

CALL FOR PROPOSALS

EUSPA/GRANT/01/2025

Galileo HAS enabled Space receiver

Lump Sum grant procedure

CORRIGENGUM No. 1 (Sections 2.4 – 2.5 – 3 - 16.2.1)

CORRIGENDUM No. 2 (Sections 2.2.4 - 3 - 16.2.2 - 17.3)

Table of Content

1. CONTEXT	4
1.1. Overview	4
1.2. Introduction	4
1.3. Legal basis of the call	6
2. OBJECTIVES OF THE CALL AND SCOPE OF THE PROJECT	6
2.1. Objective of the call for proposals	6
2.2. Scope of the project	7
2.2.1. Requirements for Objective 1	7
2.2.2. Requirements for objective 2	7
2.2.3. Requirements for both objectives	8
2.2.4. Activities	9
2.3. Core Activities	11
2.4. Deliverables	11
2.5. Project Workflow	12
3. TIMETABLE	13
4. EU FINANCING	14
5. ROLES OF APPLICANT(S)	14
5.1. Entities involved in the activities subject to the proposal	14
5.2. Single Applicant	15
5.3. Coordinator	15
5.4. Co-applicant(s)	15
5.5. Affiliated entities	15
5.6. Subcontractors	15
6. ADMISSIBILITY REQUIREMENTS	16
7. ELIGIBILITY CRITERIA	17
7.1. Eligible applicants	17
7.2. Multi-beneficiary proposal - Structure of the consortium	17
8. EXCLUSION AND REJECTIONS FROM AWARD CRITERIA	18
8.1. Exclusion from participation	18
8.2. Rejection from award	18
9. SELECTION CRITERIA	18
9.1. Financial capacity	18
9.2. Operational capacity (A4 Form)	19
10. AWARD CRITERIA	20
11. LEGAL COMMITMENTS	20
12. FINANCIAL PROVISIONS	21
12.1. General principles	21
12.2. Method to estimate the budget	23

12.3. Eligibility Conditions.....	24
12.3.1. Eligible costs	24
12.3.2. Eligible direct costs.....	25
12.3.3. Eligible indirect costs	30
12.3.4. Non-eligible costs	30
12.4. Funding form.....	31
12.5. Final lump sum contribution.....	31
12.6. Payment arrangements.....	32
12.7. Pre-financing guarantee.....	33
12.8. Calculation of the final amount of the grant	33
13. PUBLICITY.....	33
13.1. By the Beneficiaries.....	34
13.2. By EUSPA.....	34
14. OWNERSHIP	34
15. DATA PROTECTION	34
16. PREPARATION AND STRUCTURE OF THE PROPOSAL, FORMS AND SUPPORTING DOCUMENTS	35
16.1. Preparation of the Proposals	35
16.2. Structure of the Proposals	35
16.2.1. Administrative Proposal (A1-A5)	35
16.2.2. Technical Proposal (B1)	36
16.2.3. Financial Proposal (C1)	36
16.3. Forms and Supporting Documents	36
16.4. Additional documents.....	37
17. SUBMISSION OF PROPOSALS.....	37
17.1. Means of submission of the proposal.....	38
17.2. Possibility to sign the documents electronically.....	39
17.3. Deadlines for submission	39
18. EVALUATION OF PROPOSALS, AWARD AND RESERVE LIST	40
18.1. Evaluation of Proposals.....	40
18.2. Award of the grant agreement	41
18.3. Reserve list	41
19. CONTACTS.....	42
20. ANNEXES	42
21. APPLICABLE AND REFERENCE DOCUMENTS.....	43
22. ABBREVIATIONS.....	43

1. CONTEXT

1.1. Overview

The present Call for Proposal with its annexes provides the Applicants with the terms and conditions to be respected in order to submit a proposal and participate to the grant procedure.

The funding provided by EUSPA to the beneficiaries will take the form of a **lump sum contribution**.

Lump sum contribution will be determined for each grant by EUSPA based on the following principles:

- a) The lump sum contribution must be an approximation of the beneficiaries' underlying actual costs;
- b) The applicants must propose the amount of the lump sum contribution based on their estimated direct and indirect project costs and in accordance with the method described in sections 12.2 and 12.3 below;
- c) The lump sum contribution shall be divided per work-packages as further described in section 2.5 below.

Payments to the beneficiaries do not depend on the costs actually incurred.

The lump sum contribution will be paid by EUSPA in two instalments: (i) as pre-financing (at the beginning of the project in the amount of 70% of the grant value) and (ii) as payment of the balance. At the end of the project, the pre-financing will be cleared and payment of the balance paid if the corresponding work packages of the action have been properly implemented in accordance with *Description of the Action* (and provided that all other obligations under the grant agreement have been complied with). For more information, please see section 12.6 below.

In case the work packages of the action have not been properly implemented in accordance with *Description of the Action*, the lump sum contributions for the relevant work package will not be paid/pre-financing will not be cleared and the final grant is reduced by an amount up to the value of the lump sum contributions per work package concerned, following a contradictory procedure with the beneficiary/coordinator.

Further information is provided in the sections below.

NOTA BENE: Interested parties are invited to read carefully everything below to ensure that applications are complete and compliant with the call for proposal's terms and conditions when submitted.

1.2. Introduction

The mission of the European Union Agency for the Space Programme (EUSPA) is defined by the EU Space Programme Regulation ⁽¹⁾. EUSPA's mission is, *inter alia*, to be the user-oriented operational Agency of the EU Space Programme, contributing to sustainable growth, security and safety of the European Union.

Galileo, one of the components of the EU Space Programme, is the European Global Navigation Satellite System (EGNSS). It is a system under civilian control, intended to provide navigation services to users, including reliable services for specific user communities. Galileo signals are compatible and interoperable with those ones of other GNSS constellations: by combining ranging measurements from Galileo satellites together with those acquired from other constellations, there are more GNSS satellites in view available for positioning, navigation and timing (PNT), an advantage which is crucial especially in harsh environments like

the urban canyons. Therefore, with Galileo, the user is able to exploit a significant improvement in terms of availability of navigation positioning capability. Thanks to its peculiar service features recalled in what follows, its adoption allows an improvement as well of the achievable of PNT accuracy. In addition, Galileo provides unique differentiators compared to other GNSS providers such as the High Accuracy Service (HAS), and the Open Service Navigation Message Authentication (OSNMA).

Galileo HAS is an open access and free of charge service based on the provision of precise corrections (orbit, clock, biases) transmitted within the Galileo E6 signal (E6-B, data component) by Galileo satellites and also via Internet Data Dissemination, allowing the user to achieve an improved positioning performance in real-time. The precise corrections provided by the HAS allow users of the service to reduce the ranging error associated with the individual satellite orbit and clock offsets reconstructed through the broadcast navigation message data of both Galileo Open Service and the Global Positioning System (GPS) Standard Positioning Service. These corrections, together with the payload biases also provided by the service, will enable users to achieve a Precise Point Positioning (PPP) solution, in decimetre level accuracy. Future evolutions of the service will include regional atmospheric corrections to improve convergence times.

