre-financing payment(s) previously made. The interim payment shall not exceed 40% of the maximum grant amount. The cumulative amount of pre-financing(s) and interim payment(s) must not exceed 70% of the *maximum amount of the grant*.

Payment	Amount	Note
Pre-financing payment	30%	
Interim payment	max 40%	Based on the actual requested contribution (i.e. actual expenditure).
Final payment	min 30%	

GSA will establish the amount of the final payment to be made to the coordinator (who receives it on behalf of the consortium) on the basis of the calculation of the final grant amount (see section 12.2 above). If the total of earlier payments is higher than the final grant amount, the consortium (represented by the coordinator) will be required to reimburse the amount paid in excess by the GSA through a recovery order<sup>24</sup>.

Please refer to the grant agreement for the terms and conditions of the payment arrangements (see ref. to Article I.5).

### 12.4 Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested, on a case by case basis, in order to limit the financial risks linked to the pre-financing payment. The financial guarantee, in euro, shall be irrevocable, unconditional and available on-demand, it 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

<sup>23</sup> Art. 203 (4) FR

<sup>24</sup> Art. 101, 115, 203 FR

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 by an irrevocable and unconditional 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.

## **13. PUBLICITY**

### **13.1 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 of 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.

### **13.2 By the GSA**

The GSA will publish the following information:

- a. name of the awarded consortium and its beneficiaries;
- 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 awarded consortium (represented by the coordinator), 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.

## **14. OWNERSHIP**

**The attention of the applicants is drawn to Article I.9 of the draft grant agreements, which stipulates the ownership regime of the results generated by the action.**

## 15. DATA PROTECTION

Any personal data that may be included in the proposals received during the present procedure will be processed in accordance with (1) the applicable rules on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies (currently Regulation (EU) 2018/1725) and (2) the modalities of the following privacy statement:

### Identity of the controller and Data Protection Officer:

- **Controller:** European GNSS Agency (GSA), Head of Market and Development Department, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [market@gsa.europa.eu](mailto:market@gsa.europa.eu)
- **Data Protection Officer:** GSA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, [dpo@gsa.europa.eu](mailto:dpo@gsa.europa.eu)

### Purpose of the processing:

- the management and administration of the grant procedure
- additionally and only with regard to the personal data of the awarded applicant(s), the preparation of the grant agreement

### Data concerned:

- Contact information of applicants, e.g. name and last name of authorised representatives, email address, postal address, telephone numbers, company/agency/body and department, country of establishment, position
- Financial information of applicants, e.g. bank account number, IBAN and BIC codes, address of respective bank branch
- Information that may be included in CVs of experts proposed by applicants: name and last name of proposed experts, educational background, professional experience including details on current and past employment, technical skills and languages etc.
- Data related to criminal convictions and offences of: (1) members of the administrative, management or supervisory body of applicants, (2) natural persons who have powers of representation, decision or control of the applicant, (3) owners of the applicants as defined in Article 3(6) of Directive (EU) 2015/849, (4) natural persons assuming unlimited liability for the debts of the applicants, (5) natural persons who are essential for the award or the implementation of the grant agreement; such data are collected through the submission of the declaration of honour (A5 Form)

It is specifically noted that:

- the abovementioned processing operations will not entail the processing of any special categories of personal data. If, however, an applicant submits such data at its own volition and without any specific request, it is implied that the data subject has given its consent to the processing of such data.
- the provision of personal data by the applicants is a requirement necessary to enter into the grant agreement

**Legal bases:** Article 5(1)(a), 5(1)(c), 10(2)(a) and 11 of Regulation (EU) 2018/1725

### Lawfulness of the processing:

- Article 5(1)(a): the processing is necessary for the performance of a task carried out in the public interest, specifically the management and functioning of the GSA through the launching of grant procedures.
- Article 5(1)(c): the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; the GSA processes the personal data of the applicants at their request (through the submission of their proposals) in order to take the necessary steps prior to enter into the grant agreement with the awarded applicant(s).
- Article 11: the processing of personal data relating to criminal convictions and offences shall be carried out only when authorised by Union law; such processing, in the form of an extract from the judicial record or declaration of honour, is explicitly foreseen in the Financial Regulation<sup>25</sup> (Articles 136-140)
- Article 10(2)(a): as explained above, in case any applicant submits special categories of data at its own volition and without any specific request, it is implied that the data subject has given its consent to their processing

**Recipients of the data processed:**

- a limited number of staff of the GSA managing this grant procedure
- data processors:
  - a limited number of staff of GSA contractors assisting GSA staff in the management of this grant procedure
  - a limited number of staff of GSA contractors in charge of the provision of hosting services for the GSA's servers
- bodies charged with a monitoring or inspection task in application of Union law (e.g. internal audits, Financial Irregularities Panel, European Anti-fraud Office – OLAF)
- members of the public: the winning entities will be announced to the public, which may also entail the announcement of the personal data of the representatives of such entities (e.g. name, last name)

**Information on the retention period and storage locations of personal data:**

- any information pertaining to this grant procedure shall be kept for up to 7 years following the end of the year when the grant agreement(s) has been awarded as a result of the grant procedure; files may also have to be retained until the end of a possible audit if one started before the end of the above period;
- all collected data may be stored:
  - electronically on GSA servers with access control measures (i.e. one or two factor authentication) hosted by GSA contractors which are located in the EU and abiding by the necessary security provisions
  - physically in secure storage cupboards in the GSA HQ in Prague
  - electronically and physically on the servers/cupboards of the processors identified above (all of which are established in an EU Member State)

