



European  
Global Navigation  
Satellite Systems  
Agency

## **CALL FOR PROPOSAL**

**GSA/GRANT/02/2016**

### **Development of low-end receiver core technology**

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

## TABLE OF CONTENTS

1.	CONTEXT .....	4
1.1.	Introduction .....	4
1.2.	Background of the call .....	5
2.	OBJECTIVES AND SCOPE OF THE CALL .....	5
2.1.	Objective of the call for proposals .....	5
2.2.	Scope and areas of activities of the call for proposals .....	5
2.3.	Deliverables .....	10
2.4.	Project Workflow .....	10
3.	TIMETABLE .....	12
4.	EU FINANCING.....	12
5.	ADMISSIBILITY REQUIREMENTS.....	13
6.	ELIGIBILITY CRITERIA .....	13
6.1	Eligible applicants.....	13
6.1.1	Structure of the consortium.....	14
6.1.2	Additional requirements.....	14
6.1.3	Supporting documents proving compliance with the eligibility criteria.....	14
6.1.4	Coordinator (Lead applicant) .....	15
6.1.5	Co-applicants .....	15
6.2	Eligible activities.....	15
6.3	Outputs expected from the implementation of activities .....	16
6.4	Respecting maximum budget.....	16
7.	EXCLUSION CRITERIA .....	16
7.1	Exclusion from the participation.....	16
7.2	Exclusion from award .....	16
7.3	Supporting documents proving compliance with exclusion criteria.....	16
8.	SELECTION CRITERIA .....	17
8.1	Financial capacity .....	17
8.2	Operational capacity (B2 Form) .....	17
9.	AWARD CRITERIA .....	18
10.	LEGAL COMMITMENTS .....	19

11. FINANCIAL PROVISIONS .....	20
11.1 General principles .....	20
11.2 Funding form.....	22
11.3 Payment arrangements .....	26
11.4 Pre-financing guarantee .....	26
12. PUBLICITY .....	26
12.1 By the Beneficiaries .....	26
12.2 By the GSA .....	27
13. OWNERSHIP .....	27
14. DATA PROTECTION.....	27
15. PREPARATION OF PROPOSALS.....	28
15.1 Structure of the Proposal.....	28
15.2 Entities involved in the activities subject to the proposal.....	29
15.2.1 Affiliated entities.....	29
15.2.2 Subcontractors.....	29
15.3 Evidence of legal status and financial identification form.....	29
15.4 Budget requested for the proposal .....	30
15.4.1 Personnel costs.....	30
15.4.2 Travel and Subsistence Costs.....	31
15.4.3 Depreciation Costs .....	32
15.4.4 Other Costs.....	32
15.4.5 Subcontracting Costs.....	32
16. SUBMISSION OF PROPOSALS .....	33
17. EVALUATION OF PROPOSALS, AWARD AND SIGNATURE OF THE GRANT AGREEMENT .....	34
17.1 Evaluation of Proposals .....	34
17.2 Award of the grant agreement.....	34
17.3 Reserve list.....	35
18. CONTACTS.....	35

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

## **1. CONTEXT**

### **1.1. Introduction**

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

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

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

GNSS mass market applications cover several market segments such as Location Based Services, usable on smartphones, tablets, wearables etc. and Internet of Things, usable on Machine to Machine devices, and have a significant effect on the quality of life of many millions of people.

The performance required by most of these applications calls for even more accurate, reliable and ubiquitous signals and services. Since positioning is typically a key element of the user applications, its performance has to be guaranteed in every environment and situation, providing the user with a seamless experience. However, complementary positioning technology exists today that combine the use of GNSS with independent measurements derived from augmentation sensors and radio technologies to give better accuracy, availability, sensitivity and robustness against interference.

This scenario aims at further developing the mass market chipsets and receivers by introducing innovative techniques, taking into account their typical constraints such as power consumption, size, weight and cost, and aiming at high level performance, available in critical environments and robust to interferences.

The above considerations lead to the definition of a “premium consumer” market addressing the needs of those users having more demanding needs than the ones achievable by standard mass-market products but less stringent than the professional ones. This market is intended to meet the expectations of those users who, even if not targeting professional solutions, require more valuable solutions addressing current gaps in navigation and positioning applications.

For these reasons, it is deemed necessary to develop a new concept of low-end, multi-constellation, dual frequency receiver integrating key technological building blocks, oriented at the development of core technologies for the “premium consumer”, covering upper mass market segment.