As part of the HAS Initial Service, declared on 24 January 2023, the corrections are being broadcast to users within the service area through E6-B signal, and also delivered through a terrestrial interface (Internet based), enabling access to the service to users which are not tracking E6-B and/or the retrieval of corrections in difficult environments, where access to the Signal in Space (SiS) is more challenging.

GNSS positioning is beneficial to a wide range of applications and industries, and the introduction of Galileo HAS has the potential to be a breakthrough technological advance for current and new applications in space in which decimetre level high accuracy will allow a satisfactory performance and in addition will be free of charge.

For what concerns worldwide manufacturers of space receivers of GNSS signals, they recently started to develop their receivers to integrate them with High Accuracy Services (HAS) corrections, ensuring superior positioning accuracy. This feature is becoming a "must have" to match the growing demand for precise positioning, notably in Earth Observation and LEO-PNT applications where it is planned to have an increasing number of constellations of LEO satellites worldwide. These two factors, (i) the cost-free benefit offered by HAS and (ii) the trend on LEO constellations, triggered business opportunities for both the LEO satellite operators and European manufacturers of GNSS space receivers. An effective GNSS receiver technology development focused on GALILEO HAS will trigger new space applications as well.

Please refer to the European GNSS Service Centre document repository, the "Programme Reference Documents" for the description of Galileo services in detail, as well as other relevant and up-to-date documentation.

To have the most updated information about HAS it is recommended to consult the following webpage: Galileo High Accuracy Service (HAS) | European GNSS Service Centre (GSC) (<https://www.gsc-europa.eu/electronic-library/performance-reports/galileo-high-accuracy-service-has>)

Currently, high accuracy is mainly used in professional applications. Space applications and Engineering operations will benefit in terms of efficiency and safety thanks to the increased level of accuracy provided by the HAS, especially in those applications where the cost of a three-frequency receiver and antenna is negligible in comparison with the savings in operational costs.

For what concerns agreed user requirements for positioning and navigation, they are regularly collected, updated and published by EUSPA following consultation with users, for selected applications. The consolidated list of user's needs and requirements in several applications is published on the EUSPA website (<https://www.euspa.europa.eu/publications-multimedia/publications/user-needs-and-requirements>).

1.3. Legal basis of the call

This call is based on:

- the EU Space Regulation¹
- the Contribution Agreement concluded between the European Union, represented by the European Commission, and the European Union Agency for the Space programme (EUSPA) on the Implementation of the Union Space Programme and Horizon Europe signed on 22 June 2021
- The Decision of the Executive Director of EUSPA authorising the use of lump sums contributions in grants falling within the tasks of the Agency, as set out under Article 29 of the Space Regulation

In this framework, and in accordance with the Annual Work Plan as approved by the European Commission and the EUSPA Single Programming Document published on the EUSPA website (https://www.euspa.europa.eu/sites/default/files/gsa-oed-spr-rpt-a10628_1.0_spd_2021-2023_0.pdf), EUSPA is launching a call for proposals to develop technologies for GNSS receivers that can benefit from the GALILEO HAS service for assets in space.

2. OBJECTIVES OF THE CALL AND SCOPE OF THE PROJECT

2.1. Objective of the call for proposals

The high-level objective of the call is the development of a GNSS receiver for LEO (mega-constellation) satellites in the 50 — 500 kg class and space applications with Precise Point Positioning (PPP) capability based on Galileo's E6 High Accuracy Service, which provides real-time positioning accuracy at least in a range of few decimetres.

Within this context, there are two alternative sub-objectives out of which the applicant(s) shall select one to pursue:

1. the development, integration, testing and demonstration of hardware components and/or software/firmware algorithms to develop technologies for GNSS receivers that can benefit from the GALILEO HAS service for assets in space which can be made available to the market within next five years.
2. the development, integration, testing and demonstration of hardware components and/or software/firmware algorithms to develop technologies for GNSS receivers that can benefit from the GALILEO HAS service for assets in space forward looking and technology driven solutions for the long term (future needs beyond 2030).

¹ Regulation (EU) 2021/696 of the European Parliament and of the Council of 28 April 2021 establishing the Union Space Programme and the European Union Agency for the Space Programme and repealing Regulations (EU) No 912/2010, (EU) No 1285/2013 and (EU) No 377/2014 and Decision No 541/2014/EU

2.2. Scope of the project

This call scope is to develop technologies for GNSS receivers that can benefit from the GALILEO HAS service for assets in space.

The applicant shall select and declare which of the two sub-objectives specified above he intends to pursue on the understanding that for both objectives, the components and/or algorithm developed shall leverage Galileo HAS.

2.2.1. Requirements for Objective 1

In case the applicant chooses to pursue the first objective, the following requirements shall be satisfied:

- a) The components and/or algorithms shall be innovative, compliant with space requirements, ready to be integrated into a space close-to-market device and meet the space applications requirements.
- b) Using the proposed solution to cope with the Objective 1, it shall exploit the availability of HAS SiS and demonstrate the achievement of a PPP solution also when the receiver operates at ground, potentially adopting a suitable (alternative) dynamical model and configuration to cover the case when receiver operates at ground.
- c) The developed technology shall not overlap but complement any of the past or ongoing projects funded by EUSPA.
- d) The applicant shall develop GNSS relevant technologies in line with current market trends and needs in the short term (2026-2030). As help or indication the EUSPA market and user technology monitoring analysis and evolution is included in the GNSS Market Report and User Technology Report could be used as one of the references.
- e) The developed technology shall be integrated and demonstrated in a GNSS device fitting one or more applications within the GNSS Space market.
- f) The target Technology Readiness Levels (TRL) shall be, at least, 6 and the end-products shall be developed targeting a competitive cost in the respective markets.

2.2.2. Requirements for objective 2

In case the applicant chooses to pursue the second objective, the following requirements shall be satisfied:

- a) The components shall be focused on R&D excellence going beyond the current state-of-the-art and current market needs and not necessarily focused on a specific application/segment, but identifying only potential areas of applications of the technologies proposed/developed.
- b) Receiver shall exploit the availability of HAS SiS and demonstrate the achievement of a PPP solution also when the receiver operates at ground, potentially adopting a suitable (alternative) dynamical model and configuration to cover this specific case.
- c) The applicant shall develop emerging technology anticipating **future needs beyond 2030**.

d) The target Technology Readiness Levels (TRL) of the developed technology shall be, at least, 4.

2.2.3. Requirements for both objectives

For both objectives, the applicant is not necessarily requested to develop the whole device nor the underlying GNSS chipset/receiver, as it is allowed to build on existing technology and propose innovation going beyond that. To be noted that under no circumstances shall the costs of the proposed solution be financed twice from EU sources (i.e. no double funding)².