<sup>25</sup> Regulation (EU, Euratom) 2018/1046

**The data subjects' rights:**

- Data subjects have the right of access, rectification and erasure of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per the applicable rules
- Data subjects have the right to object, on grounds relating to his or her particular situation, at any time to the processing of personal data concerning him or her. Requests shall be addressed to the GSA Market Development Department at [market@gsa.europa.eu](mailto:market@gsa.europa.eu) by describing the request explicitly. It is noted that pursuant to such a request, the Controller shall no longer process the personal data unless the Controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims
- Data subjects may obtain their personal data, submitted to the GSA, in a structured, commonly used and machine-readable format and transmit them to another controller, provided that there are grounds for the exercise of this right, as per the applicable rules
- Data subjects are entitled to lodge a complaint at any time with the European Data Protection Supervisor (<http://www.edps.europa.eu>; [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) if they consider that their rights under the applicable rules on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data have been infringed as a result of the processing of their personal data by the GSA
- Only in cases where the data subjects' consent is used as the legal basis for the processing of personal data (i.e. in case they have submitted special categories of data at their own volition and without any specific request), they can withdraw their consent at any time, without affecting the lawfulness of the processing before the withdrawal

Any request for the exercise of any of the abovementioned rights shall be addressed to the GSA Market Development Department at [market@gsa.europa.eu](mailto:market@gsa.europa.eu); data subjects are kindly requested to describe their requests explicitly

## 16. PREPARATION OF PROPOSALS

**Proposals shall be prepared in accordance with the scope of the Call (section 2.2), with clear definition of the roles (Form A1), demonstrating that the consortium is composed of all the necessary competencies needed to achieve the objectives of the Call (section 2.1).**

**Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 17.**

**Applicants will be informed in writing about the results of the selection process.**

Proposals shall be prepared along the following structure:

Administrative Proposal (A1-A6):

A1 – Proposal Overview

A2 – Proposal Summary

A3 – Coordinator profile including:

- a) Legal Entity Form (LEF) together with supporting documents as described in Section 7.3
- b) Financial Identification Form (FIF) signed by the coordinator and signed and stamped by the bank OR a bank statement relating to the bank account

A4 – Co-Applicant profile (+ LEF) together with supporting documents as described in Section 7.3

A5 – Declaration of honour

A6 – Financial capacity ratios (A6 Form shall not apply to public bodies and international organisations)

Technical Proposal (B1-B2):

B1 – Technical proposal (additional documents<sup>26</sup> can be annexed to this form to complement the information)

B2 – Operational capacity

Financial Proposal:

C1 – Preliminary Budget

The technical proposal (B1-B2 Forms) constitutes the core of your proposal. These forms shall be submitted by and along with the various and duly completed templates provided with this call, consisting of a list of headings. It is recommended to follow this structure when presenting the technical content. The templates are designed to highlight those aspects that will be assessed against the evaluation criteria. They cover, 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.

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

Responsibility / Forms	Single applicant/Coordinator	Co-applicant	Affiliated entity
A1 – A2 – A3 – B1	X		
A4		X	
A5 – A6 – B2 – C1	X	X	X
FIF and supporting docs	X		
LEF and supporting docs	X	X	X

**The A6 form shall be submitted in both PDF (.pdf) and excel (.xls) formats. For the PDF, please fill in the A6 form in excel provided, print it, sign each sheet of the excel and create a PDF.**

<sup>26</sup> E.g. the preliminary documents requested in the proposal, as specified in section 2.4.

**17. SUBMISSION OF PROPOSALS**

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

The beneficiaries are not allowed - in any respect - to change the scope and the content of the proposal(s), till the signature of the grant agreement. 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 paper version (please see the important note below).**

**IMPORTANT NOTE (5):** The mandatory submitted proposals shall always also contain 2 (two) copies of USB storage devices containing the full set of proposal documents in machine readable format (standard Office 2003 and Adobe PDF 2008 or later). In case of doubt or outright divergence between the physically submitted proposal and the content provided in electronic format (on the USB-storage devices or via the platform) the physical documents shall always take precedent.

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

a) either by post or by courier not later than **11/12/2019**, 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 **11/12/2019 at 17:00** 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/03/2019 – 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/03/2019**

**Enhanced GNSS receiver/user terminal**

**GSA – Legal and Procurement Department**

**Janovského 438/2**

**170 00 Prague 7- Czech Republic**

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

### **18.1 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 documents submitted in connection with the application, in particular in the case of evident material errors.

- At the end of the evaluation, the best proposal(s) will be proposed for award,
- Placed on the reserve list in case of not available funding,
- Rejected, stating the reasons for rejection.

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

### **18.2 Award of the grant agreement**

The GSA may decide to request the applicant(s) whose proposal has been recommended for award by the Evaluation Committee to make minor adaptations and/or corrections 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.

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 coordinator or one or more co-applicants 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.

### **18.3 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.

## 19. 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. The request cannot be made after **20 November 2019**.
- 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 (<http://www.gsa.europa.eu/gsa/grants>) 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: Legal and Procurement Department

E-mail address: [gns.grants@gsa.europa.eu](mailto:gns.grants@gsa.europa.eu)

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

**REMINDER:** when sending any correspondence to GSA, please refer in the subject (of the email or of the letter) to the relevant reference number of the Call: **GSA/GRANT/03/2019** – failure of doing so – might delay the timely response of GSA.