## 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 2016 published on the GSA website (<http://www.gsa.europa.eu/gsa/grants>), the GSA is launching a call for proposals to increase Galileo adoption in low-end receivers.

## 2. OBJECTIVES AND SCOPE OF THE CALL

### 2.1. Objective of the call for proposals

With the award of two grants, this Call for Proposal aims to achieve the following objectives:

- (1) The first objective of this call is to support industry to develop the knowledge and innovation capacity in core technologies of receiver development for the “premium consumer” mass market, through the development and test of a prototype that integrates key technology building blocks;
- (2) The second objective of the call is to incentivise industry to invest on specific E-GNSS differentiators in the segment of “premium consumer”.

The final outcome of each grant resulting from the achievement of the two above mentioned objectives shall be a low-end, multi-constellation (including Galileo), multi-frequency receiver prototype.

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

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

1. The scope of the first objective is to develop the knowledge and innovation capacity in core technologies targeting accurate, reliable and robust “premium consumer” receivers. The beneficiaries shall select a target application’s class properly fitting into the “premium consumer” market, identify the expected user needs and perform an analysis aiming at the identification of the gaps to be filled by innovative core technologies in order to enable the relevant applications. Afterwards the development stage aims at the implementation of the identified core technologies, in the form of technological building blocks, to be integrated in a receiver’s prototype.

The following three main classes of applications are proposed, and some specific examples are listed for each of them:

- i. Location Based Services accessible on mass market devices: e.g. Wearables, Sport and fitness monitoring, Navigation, Mapping & Geographic Information Systems (GIS), Location Based Advertising, Safety & Emergency caller location, Workforce management, Social networking and Gaming, Point of Interest search, Augmented reality, etc.

- ii. Internet of Things: e.g. Connected home, Smart lightning, Smart parking, Waste management, Tracking of valuable goods, Container tracking, Tracking of animals, etc.
- iii. Social/Healthcare Location Based Services accessible on dedicated devices: e.g. Surveillance of patients, Navigation of visually impaired, Fall detection, etc.

Based on the selection of one of the above mentioned target application's class the applicants shall conduct the following main activities when awarded as beneficiaries:

- a) User requirements identification: the beneficiaries shall identify the user needs and shall express them in terms of user requirements to be met. Expected user requirements shall be expressed at least in terms of accuracy (supporting the geo-fencing concept, if needed by the application), service availability in harsh and urban environment, seamless navigation and positioning (indoor and outdoor), low power consumption, solution integrity, size and weight. The prototype's requirements shall be derived accordingly and shall be included in a System requirements document, at least identifying the functional, interface and performance requirements and providing a general prototype description in support of the next design, development and integration phases. The test phase shall demonstrate that the user and prototype requirements are met;
- b) Performance of a cost-benefit trade-offs analysis: the beneficiaries shall then perform a cost-benefit trade-offs analysis to assess the technology means enabling the user needs identified in the previous step in accordance with the resulting benefit to the user but also taking into account the solution's complexity. It shall define the examined technological opportunities and the adopted selection criteria (*e.g. cost in terms of power consumption, complexity, etc. and benefit in terms of achievable performance, enabled applications, etc.*). The ultimate outcome of the activity shall be the identification of the core technologies to be developed as part of the next task.

The analysis shall cover technological opportunities, such as (but not limited to):

- ✓ Interference detection and mitigation techniques,
- ✓ Multipath mitigation techniques and techniques to improve performance in urban environment,
- ✓ Signals of Opportunity,
- ✓ Power consumption optimisation,
- ✓ Carrier phase tracking for smartphone,
- ✓ Augmentation sensors and data fusion,

The applicant is requested to include an early outcome of the analysis into the proposal, by filling in the Table 1 (as part of B1 Form).

- c) Design and development of key technological building blocks: the technology means identified in the previous step shall be developed and implemented in the form of individual technology building blocks to be integrated within the receiver's prototype. Each of the technological building blocks shall address specific user needs.