It shall be possible to interface the device with a computer through a physical port, and:

- it shall provide a user-friendly Man Machine Interface (MMI) running on the external computer, allowing an easy configuration and control of the device, along with the visualization of monitoring elements considered useful to comprehend its operational status. A selectable configuration shall be put into operation next time that the device is powered on, even if not interconnected with the external computer
- it shall give the possibility to access, through the above-mentioned interface, a number of internal magnitudes, significant to analyse the operation and performance of the device (e.g.: based upon client-server paradigm), allowing to store the evolution history of their values onto the interconnected computer. As a minimum, the following outputs shall be provided:
 - Positioning and velocity estimations in Galileo Terrestrial Reference Frame (GTRF) coordinates
 - Time estimation in the Galileo System Time (GST) scale, receiver clock offset referred to the GST and additional timing parameters estimated, if any (e.g.: Galileo to GPS Time Offset (GGTO), when not using the related broadcast information and inter-operating Galileo with GPS)
 - Position Dilution of Precision Factors (PDOP), obtained by considering an equivalent design matrix for standard precision positioning (constructed for the purpose, even if/when the algorithm is implementing the PPP solution)
 - List of satellites and signals adopted to achieve the PNT solution
 - Estimation of the PVT accuracy (e.g.: if a Kalman-like filtering is implemented, it is intended the standard deviation of the corresponding state estimation error components, obtained from the diagonal components of the relevant covariance matrix).

In addition to the above, the device shall be equipped with an (accessible) internal storage capability, so that it shall be possible to activate “logging” capability for inspecting/debugging the operation of the device; the latter shall automatically cancel older files, avoiding incurring into a “filesystem full” condition.

The equipment shall be able to:

- operate in a “Galileo only” or “Galileo + GPS” (dual-constellation) configuration

² This is to be in line with Article 194(3) of the Financial Regulation.

- exploit dual-frequency features of Galileo and GPS, given that HAS is able to provide corrections covering Galileo E1, E5a, E5b and GPS L1, L2C
- provide the PNT solution with an output rate of at least 1 [Hz]
- optionally, for test purposes, access the HAS corrections via Internet connection to the GSC.

Purchase of test equipment, such as simulators, anechoic chambers, will not be funded by this grant. The European Commission (EC) will make available support from the Joint Research Centre (JRC) that has the equipment to perform such testing.

The ECSS (European Cooperation for Space Standardization) standards [AD-02] are essential for ensuring quality, reliability, and interoperability in European space activities. Those standards are recommended to be taken as reference.

2.2.4. Activities

In order to reach the chosen objective, applicants are expected to conduct the following activities:

Activity 1: Technology and application selection

The scope of this activity is to identify the technology the applicant proposes, specifying if it is under objective one or two.

For objective no. 1, the applicant shall describe, as first step, the technology to develop clearly justifying the choice in terms of technology development and shall, as second step, identify, at least, one application highlighting the benefits that the implementation of the solution proposed will bring to the user in the short term. For the identified application(s) the applicant shall define and quantify the user requirements (for example in terms of accuracy, reliability, robustness, specific environmental conditions, etc.). The user requirements should be validated with the potential future customers of the proposed solution. The user requirements shall use as inputs and be cross-checked against the GNSS User Requirements Documents for the Space market segment published by the EUSPA [AD-1].

For objective no. 2, the applicant shall describe, as first step, the technology to develop. As second step, whereas for the objective no.1 a concrete application(s) shall be defined, for objective no.2, it is enough to identify an area of applications highlighting and clearly justifying the benefits that the implementation of the solution proposed will bring to the market in the long term.

For both objectives, a description of the methodology to select the application(s)/area of applications shall be part of the proposal, justifying the choices made (in terms of market sizing, revenues to be earned, technological breakthrough, commonality between different applications, etc.) and describing which are the features that would be developed. The description of the methodology shall be evaluated against the award criteria (see section 10).

Activity 2: Design and development

Based on the previous activity, namely Activity 1, for both objectives the applicant shall design and develop the solution(s) (EGNSS receiver or technology) considering the application(s) / area of applications selected and highlighting the use of GNSS HAS.

If applicable, the applicant shall specify, also in function of the validation and testing activities (as per Activity 3), the number of prototypes to be developed during the project. A description of the methodology for the prototype requirements identification, design definition and development shall be part of the proposal and shall be evaluated against the award criteria (see section 10).

The applicant shall detail the algorithm identified to achieve PPP solution; in the case of a sequential filtering (e.g.: like it is the case of an Extended Kalman Filter), the equations describing system dynamics and observations shall be provided.

Activity 3: Test, verification and validation

For objective no. 1 the applicant shall perform the testing, verification and validation activities of the solution(s) proposed, assessing its performance in operational/real environment.

For objective no. 2 the applicant shall perform the testing, verification and validation activities of the solution(s) proposed, assessing its performance in laboratory. In case of need, the beneficiary has the option to use JRC's laboratories to run solution(s) performance testing.

Applicants may consult the GSC's GSTI portal⁶ (<https://www.gsc-europa.eu/support-to-developers/gnss-simulation-and-testing>) for the list of relevant testing and simulation tools available in the EU.

A description of the methodology for testing and validation of the prototype shall be part of the proposal and shall be evaluated against the award criteria (see section 10).

Prototype toolkit and supportive documentation shall be delivered at the Final Review.

Activity 4: Exploitation and dissemination

For objective no.1 the applicant shall define and implement a business plan including the detailed go-to-market approach ensuring the adoption of the developed solution(s) by the relevant stakeholders (e.g. receiver manufacturers, smartphone manufacturers, etc.) beyond the project duration.

For objective no.2 the applicant shall develop a long-term market entry strategy developing emerging GNSS receiver technologies with no immediate adoption in market.

A preliminary business plan (for objective no.1) or a preliminary market entry strategy (for objective no.2) shall be submitted together with the proposal and will be evaluated against the award criteria (see section 10). The preliminary business plan/market entry strategy shall include relevant information for the Intellectual Property Management.

In particular, the beneficiaries 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 showcasing the project, fostering the innovation created in the frame of the action and creating market awareness of the project results. ~~The preliminary dissemination plan shall be submitted together with the proposal and will be assessed against the award criteria (see section 10).~~

The applicants shall submit at least four (4) technical papers to international conferences. In addition, the applicants shall include a solution(s) demonstration involving all the main stakeholders and key players in order to disseminate the results of the project. Other possible dissemination means are specialised

magazines and sector press, presentations, leaflets and brochures, public event(s), promotional video(s), websites, social networks, etc.

2.3. Core Activities

For the purpose of this call the following activities (belonging to one or more of the areas described above in section 2.2) are considered **core** to the project:

- Management and coordination.
- User requirements definition and validation with the potential future customers of the proposed solution (for objective no.1).
- Design and development plan of the innovative technology
- Testing and validation plan.
- Dissemination plan.