In the following a non-exhaustive list of expected building blocks:

- Multipath mitigation techniques and other techniques to improve performance in urban environment:

*(e.g. hardware/software building block implementing pre-/post-correlation beamforming techniques, peer-to-peer cooperative positioning (P2P-CP) based on Doppler data, satellite carrier-to-noise ratio data or other, etc.);*

- Interference detection and mitigation techniques:  
*(the building block shall be based on the use of dual-frequency and/or other means. E.g. a foreseen result could be a dual-frequency front-end, a firmware coded algorithm implementing the capability at a pre-correlation stage and a miniaturised dual frequency adaptive array antenna enabling the interference detection.);*
  - Exploitation of Signals of Opportunity:  
*(e.g. a multi-standard radio frequency front-end and baseband processor compliant with consolidated communication standards such as 4G-LTE, DVB-T, WLAN, short range wireless protocols as well as next-generation Wi-Fi, along with a software algorithm able to process the available signals and augment the GNSS solution. The proposed solution shall implement adaptive duty cycle scheme and shall be able to return a figure of merit of the available signal sources);*
  - Power consumption optimisation:  
*(e.g. the software and hardware implementation shall be based on an efficient use of the GPS and Galileo signals or other techniques aiming at the reduction of the power consumption, such as adaptive duty cycle schemes);*
  - Carrier phase tracking for smartphone:  
*(the building block shall implement an innovative technique able to reach centimetre-/decimetre-level accuracy by extracting phase measurement from a “premium-consumer” grade RF front-end and antenna. The adoption of three-carrier ambiguity resolution (TCAR) and/or multiple carrier ambiguity resolution (MCAR) approaches shall be also deemed valuable);*
  - Augmentation sensors and data fusion:  
*(e.g. tightly-coupled integration of E-GNSS with raw measurements provided by inertial sensors, vision sensors, proximity sensor, step counter, etc.)*
  - Smart antenna:  
*(a multi-frequency, multi-purpose smart antenna supporting the implemented building blocks may also be developed by the beneficiary. The antenna, to be intended as part of the prototype, shall contribute to fill the technology gaps enabling the dual frequency, the interference detection and the other selected requirements, in a miniaturised environment)*
- d) Prototype system integration: the hardware and software components shall be integrated in order to obtain the final prototype. The integration shall be conducted in accordance with the System requirements document;
- e) Execution of a testing campaign, also including a sensitivity analysis on the performance against different scenarios and a demonstration final event: the test campaign, based on environmental and real E-GNSS signal, shall be designed to demonstrate that the user requirements have been met, to highlight the user benefit introduced by the implemented building blocks and consequently to promote the technology adoption. As a final step of the project the beneficiary shall also train the GSA staff in order to make the GSA able to reproduce the demonstration results;

- f) Execution of dissemination activities: 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 prototype demonstration shall be a fundamental step of the dissemination path and the beneficiary is encouraged to involve all the main stakeholders and key players in order to optimise the benefit resulting from its execution. Other expected dissemination means are specialized magazines and sector press, presentations, leaflets and brochures, public event(s), promotional video(s), websites, social networks, etc.
- g) Implementation of the Business plan: the beneficiary shall define a Business plan describing the strategy to exploit the results. It shall identify actions that the beneficiary shall take both after the completion of the project and during the action (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 commercialisation phase as soon as the project objectives are reached). The progress of the actions taken during the implementation of the project, together with the achievements from the step f), shall be reported in the deliverable "*Report about the status of implementation of the business plan and dissemination plan*" (see point no. (14) in section 2.3).
2. In view of the second objective, while ensuring an optimised processing of the Galileo signal in the multi-constellation approach, the E-GNSS differentiators' role to improve the "premium consumer" application shall be analysed against the identified user needs, taking into account the following topics:
- the availability of E-GNSS signals, which have wider bandwidths and are broadcasted at multiple carrier frequencies away from E1. (*e.g. low-power dual-frequency RF front-end architecture for E1/E5a, E1/E5b or E1/E5/E6 signals. The usage of the third frequency (E6), at least enabling the RF front-end and providing the necessary processing resources, shall be positively evaluated.*);
  - the benefit of data-less (pilot) channels which ease longer integration times and ultimately higher sensitivity and better channel separation than L1 C/A;
  - the prospect of an authentication service on Open Service E1 (the activity to be carried out with other GSA and European Commission projects related to Open Service Authentication);
  - the potential use of carrier-phase based applications and satellite based real-time Precise Point Positioning (PPP) products, such as the one foreseen in the Galileo Commercial Service;
  - other differentiators that may be identified.

The results of these analyses shall be implemented in the form of individual technology building blocks, integrated in the prototype and tested against the requirements, as described in the first activity.

The aim of the activities described in the current paragraph, is to obtain an integrated prototype with all the specific components (hardware, software and firmware) implementing the technological building blocks (outcome of task 1.c) and 2).