2.4. Deliverables

During the implementation of the action the beneficiaries are expected to submit a number of deliverables (some of them being documents and/or hardware).

The list of deliverables shall include at least the following:

- D-01: Project management Plan (including risk management) document. The document shall be delivered for review the first time at the Kick-Off meeting and then updated every six months for review.
- D-02: Application Selection Document (including User Requirements for objective n.1). The document shall be delivered for the Mission Definition Review milestone (MDR) or at the Preliminary Requirements Review (PRR) milestone and in case of relevant updates also at the **Final Review (FR)**.
- D-03: Solution(s) Requirements Specification document. The document shall be delivered for the Preliminary Design Review milestone (PDR) or at the Preliminary Requirements Review (PRR) milestone and in case of relevant updates also at the **Final Review (FR)**.
- D-04: Preliminary Architecture of the prototype Document. The document shall be delivered for the Preliminary Design Review milestone (PDR) or at the Preliminary Requirements Review (PRR) milestone and in case of relevant updates also at the **Final Review (FR)**.
- D-05: Detailed Architecture and Design Justification File of the prototype document. The document shall be delivered for the **Preliminary Critical Design Review milestone (PCDR)** ~~or at the Preliminary Requirements Review (PRR) milestone~~ and in case of relevant updates also at the FR.
- D-06: Test Plan and Procedures documents. The document shall be delivered for the Critical Design Review milestone (CDR) in case of relevant updates also at the **Final Review (FR)**.
- D-07: Tests reports documents. The document shall be delivered for the Critical Design Review milestone (CDR), the Acceptance Review milestone (AR) and in case of updates also at the **Final Review (FR)**.

- D-08: Dissemination Plan document. The document shall be delivered for the first time at the Kick-Off meeting and then updated every six months for review.
- D-09: Business Plan (for objective no.1) or market entry strategy (for objective no.2) document. The **preliminary business plan/market entry strategy submitted with the proposal** shall be updated and delivered at the Kick-Off meeting and then updated every six months for review.
- D-10: Quarterly reports documents. The document shall be delivered on quarterly basis reporting about progresses of the project.
- D-11: Final Report document. The document shall be delivered at the Final Review (FR) milestone.
- D-12: prototype toolkit and supportive documentation shall be delivered at the Final Review (FR).

The beneficiaries shall deliver to the EUSPA the fully functional demonstration kit [D-12] (signing – at the time of delivery of the demonstration kit – a Free of charge right of use Agreement for a 5 years duration – see Template under Annex VIII), along with permissions and licences for the uses defined in the draft Grant Agreement (Article I.10), and any related documentation needed to use the toolkit properly, and shall also train EUSPA staff in order to make the EUSPA able to reproduce the demo after the completion of the project at EUSPA or other EU institutions, bodies or agencies' premises.

EUSPA reserves the right to timely inform (e.g. at the Final Review (FR) meeting) the beneficiary about the place of delivery of the deliverable number 12 (either the EUSPA or other EU institutions).

2.5. Project Workflow

The project workflow shall be organised into several work packages with clear indication which deliverables and milestones every work package includes. The work package description shall:

- specify activities which will be part of the work package and identify which applicant will lead them, and which applicant(s) will contribute to their achievement
- identify the deliverables applicable to each work package. Aggregation of the deliverables into work packages should be rational, logical, credible and traceable vis-a-vis the scope of the relevant work package.
- Specify the duration of each work package (starting month and month in which the work package will be concluded).

The proposed workflow shall ~~in principle~~ contain, **as a minimum**, the following milestones:

- Mission Definition Review (MDR), ~~Requirement Definition Acceptance Review~~
- Preliminary Requirements Review (PRR), ~~/System Requirements Review (SRR)~~
- **Preliminary Design Review (PDR)**,
- **Critical Design Review (CDR)**,
- ~~/Qualification Reviews/Acceptance Reviews (AR)~~,
- **Final Review (FR)**,

The applicant can propose a **different** project workflow **including more milestones with respect to the list above**, if considered beneficial to better achievement of the project objectives. However, any deviations shall be duly justified and will be evaluated against the award criteria (Section 10).

3. TIMETABLE

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

	Stages	Date/time or indicative period
a)	Publication of the call	24/10/2025
b)	Deadline for request for clarifications	13/01/2026 10 February 2026 25 February 2026
c)	Publication of the clarifications	21/01/2026 18 February 2026 4 March 2026
d)	Deadline for submitting applications	30/01/2026 27 February 2026 13 March 2026
e)	Evaluation period	February—June March April - July (indicative)
f)	Information to applicants on the outcome of the evaluation	June July (indicative)
g)	Signature of the grant agreement	July August (indicative)

Indicative duration of the action under (each) grant agreement: **two years**

Starting date for the action is the first day of the month following the signature of the Grant Agreement.

Exceptionally, the starting date for the action can be before the Grant Agreement signature provided that the applicant(s) can demonstrate the need for starting the action prior to signature of the Grant Agreement³. In order for the granting authority to check that the above conditions are met the applicant(s) shall:

- notify EUSPA of the date when action needs to start
- justify reasons for 'early start of the action'

either directly in the proposal or in subsequent formal letter sent to the EUSPA (before the grant agreement signature).

Approval of the 'early start of the action', if granted, will be communicated to the applicant(s) through a formal EUSPA letter only if the applicant will be awarded a grant and the grant agreement will be signed by both parties. In the Grant Agreement the 'starting date' of the action will be set accordingly.

NOTA BENE: In the estimated budget only costs planned to be incurred after the date of the proposal submission can be included.

4. EU FINANCING

Maximum budget allocated for EU financing under this action: **EUR 2.000.000,00**

Indicative number of projects: **up to two projects**

Indicative EU financing amount for each project: **Up to EUR1.000.000,00**

Maximum EU co-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 EUSPA to award grants to any applicant.

EUSPA reserves the right to award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested.

5. ROLES OF APPLICANT(S)

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(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.

³ Article 196(2) of the REGULATION (EU, Euratom) 2024/2509

5.2. Single Applicant

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

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 Consortium (i.e. co-beneficiaries) and EUSPA as well as responsible for supplying all documents and information to EUSPA in due time upon request.

The coordinator will also be responsible for distribution of pre-financing payment/payment of the balance received from EUSPA to the co-beneficiaries.

5.4. Co-applicant(s)

Each co-applicant will be considered as co-beneficiary if the proposal is selected for award. 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 which can substantially affect or delay the implementation of the action. The coordinator will inform EUSPA in accordance with the grant agreement and will ensure compliance with all the terms and conditions provided in the draft grant agreement.

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

5.5. Affiliated entities

Legal persons having a legal or capital link with the 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 will be entitled to receive payment according to the lump sum scheme. For that purpose, the 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 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).

5.6. Subcontractors

Subcontracting⁴ refers to contracts concluded for the externalisation of specific 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.