The project's activities shall take into account the following constraints:

- ✓ The prototype shall at least include the following technological building blocks, that has to be intended as mandatory requirements for the current activity:
  - i. Multipath mitigation and other techniques to improve performance in urban environment,
  - ii. Interference detection and mitigation techniques,
  - iii. Signals of Opportunity,
  - iv. Power optimisation,
  - v. RF front-end and relevant processing capability, at least supporting E1 and E5a or E1 and E5b, also benefitting of data-less (pilot) channels,
- ✓ Other technological building blocks (intended as optional requirements) can be identified and developed on top of the above mentioned, based either on:
  - i. the remaining topics proposed at points 1.b) and 2. of this section, but not defined as mandatory in the previous bullet, or
  - ii. further building blocks identified by the applicant;

**IMPORTANT NOTE: The amount of the proposed optional requirements, their innovation level and the user benefit resulting from their development shall be taken into account by the Evaluation Committee as a key element within the award criteria assessment;**
- ✓ All the implemented key technology components shall be compliant with the market constraints (in terms of, for example, size, weight, cost, power consumption).

**It is worth noting that all the development activities have to go beyond the current state-of-the-art. Since some of the above mentioned technologies are already on the market, the applicant is requested to submit and clearly describe in the technical proposal (B1-B2 Forms) the technology gap (e.g. performance, form factor, etc.) filled by the proposed solution and the user benefit resulting from the proposed development. For this purpose the applicant is requested to fill in the following Table 1, by adding a row for each identified technological building block.**

Mandatory (M) / Optional (O)	Technological BUILDING BLOCK	Technology gap	User benefit
M	Building Block No.1		
..	...		
O	Building Block No.6		
...	...		
...	...		

Table 1 of B1 Form – Building blocks identification

### 2.3. Deliverables

The applicants are expected to submit during the implementation of the action a list of deliverables. 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
- (2) User requirements document
- (3) Cost-benefit analysis report
- (4) Requirements document for the receiver's prototype
- (5) Preliminary architecture of the prototype
- (6) Detailed architecture and Design Justification File of the prototype
- (7) Test plan, cases and procedures
- (8) Test report
- (9) System requirements document
- (10) Receiver prototypes<sup>1</sup> and relevant Demonstration kits, as described below in this section
- (11) Demonstration of the prototype(s) in real scenarios relevant to the most suitable target application within the selected category (to be proposed by the applicants and agreed with the GSA)
- (12) Report on the Demonstration activities
- (13) Business plan and Dissemination Plan
- (14) Report about the status of implementation of the business plan and dissemination plan
- (15) Dissemination documents and multi-media
- (16) Demonstration training material

The beneficiaries shall provide to the GSA two (2) fully functional demonstrators, including a receiver prototype each, additional hardware/software, IPRs licencing, if necessary, and any related documentation and shall also train GSA staff 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 each prototype (either the GSA or other EU institutions).

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

### 2.4. Project Workflow

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

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

<sup>1</sup> The objective of the action is to provide the GSA with two (2) prototypes. However it is up to the applicant to produce additional units to properly support the development activities (e.g. multiple activities executed in parallel, back-up units, etc.).

- (1) Work plan, as described in Section 3 of the B1 form.
- (2) Submission of a cost-benefit trade-offs report, detailing the identified technological building blocks which the prototype architecture shall be based on.
- (3) Submission of a requirements document, detailing user and prototype requirements which are the input to the design activity for the prototype's receiver (including antenna, if applicable).
- (4) Performance of the core design activity containing at least the following milestones:
  - a. Preliminary Design Review (PDR) for GSA approval as suitable for input into the detailed design process. Exit criteria for this review shall at least include the definition of the prototype requirements and of the preliminary design architecture. Potential risk items are highlighted and mitigation plans are evaluated;
  - b. Conclusion of the design process by a GSA Critical Design Review (CDR) which should result into the completion of the system detailed design and architecture. Exit criteria for this review shall at least include the definition of the detailed design in accordance with the requirements and suitable for the implementation phase, other than the closure of any open action resulting from the PDR stage;
- (5) Implementation of the receiver's prototypes.
- (6) Performance of a two-steps test campaign phase, whose evidences shall be assessed in a Test Readiness Review (TRR):
  - a. System verification: hardware-software testing phase aiming at the verification of the solution compliance with the user's and prototype requirements;
  - b. Performance verification: exploration of the achieved performance and sensitivity analysis, both in simulated and real scenarios.
- (7) Dissemination activities, including a final demonstration execution targeting a specific application within the identified application's class.
- (8) Implementation of the Business plan, as described in section 2.2.