⁴ Article 208 of the REGULATION (EU, Euratom) 2024/2509

Please note that the applicants must have the necessary operational capacity to perform the project themselves. The operational capacity will be assessed at the time of the evaluation of the proposal (please see section 9.2 below).

Subcontracting of specific 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 beneficiaries must award the subcontract 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/EC⁵ or contracting entities in the meaning of Directive 2014/25/EC⁶ shall abide by the applicable national public procurement rules.

The subcontracted activities 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 stated in the estimated budget (Form C1).

6. ADMISSIBILITY REQUIREMENTS

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

Applications must comply with all of the following conditions in order to be admissible:

- Applications must be sent no later than the deadline for submitting applications referred to in section 3 and 17,
- 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-financing⁷.

⁵ Directive 2014/24/EC on public procurement and repealing Directive 2014/18/EC.

⁶ Directive 2014/25/EC on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC.

⁷ Proposals exceeding the applicable maximum EU co-financing rate for this call (see section 4) shall not be considered further and will be rejected.

7. ELIGIBILITY CRITERIA

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

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.

An applicant cannot be a Restricted Person and fall under the scope of subject to EU Restrictive Measures in the list published at www.sanctionsmap.eu. In case of discrepancies between 'sanctionsmap.eu' and the restrictive measures published in Official Journal of the EU, the latter prevails.

Certain supporting documents proving compliance with the eligibility criteria need to be provided. For the list please see section 16.2.1 below.

7.1. Eligible applicants

Legal persons established⁸ in and/or natural person(s) who is national of one of the following countries are eligible:

- EU Member States
- Switzerland, Norway

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

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

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.

The proposal 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 a legal and/or a natural person(s).**

The grant agreement shall be signed by the 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.

⁸ Established should be understood as having a registered office, central administration or principal place of business in one of these countries.

8. EXCLUSION AND REJECTIONS FROM AWARD CRITERIA

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

Articles 137-144 of the Financial Regulation⁹ shall apply to applicants.

8.1. Exclusion from participation

Exclusion criteria are specified in the standard **Declaration of Honour (A3 Form)** of this Call and apply to all applicants **and all affiliated entities**.

Financial penalties may be imposed on applicants that are guilty of misrepresentation.

8.2. Rejection from award

Applicants will be rejected from award if, they:

- are in exclusion situation established in the A3 form;
- have misrepresented the information required by EUSPA as a condition of participation in the grant award procedure or fail to supply this information upon request by EUSPA;
- were previously involved in the preparation of the call for proposal documents where this entails a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise;
- has a professional conflicting interest which may negatively affect the performance of the grant agreement.

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 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 shall apply to each applicant):

- a) grant amount < EUR 750 000:
 - a Declaration of Honour (A3 Form) and,

⁹ Regulation (EU, Euratom) 2024/2509

- a table provided for in the application form (A5 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) grant amount \geq 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 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 the last three available financial year.
- In case the applicant already provided above documents (i.e. audit reports or self-declaration) to EUSPA within a scope of a different grant/procurement procedure in the same financial year, the applicant then only needs to make a reference to that procedure without having to provide the documents again.

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

- request further information;
- propose a grant agreement without pre-financing;
- 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 (see section 12.7 below);
- reject the application.

The verification of the financial capacity **shall not apply to:**

- public bodies, including Member State organisations;
- international organisations;
- natural persons in receipt of education support;
- natural persons most in need, such as unemployed persons and refugees, and in receipt of direct support;
- 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.
- persons or entities applying for very low value grants¹⁰.

Where an application is submitted by multiple applicants, the authorising officer responsible may, following a risk assessment, decide to check the financial capacity of only the lead applicant¹¹.

9.2. Operational capacity (A4 Form)

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

¹⁰ 'very low value grant' means a grant lower than or equal to EUR 15 000.

¹¹ Article 201(5) of the Financial Regulation

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.

The above requirements apply also to every affiliated entity.

10. AWARD CRITERIA

Applications will be assessed based on the following criteria:

AWARD CRITERIA	MAX. SCORE
1. Relevance of the proposal to achieve the objectives of the call, credibility of the proposed approach and innovation level of the solution proposed	70
<i>Comprehensiveness of the critical assessment and validation of the user requirements with the inclusion of both the description of the methodology adopted to select the application(s)/area of applications and the justification for the choices made.</i>	40
<i>Level of innovation and the actual role of Galileo HAS in the proposed solution.</i>	10
<i>Approach to design, development and testing of the proposed solution, including assessment and validation of the performance in operational/real scenarios and/or in laboratory.</i>	20
2. Impact in terms of economic and public benefits derived from the proposal and effectiveness, coherence and viability of the business plan including plan for the commercialisation of the results	20
<i>Impact in terms of economic and public benefits of the solution</i>	10
<i>Effectiveness, coherence and viability of the business plan including plan for the commercialisation of the results (in case of objective no.1) or of the market entry strategy (in case of objective no.2)</i>	10
3. Appropriateness of the level of the effort involved (in terms of staff effort and costs) and its proportionality as compared to the activities proposed and its distribution within the proposed activities and consortium participants (if applicable), including complementarity of the proposed resources' skills	10
Maximum total score	100

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.

11. LEGAL COMMITMENTS

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) implies the acceptance of these Special and the General Conditions (see Annex II of the Grant Agreement). 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 EUSPA following this call, a grant agreement drawn up in Euro and detailing the conditions and level of funding will be sent to the mono-beneficiary or coordinator of the consortium (as the case may be), alongside a description of the procedure in view to formalise the obligations of the parties.

In case of a consortium, 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.

In case EUSPA requests the below documents¹² the applicant shall make them available to EUSPA within the relevant deadlines. EUSPA reserves the right to cancel the award and/or the grant agreement signature process and re-allocate the budget in case of untimely submission. In particular:

- (1) All supporting documents pertaining to the Declaration of Honour (A3 form) for each co-applicant (and affiliated entity if the case may be) in due time upon request by EUSPA after the receipt of such request;
- (2) Signed grant agreement by the coordinator accompanied by the mandate – Annex IV of the Grant Agreement – for each co-applicant at the latest 1 (one) month after the coordinator's receipt of the grant agreement for signature.

NOTA BENE: Notice on the Council Implementing Decision (EU) 2022/2506 on measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary.

In accordance to the Council Implementing Decision (EU) 2022/2506 adopted on 15 December 2022 on measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary it's been established that, where Union budget is implemented in direct or indirect management pursuant to of Article 62(1) points (a) and (c) of Regulation (EU, Euratom) 2018/1046, no legal commitments shall be entered into with any public interest established on the basis of the Hungarian Act IX of 2021 (or any other entity maintained by such a public interest trust).

12. FINANCIAL PROVISIONS

12.1. General principles

Non-cumulative award

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

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

¹² Please refer to section 16.4

Applicants have to inform EUSPA 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-retroactivity¹³

No grant may be awarded retroactively for actions already completed.

A grant may be awarded for an action which has already begun according to the terms and conditions specified under Section 3 above.

Co-financing¹⁴

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 rule¹⁵

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 beneficiary¹⁶.

For this purpose, profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries. Where such a surplus occurs, EUSPA is entitled to recover the percentage of the profit.

Balanced budget¹⁷

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.

Applicants must have revenue and expenditure in balance.

¹³ Article 196 of the Financial Regulation

¹⁴ Article 193 of the Financial Regulation

¹⁵ Article 195 of the Financial Regulation

¹⁶ The no-profit principle shall not apply to actions indicated in Article 195 (3) of the Financial Regulation.

¹⁷ Article 199 (1) e) of the Financial Regulation

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

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 a request for payment of the balance at the end of the project and accompanying documents, taking into account previous pre-financing.

Financial support to third parties

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

12.2. Method to estimate the budget

Applicants shall propose the amount of the lump sum contribution based on their estimated direct and indirect costs using the C1 form.

The estimations shall be realistic for each budget category, in line with normal practices of the applicant, reasonable and not excessive and necessary for the activities proposed. Applicants shall provide a breakdown of the lump sum contribution showing the share per work package based on the activities to be undertaken in each work package and, within each work package, the share assigned to each applicant and affiliated entity (if any).

The detailed cost estimation per work package and per applicant and affiliated entity (if any) shall include only costs that fulfil the eligibility criteria as specified in section 12.3 below. Ineligible costs (as indicated in section 12.3.4) shall not be included.

The estimated eligible costs for the action shall be broken down by budget category (and sub-category as needed depending on the type of the action):

A. Personnel costs:

- Personnel under direct employment contract
- Personnel under other than employment contract (in-house consultants)
- SME owners who do not receive a salary
- Natural persons beneficiaries who do not receive a salary

B. Subcontracting costs

C. Other direct costs:

- Travel and subsistence costs
- Equipment (depreciation or full purchase capitalised costs if applicable in the call);
- Other goods, works and services
- Financial support to third parties (if applicable in the call)
- Rental or lease of equipment or other assets only to the portion of use and limited to the duration of the action
- Use of technical facilities or laboratories
- Consumables and supplies
- Duties, taxes and charges paid by the beneficiary

D. Indirect costs

Indirect costs shall be calculated by applying a flat rate of up to 10% to the direct cost categories that qualify for the calculation of indirect costs.

Applicants must prepare their detailed budget using the C1 form.

Amounts shall be indicated in Euro.

12.3. Eligibility Conditions

Compared to actual costs grants where the budget is assessed once the project is concluded and costs are actually incurred, in lump sums grants the main costs assessment is done by EUSPA during the evaluation of the submitted proposals.

Eligibility of incurred costs will not be checked at the time of the payment but the level of completion of the work packages and related deliverables and their acceptance by EUSPA will be the driver based on which the clearing of the pre-financing / payment of the balance will be calculated.

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

It is important to set up the budget correctly and with sufficient detail using the C1 form provided as the submitted detailed budget will be assessed for its eligibility and appropriateness by the Granting Authority and it will be basis on which the lump sum shares per beneficiary and per work package will be granted.

12.3.1. *Eligible costs*

A) Costs estimated by the beneficiary of a grant which meets all of the following criteria:

- they will be incurred during the duration of the action, as indicated in the grant agreement, with the exception of costs relating to the preparation of the final reports;
- they will be indicated in the estimated budget of the action;
- they will be necessary for the implementation of the action, in accordance with the description of the action as indicated in the proposal;

- they will be 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 will comply with the requirements of applicable tax and social legislation;
- they will be 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 estimated based on an amount of EUR per unit 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 beneficiaries who do not receive a salary

12.3.2. *Eligible direct costs*

The eligible direct costs, **with due regard for the conditions of eligibility set out above**, shall be 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** are:
 - 1.1 cost of personnel working under an employment contract
 - 1.2 costs of natural persons working under a contract with the beneficiaries other than an employment contract
 - 1.3 unit costs of owners of SMEs who do not receive a salary or natural persons beneficiaries who do not receive a salary
2. **Subcontracting costs**
3. **Other direct costs** are:
 - 3.1 cost of travel and related subsistence allowances
 - 3.2 costs for equipment and other assets directly used for the action – depreciation costs
 - 3.3 the costs for rental or lease of equipment or other assets
 - 3.4 the cost of using technical facilities or laboratories
 - 3.5 costs of consumables and supplies
 - 3.6 costs for other goods, works and services
 - 3.7 costs of financial support to third parties [not-applicable]
 - 3.8 duties, taxes and charges

1. Personnel costs

1.1 the **costs of personnel** working under an employment contract with the beneficiaries 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 beneficiaries' 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 the number of estimated hours to be 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 estimated for the grant are:

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

The 'hourly rate' is calculated as follows:

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

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 beneficiaries *{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 beneficiaries 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 person 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 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 beneficiaries 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 beneficiaries;
- the natural person works under the instructions of the beneficiaries and unless otherwise agreed with the beneficiaries through a teleworking agreement, in the premises of the beneficiary;
- the result of the work belongs to the beneficiaries;
- the costs are not significantly different from the costs of personnel performing similar tasks under an employment contract with the beneficiaries; and
- The remuneration must be based on working hours, rather than on delivering specific outputs/products. 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 estimated hours to be 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 applicant 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 day-equivalent worked on the *action* to be calculated as follows:

{Unit rate multiplied by a number of day-equivalents to be worked on the action}.

Each country has its own unique unit rate. These rates are embedded in the Budget table to be used by applicants.

The total number of day-equivalents declared in EUSPA grants, for a person for a year, cannot be higher than 215.

2. **Subcontracting costs**, for the performance of specific activities which form part of the action as described in the proposal, provided that the conditions under Section 5.6 above are met.

3. Other direct costs

Other costs in general: **only costs of those items which are directly linked to the performance of the action, 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 the purchase of consumables and supplies. They do not cover contract that implies any externalisation of activities included in the action described in the proposal, which should be included instead 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 of the indirect costs and cannot be considered under this heading.

- 3.1 **costs of travel** and related subsistence allowances for employees provided that these costs are in line with the beneficiaries' 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)

Reimbursement of travel costs can be requested for meetings, European conferences, etc. provided that they are in line with the usual practices of the beneficiaries. The travel policy of the beneficiaries must be made in writing and apply to all business trips of the organisation.

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 economical route;

The costs reported should comply with the following:

- travel by the most direct and most economical route;
- travel by rail: first class;
- travel by air: economy class, unless a cheaper fare can be used;
- 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 are not considered as eligible costs.

3.2 for equipment and other assets (new or second-hand) to be directly used for the action 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 beneficiaries and will be 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 in proportion to the usage for the action and only during its duration** 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.

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 planned use for the purposes of the project can be taken into account.