The applicants shall describe a preliminary test plan, test cases and procedures - already in their proposal. They shall also provide in their proposal information on how this plan can be further detailed during the implementation of the project before it is finally submitted to the GSA for approval at later project phases.

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

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

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

### 3. TIMETABLE

Scheduled start-up date for the action: **November 2016**, unless the applicants can demonstrate the need to start the action before the agreement is signed.

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

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

	<b>Stages</b>	<b>Date/time or indicative period</b>
a)	Publication of the call	2 <sup>nd</sup> of March 2016
b)	Deadline for request for clarifications	13 <sup>th</sup> of May 2016
c)	Publication of the clarifications	20 <sup>th</sup> of May 2016
d)	Deadline for submitting applications	2 <sup>nd</sup> of June 2016
e)	Evaluation period	June to July 2016
f)	Information to applicants on the outcome of the evaluation	August to September 2016
g)	Signature of the Grant Agreement	October 2016

### 4. EU FINANCING

**Maximum budget** allocated for EU financing under this action: **EUR 8.500.000**

**Number of projects: 2**

**Maximum EU financing amount for each project: EUR 4.250.000**

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

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

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

## 5. ADMISSIBILITY REQUIREMENTS

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

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

- Applications must be sent no later than the deadline for submitting applications referred to in section 16,
- Applications must be submitted in writing, using the submission set described in section 15,
- Applications must be drafted in one of the EU official Languages with a preference to English,
- Applications must respect the maximum rate for EU co-financing,
- Applications must respect the maximum amount for EU co-financing.

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

## 6. ELIGIBILITY CRITERIA

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

### 6.1 Eligible applicants

- Applications from legal persons established<sup>2</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 the following target organisations: **active in the development, integration and/or manufacturing of GNSS components, receivers, antennas and/or expert in the field of GNSS Research and development (R&D);**
- Corporate bodies must be properly constituted and registered under the law. When an applicant does not have legal personality, a physical person must be designated to provide the legal responsibility.

<sup>2</sup> Established should be understood as having a registered office, central administration or principal place of business in one of these countries.

### 6.1.1 Structure of the consortium

**Only applicant consortia shall be eligible to participate in this call – proposals by single legal or natural person shall not be admissible.**

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 formed;
- the co-applicant(s) can be either legal and/or natural person(s).

### 6.1.2 Additional requirements

The consortium must submit a joint proposal. For that purpose, they should choose within their midst a lead organisation, referred to as the coordinator.

All co-applicants in the same consortium shall agree upon appropriate arrangements between themselves for the proper performance of the action. In particular by submitting their joint proposal, they shall accept joint and several financial responsibility of the debt of a defaulting beneficiary up to the value of the contribution that the beneficiary held liable is entitled to receive, as stipulated in the General Conditions of the draft grant agreement.

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

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<sup>3</sup>, and may declare eligible costs. For that purpose, applicants shall identify such affiliated entities in the application form. **The affiliated entities will have to comply with the same eligibility and non-exclusion criteria as those applying to the co-applicants and submit the same forms.**

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

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

- **private legal person(s)** : extract from the official journal, copy of articles of association, extract of trade or association register or certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);

<sup>3</sup> 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).

- **public legal person(s)** : copy of the resolution or decision establishing the public company, or other official document establishing the public legal person;
- **natural person(s)** : photocopy of identity card and/or passport.

#### **6.1.4 Coordinator (Lead applicant)**

Each consortium shall appoint a lead applicant which will act as the coordinator between several applicants (co-applicants) submitting a joint proposal. The coordinator submit 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.

#### **6.1.5 Co-applicants**

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

They shall immediately inform the coordinator of any event liable to substantially affect or delay the implementation of the action, who will communicate with the GSA subject to grant agreement as well as clauses ensuring 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. For sake of clarity, the term “applicant”, referred to in this call, shall encompass co-applicants and coordinator as appropriate.

When a grant is awarded, the co-beneficiaries 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.

## **6.2 Eligible activities**

Types of eligible activities required to achieve this call’s objectives as listed under section 2 above, such as, but not necessarily limited to the following:

- Design, development, testing, prototyping and demonstration of E-GNSS receivers for innovative mass market applications in different segments such as location based services, Internet of Things, etc.;
- R&D in the field of interference countermeasures, multipath mitigation, signals of opportunity, sensor data fusion, etc.;
- Design, development, testing, prototyping and demonstration of miniaturised multi-frequency smart antennas;
- Dissemination of the results and other additional activities linked with the exploitation of results.

### 6.3 Outputs expected from the implementation of activities

Proposals shall aim to achieve the objectives of the action. All the deliverables (as listed in section 2.3), will be used by EU and GSA in accordance with Article II.9 of the Grant Agreement.

### 6.4 Respecting maximum budget

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

## 7. EXCLUSION CRITERIA

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

### 7.1 Exclusion from the participation

Exclusion criteria are specified in the standard **Declaration of Honour (A5 Form)** of this call.

**The same exclusion criteria apply to all affiliated entities.**

### 7.2 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.

**The same exclusion criteria apply to affiliated entities.**

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

### 7.3 Supporting documents proving compliance with exclusion criteria

All applicants and any affiliated entities must sign and submit a Declaration of Honour (A5 form).

Please note that according to this A5 Form successful applicants will be required to send a number of supporting documents related to aspects of the Declaration of Honour before the respective grant agreement can be signed. Collecting these supporting documents may take some time and applicants shall ensure 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).

## 8. SELECTION CRITERIA

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

### 8.1 Financial capacity

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

- a declaration on their honour (A5 form),
- 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, the business plan might replace the above documents, and
- an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

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 public bodies, international organisations or non-profit organisations.**

### 8.2 Operational capacity (B2 Form)

The bidding consortia shall demonstrate a balanced expertise in areas like development, integration, manufacturing, distribution of GNSS components, GNSS receivers (and antenna, if need be), GNSS based devices and/or providing expertise in the field of GNSS R&D.

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,
- Applicants must have a high degree of specialisation in areas relevant for the activities subject to the proposal,
- Applicants must prove that they are able to assess core technologies supporting the E-GNSS receivers and are also able to design, develop and integrate such innovative technology solutions,
- Applicants must prove that they have at their disposal technical infrastructures (relevant design and validation tools and/or hardware/software tools) necessary to perform the implementation.

In this respect, applicants have to submit in addition to the Declaration of Honour (A5 form), the following elements:

- description of the profile of the individuals<sup>4</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 and co-applicants) in the organisational structure in general and regarding the performance of activities subject to grant agreement.

In the case of affiliated entities taking part in the project, the above requirements apply to each affiliated entity.

An indicative example of an expected consortium (which is non exhaustive and does not intend to limit any other alternative compositions) is:

*An established GNSS chipsets/receivers manufacturer complemented by a phone maker and other legal person(s) and/or individual(s) being expert in development and/or integration of receivers and antennas. Technical support by R&D centre(s) and/or company(s) specialised in hardware/software solutions concerning GNSS capability is also envisaged.*

## 9. AWARD CRITERIA

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

AWARD CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
<b>1. Level of relevance of the proposal to achieve the call's objectives and credibility of the proposed approach to reach the objectives:</b>	<b>50</b>
<i>Innovation of the solutions proposed w.r.t. mandatory requirements (see Table 1)</i>	
<i>Innovation and amount of the solutions proposed w.r.t. optional requirements (see Table 1)</i>	
<i>Overall quality of the proposal in terms of deliverables, their content and structure and methodology for user requirements identification, prototype requirements definition, development, integration and testing of the developed product</i>	
<i>Active involvement in the consortium of the main key stakeholders (i.e. phone/devices makers, components/chipset manufacturers and R&amp;D centres) and their complementarity within the consortium</i>	
<i>Feasibility of the proposal targeting medium-term market implementation</i>	
<i>Representation of companies with their headquarters geographically based in an EU Member State or Norway or Switzerland</i>	
<b>2. Impact in terms of economic and public benefits derived from the proposal:</b>	<b>20</b>

<sup>4</sup> To highlight the relevant competencies for this Call for Proposal please use the Europass CV template which can be accessed from: <https://europass.cedefop.europa.eu/de/documents/curriculum-vitae/templates-instructions>

<i>Maximisation of the benefits to citizens by the adoption of the results in the market (see “User benefit” in Table 1)</i>	
<i>Coherent business plan for the commercialisation of the results of the grant</i>	
<i>Credible and effective dissemination plan for the results in the best interest of the EU</i>	
<b>3. Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources:</b>	<b>30</b>
<i>Appropriateness of the management structures and procedures, including risk and innovation management</i>	
<i>Coherence 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 distribution of the tasks among the proposed resources</i>	
<i>Feasibility of the proposed work plan and appropriateness of the target demonstration scenario</i>	
<b>Maximum total score</b>	<b>100</b>

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

## 10. LEGAL COMMITMENTS<sup>5</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. Which 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 shall sign 2 (two) copies of the original agreement on behalf of the consortium and shall then return it to the GSA for countersignature. Coordinator will sign on behalf of the other co-applicant(s) on the basis of duly provided powers of attorney.