3.3 **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;

3.4 when using **technical facilities or laboratories** the above rules (3.2) to (3.33.3) for eligibility of costs apply accordingly;

3.5 costs of **consumables and supplies**, provided that they will be 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;

3.6 costs of **other goods, works and services** (such goods, works and services include, for instance, promotion, dissemination, protection of results, translations, publications, certificates and financial guarantees, if required under the Agreement), provided that the corresponding services will be purchased in accordance with the conditions applicable to the award of contracts necessary for the implementation of the action;

3.7 costs of **financial support to third parties** within the meaning of Article II.11 of the grant agreement provided that the conditions laid down in that article are met **[not-applicable to this call]**;

3.8 **duties, taxes and charges** to be paid by the beneficiaries, notably non-deductible value added tax (VAT), provided that they are included in eligible direct costs. 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).

12.3.3. *Eligible indirect costs*

A **flat-rate amount of 10% of the total eligible direct costs of the action, excluding subcontracting costs¹⁸, 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.

12.3.4. *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:

- return on capital or return generated by an investment;

¹⁸ Indirect costs = 10% * (total eligible direct costs - subcontracting)

- 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 EUSPA;
- h. costs declared by the beneficiaries 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 EUSPA 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.

In line with section 18.1 below, the Granting Authority will assess the submitted financial proposal against the eligibility conditions above and activities proposed in the technical proposal and in case the financial proposal is set up incorrectly, or non-eligible costs are included, the Granting Authority will take this into consideration for the purposes of award criterion 3 and may:

- decrease the lump sum amount for a work package/beneficiary;
- reallocate lump sum shares among work package/beneficiaries.

In case of adaptation of the budget, the applicant may accept or reject the adapted lump sum. In case of rejection by the applicant the grant agreement will not be signed.

12.4. Funding form

The funding provided by EUSPA to the beneficiaries will take the form of a lump sum contribution which will be included in the grant agreement as the maximum grant amount.

12.5. Final lump sum contribution

The final lump sum contribution is limited to a maximum co-funding rate of 70% of eligible costs 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.

EUSPA will calculate the lump sum contribution for the grant based on the estimated budget in the proposal and the result of the evaluation (see below in section 18.1).

12.6. Payment arrangements

The following payments will be done during the duration of the grant:

- a) 1 pre-financing payment
- b) 1 payment of the balance.

At the end of the project EUSPA will pay the lump sum shares for work packages and related deliverables completed during the project and accepted by EUSPA. Compared to the actual costs grants there is no reimbursement of actually incurred eligible costs, but payment is based on activities/deliverables/work packages completed, delivered and accepted by EUSPA.

Acceptance of individual deliverables/work packages by EUSPA does not mean entitlement of a beneficiary/Consortium for the payment, nor clearing of the pre-financing amount already received. Any clearing of the pre-financing or payment of the balance will be done at the end of the project.

- a) **The pre-financing** will be paid in line with the provisions specified in the grant agreement (see Article I.6.2 of the Grant Agreement) and will correspond to 70% of the grant amount

The aim of the pre-financing is to provide the beneficiaries with a float. It remains a credit of EUSPA until it is cleared. The analysis of the amount to be cleared and final clearance is done with the payment of the balance.

- b) EUSPA will establish the amount of **the payment of the balance** to be made to the mono-beneficiary or the coordinator (who receives it on behalf of the consortium) on the basis of the calculation of the final amount of the grant (see section 12.8 below).

The payment of the balance pays the lump sum shares for the implementation of the action.

Payments for partially completed work packages are possible at the end of the project, as part of the payment of the balance.

Consortium is expected to complete all work packages by the end of the project. If needed, it is possible to make use of the possibilities to justify deviations and/or to amend the grant.

If it is not possible to complete a work package by the end of the project due to technical reasons or force majeure, the Consortium may declare a partially completed work package. In this case, the lump sum share is paid partially, in line with the accepted degree of completion. This means that the amount reimbursed will correspond to the part of the work package accepted by EUSPA, which may be less than the part declared by Consortium as completed. If the Consortium declares a work package as incomplete at the end of the project due to other reasons, the work package may be rejected in full.

The payment of the balance must clear 100% of the amount of the pre-financing payment previously made.

If the total of earlier payments is higher than the final grant amount, the beneficiary or the coordinator (in case of consortium) will be required to reimburse the amount paid in excess by EUSPA through a recovery order¹⁹.

Payments do not depend on the costs actually incurred.

Please refer to the grant agreement for the terms and conditions of the payment arrangements (see Article I.6 of the Grant Agreement).

12.7. 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 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 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 cleared during the payment of the balance to the coordinator/beneficiary, in accordance with the conditions laid down in the grant agreement.

12.8. Calculation of the final amount of the grant

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

The final amount of the grant to be paid to the consortium is established after completion of the action and upon approval of the request for payment containing the following documents²⁰:

- a final technical report providing details of the implementation and results of the action;
- the final financial statement.

13. PUBLICITY

¹⁹ Article 101, 115 and 206 of the Financial Regulation

²⁰ Art. 205 and 206 of the Financial Regulation

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 EUSPA 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 EUSPA

EUSPA will publish the following information:

- a. name of the awarded applicant (in case of multi-beneficiaries- name of the consortium) and its beneficiary/beneficiaries;
- b. address and VAT of the beneficiary (legal persons) or reference to the region (natural persons);
- c. the subject of the grant agreement;
- d. amount awarded.

Upon a reasoned and duly substantiated request by the applicants (or coordinator representing the consortium in case of multi-beneficiary project), 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 the draft grant agreement, which stipulates the ownership regime of the results generated by the action.

15. DATA PROTECTION

Personal data gathered for the purpose of the present procedure will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. This data will be processed by EUSPA as indicated in the privacy statement published on the Agency's website:

(https://www.euspa.europa.eu/sites/default/files/privacy_statement_relating_to_euspa_procurement_procedures_grants_prizes_and_selection_of_experts.pdf).

Any request regarding your personal data should be addressed to the data controller responsible for the call for proposals: Head of Market Downstream and Innovation Department, market@euspa.europa.eu.

You may also contact the Agency's Data Protection officer (DPO) at DPO@euspa.europa.eu. If your request has not been responded to adequately by the data controller and/or DPO, you can lodge a complaint with the European Data Protection Supervisor at edps@edps.europa.eu.

16. PREPARATION AND STRUCTURE OF THE PROPOSAL, FORMS AND SUPPORTING DOCUMENTS

16.1. Preparation of the Proposals

Proposals shall be prepared in accordance with the scope of the project (section 2.2), with a clear definition of the roles, 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.