**The GSA reserves the right to cancel the award and/or signature process of the grant agreement and re-allocate the budget in case the documents required below to be made available before the grant agreement signature are not submitted within the relevant deadlines, being:**

- (1) Submission of all supporting documents pertaining to the Declaration of Honour (A5 form) for each co-applicant at latest 2 (two) months after the receipt of information letter on the outcome of the evaluation by the coordinator of the successful applicants;**

<sup>5</sup> Art. 121 FR, 174 RAP

- (2) Submission of the grant agreement signed 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 begin with the collection of the supporting documents for the relevant points in the Declaration of Honour in a timely manner, bearing in mind that particularly for large consortia, the collection of documents may be very time consuming.**

## **11. FINANCIAL PROVISIONS**

### **11.1 General principles**

#### Non-cumulative award

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

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

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

#### Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

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

#### Co-financing

Grants shall involve co-financing, which implies that the resources necessary to carry out the action 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. The corresponding costs are not eligible.

#### No-profit rule

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

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

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>6</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.

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

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

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

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

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 payment.

#### Implementation contracts/subcontracting<sup>7</sup>

Where the implementation of the action or the technical proposal (B1-B2 Forms) requires the award of subcontracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC<sup>8</sup> or contracting entities in the meaning of Directive 2004/17/EC<sup>9</sup> shall abide by the applicable national public procurement rules.

Subcontracting, i.e. the externalisation of specific tasks or activities which form part of the action 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:

<sup>6</sup>Art. 196.2 RAP

<sup>7</sup> Art. 137 FR, 209 RAP

<sup>8</sup> Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

<sup>9</sup> Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

- a. it may only cover the implementation of a limited part of the action and shall in no case cover the core activities;
- b. it must be justified having regard to the nature of the action and what is necessary for its implementation;
- c. it must be clearly stated in the proposal.

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

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

#### Financial support to third parties

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

### **11.2 Funding form**

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

#### ➤ **Maximum amount requested**

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

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

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

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

- ✓ they are incurred during the duration of the action, as indicated in the grant agreement, with the exception of costs relating to 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 beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

**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.

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

**1. Personnel costs**

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

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

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

**2. Other direct costs**

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

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 **[not-applicable to this call]**

- 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. **[not-applicable to this call]**

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,

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 relating to a pre-financing guarantee lodged by the beneficiary of the grant**, where required;

2.9 **costs entailed by subcontracts**, concluded for the externalisation of specific tasks or activities which form part of the action **as described in the proposal**, provided that the conditions applicable to implementation contracts are met;

2.10 **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];**

2.11 **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 minus subcontracting costs<sup>10</sup>** is **eligible under indirect costs**, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

<sup>10</sup> Indirect costs = 7% \* (total eligible direct costs - subcontracting)



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

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

➤ **Non-eligible costs**

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

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

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

The 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>11</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,
- *[where applicable, a certificate on the financial statements of the action and underlying accounts<sup>12</sup>].*

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

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

<sup>11</sup> Art. 135 FR

<sup>12</sup> Art. 207.3 RAP

### 11.3 Payment arrangements

Pre-financing payment arrangements corresponding to 30% of the grant amount will be further detailed in the grant agreement.

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 shall not exceed 40% of the maximum grant amount. The interim payment shall be subject to the case when the eligible costs are already incurred to the amount of at least 30% of the total grant amount.

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 11.2 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>13</sup>.

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

### 11.4 Pre-financing guarantee

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

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

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

## 12. PUBLICITY

### 12.1 By the Beneficiaries

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

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

<sup>13</sup> Art. 109, 110 RAP

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

## 12.2 By the GSA

The GSA will publish the following information:

- a. name of the 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.

## 13. OWNERSHIP

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

## 14. DATA PROTECTION

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

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

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

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

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

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

(for more information see the Privacy Statement on:

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

or

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

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

## 15. PREPARATION OF PROPOSALS

**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 16.**

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

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

### 15.1 Structure of the Proposal

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 15.3
- b) Financial Identification Form signed by the applicant plus 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 15.3

A5 – Declaration of honour

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

#### Technical Proposal (B1-B2):

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

B2 – Operational capacity

#### Financial Proposal:

C1 – Preliminary Budget

The technical proposal (B1-B2 Forms) shall be submitted by way of a template provided with this call, consisting of a list of headings. Follow this structure when presenting the technical content. The template is

designed to highlight those aspects that will be assessed against the evaluation criteria. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impact that might be expected to arise from the proposed work. Additional information or descriptive document may be provided by applicants as an annex.

**The C1 form shall be submitted in excel (.xls) format.**

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

Responsibility / Forms	Coordinator	Co-applicant
A1 – A2 – A3 – B1	X	
A4		X
A5 – A6 – B2 – C1	X	X

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

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

### 15.2.1 Affiliated entities

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

### 15.2.2 Subcontractors

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

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

## 15.3 Evidence of legal status and financial identification form

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

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

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

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

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

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

- 1) a copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities.
- 2) A copy of the VAT registration document (if applicable)

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

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

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

The form can be downloaded from the following website:

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

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

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

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

### **15.4.1 Personnel costs**

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

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

overheads. Furthermore, the time deducted for this purpose needs to be justified with reliable statistics or time recording.

An example of the calculation of working time:

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

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

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

**Important:**

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

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

#### 15.4.2 Travel and Subsistence Costs

Only the costs for the staff’s travel and subsistence allowances have to 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 2.6 costs of consumables and supplies.

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/sites/devco/files/perdiem-rate-20150318.pdf>

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

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

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

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

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

### **15.4.3 Depreciation Costs**

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

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

### **15.4.4 Other Costs**

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

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

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

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

### **15.4.5 Subcontracting Costs**

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

Such contracts may only cover the implementation of a limited part of the action and only tasks that are not core activities can be sub-contracted.

**Please verify the call for proposals what limitations have been indicated.**



Recourse to the award of contracts must be justified having regard to the nature of the action and what is necessary for its implementation. Any justification provided by the beneficiary needs to be pre-endorsed by the GSA and subcontracting shall require GSA's approval which may be considered granted in cases where the subcontracting is already fully described in the proposal and so accepted by the GSA, given that it will then be implemented accordingly.

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

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

**Please note that subcontracting, which is not covered in the proposal, requires the pre-approval of the GSA otherwise will not be reimbursed.**

Any modifications on an *ad hoc* basis while the action is under way must be presented for ex-ante approval.

## 16. SUBMISSION OF PROPOSALS

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

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

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

**The proposal shall always be submitted in a paper version (please see the important note below).**

**IMPORTANT NOTE:** The mandatory submitted proposals shall always also contain 2 (two) copies of CD-ROMs/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 CD-ROMs/USB-storage devices or via the platform) the physical documents shall always take precedent.

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

- a) either by post or by courier not later than **02/06/2016**, 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 **02/06/2016 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/02/2016– NOT TO BE OPENED**". If self-adhesive envelope is used, it must be sealed with adhesive tape and the sender must sign across this tape.

**CALL FOR PROPOSALS**

**GSA/GRANT/02/2016**

**Development of low-end receiver core technology**

**GSA – Administration Department**

**Janovského 438/2**

**170 00 Prague 7- Czech Republic**

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

**17.1 Evaluation of Proposals**

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

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

- At the end of the evaluation, the best proposal(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.

**17.2 Award of the grant agreement**

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

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

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

- the application was submitted after the closing date;
- the application is incomplete or otherwise non-compliant with the stated administrative conditions or in any other way does not comply with the eligibility criteria as set out the call for proposals;
- the 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.

### **17.3 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.

## **18. CONTACTS**

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

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

- At the request of the applicant, the GSA may provide additional information solely for the purpose of clarifying the nature of the call. The request cannot be done after 13 May 2016.
- Any requests for additional information must be made in writing only to the coordinates stated below.
- The GSA may, on its own initiative, publish corrigenda in case of inaccuracy, omission or other clerical error in the text of the call for proposals.
- Any additional information including that referred to above will be published on the GSA internet page on which the call for proposals is published.

### After the deadline for submission of proposals:

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

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

GSA: Administration 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/02/2016** – failure of doing so – might delay the timely response of GSA.