16.2. Structure of the Proposals

Proposals shall include the following:

Administrative Proposal (A1-A5)	Technical Proposal (B1)	Financial Proposal (C1)
A1: Coordinator profile A2: Co-Applicant profile A3: Declaration of honour A4: Operational capacity form A5: Financial capacity ratios Relevant supporting documents	B1: Technical proposal	C1: Estimated Budget

16.2.1. *Administrative Proposal (A1-A5)*

Administrative Proposal (A1-A5):

- A1 – Coordinator profile
- A2 – Co-Applicant profile
- A3 – Declaration of honour
- A4 – Operational capacity form
- A5 – Financial capacity ratios

The A5 form shall be submitted as PDF (.pdf). For the PDF, please fill in the A5 form in excel provided, print it, sign each sheet of the excel and create a PDF.

The following supporting documents shall be provided by **all applicants and all affiliated entities**:

- **Business Partner Identification Form:**

- Templates shall be downloaded from the following website:
[Business partners – legal entities and bank accounts - European Commission](#)
- Banking details must be filled in only by single applicants or by the coordinator.

The form must be either accompanied by a copy of the recent bank statement or has to include a bank stamp and the signature of the bank representative.

- **Supporting documents to the Form:**

- **Private legal person(s)** shall provide: extract from the official journal, copy of articles of association, extract of trade or association register and 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)** shall provide: 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).

16.2.2. *Technical Proposal (B1)*

Technical Proposal shall be submitted filling in form B1.

The technical proposal (B1 Form) constitutes the core of your proposal. The form shall be submitted using the template 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. Additional information or descriptive document may be provided by applicants as an annex.

As part of the Technical Proposal, applicants shall submit the preliminary Business Plan (for Objective no. 1) or a preliminary Market Entry Strategy (for Objective no. 2) as required under Section 2.2.4 of the Call.

16.2.3. *Financial Proposal (C1)*

C1 – Preliminary Budget

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

Please note that figures shall be indicated in C1 form. In case figures are indicated in other forms, please include a cross reference only. If inconsistencies are present between C1 and other forms the figures in C1 form will prevail.

16.3. Forms and Supporting Documents

The following documents need to be signed by the authorised representative: form A3.

The signature can be either:

- blue ink on paper
- Qualified electronic signature: please see conditions specified in section 17.2.

The table below provides an overview of Forms which shall be **submitted by the applicants**. Every **actor specified below is responsible to fill them duly in** (coordinator and/or co-applicants and/or an affiliated entity). The table below reflects on who has to fill out what kind of forms. This information shall be reflected in the cover page of the A forms prepared by the single applicant/coordinator.

Forms/Documents	Single applicant/Coordinator	Co-applicant	Affiliated entity
A1 – B1	X		
A2		X	
A3 – A4 – A5 – C1	X	X	X
Business Partner Identification Form and supporting documents	X	X	X

16.4. Additional documents

Supporting documents related to Declaration of Honour (Form A3) which may be requested during the evaluation or after award by EUSPA:

- For situations described in point (5) (a), (c), (d), (f), (g) and (h) of the Form A3, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the entity showing that those requirements are satisfied.
- For the situations described in point (5) (a) and (b) of the Form A3, recent certificates issued by the competent authorities of the country of establishment. These documents must provide evidence covering all taxes and social security contributions for which the entity is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

17. SUBMISSION OF PROPOSALS

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

The applicants 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, EUSPA 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 with a preference to **English version**.

17.1. Means of submission of the proposal

The proposal can be submitted in one of the 2 ways by the deadline specified below.

1. in a paper version
2. in electronic version

1. Paper submission

The proposals submitted on paper 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), the physical documents shall always take precedent.

2. Electronic submission

The applicant may submit its proposal only electronically on 3 (three) CD-ROM, DVD or USB sticks with the full set of documents. The documents on these media must be identical and they shall be in machine readable format (MS Office 2003 or later, or Adobe Reader Version 8.0 or later). These medias must be inserted in a sealed envelope as described below.

The electronic version of the proposal is considered as original.

Applicants must ensure that the electronic medias and files are readable. In particular, they must take all the necessary measures to protect them during the transport to avoid any damage to them.

Applicants are advised to:

- use, and include into the sealed envelope, different types of media (e.g. DVD and different types of USB sticks) in order to eliminate the risk of non-readable media and files.
- create hashes of submitted files (in the form of algorithm MD5, SHA-256 or higher) and insert them, preferably as a paper printout, into the sealed envelope, together with the media.
- ensure that the data on these media cannot be altered.

If the submitted media and files are not readable, the applicant will have the possibility to resubmit the media upon condition that:

- hashes of the original files have been created;
- hashes of the re-submitted files are created and such hashes are strictly identical to the hashes of the original files inserted into the sealed envelope.

If the submitted media and files are not readable and the applicant does not resubmit media and files which are strictly identical to the original ones and related hashes, within a reasonable delay upon notification by EUSPA that the files submitted cannot be read, the proposal will be rejected.

17.2. Possibility to sign the documents electronically

The documents which must be signed according to the call for proposals (section 16.2) may be signed electronically with a qualified electronic signature (QES) of the applicant. Please note that only QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

This electronic signature must be provided by a provider which has a qualified status granted by a national competent authority of an EU Member State and which is listed in the national eIDAS Trusted Lists and the EU List of eIDAS Trusted Lists (LOTL) (available at <https://webgate.ec.europa.eu/tl-browser/#/>).

Therefore, before sending to EUSPA your electronically signed document(s), we recommend you to check the signature and validity of the certificate with one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/digital-building-blocks/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in a document.
- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#>

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

17.3. Deadlines for submission

The deadline for the submission of the proposals will be considered met when the proposal is sent by post mail, express mail or commercial courier not later than 23:59 of the date indicated in section 3 above as well as below. This deadline is therefore respected even if the proposal is received by the EUSPA after this deadline under the condition that it was sent before the deadline.

The proposals shall be submitted as indicated above:

- a. by post or by courier not later than **27 February 2026 13 March 2026**, 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. delivered by hand not later than **27 February 2026 13 March 2026** at **16:00** Prague local time to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the EUSPA personnel who took delivery.

For cases where the proposal is submitted in a paper version:

EUSPA 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 EUSPA/GRANT/01/2025 – NOT TO BE OPENED**". If the self-adhesive envelope is used, it must be sealed with adhesive tape and the sender must sign across this tape.

CALL FOR PROPOSALS

EUSPA/GRANT/01/2025

GALILEO HAS ENABLED SPACE RECEIVER

EUSPA – Legal and Procurement Department

Janovského 438/2, 170 00 Prague 7- Czech Republic

18. EVALUATION OF PROPOSALS, AWARD AND RESERVE LIST

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. The information will be assessed considering the admissibility, eligibility, exclusion and rejection from award, selection and award criteria set out above.

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 case of evident material errors.

The Evaluation Committee will assess the submitted cost estimations under award criterion n3.

A Horizon Europe Dashboard for personnel costs (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/programmes/horizon/lump-sum/dashboard>) may be used by the Evaluation Committee for assessing the personnel costs declared by the applicants, helping them to judge if personnel cost estimations in a proposal are reasonable. If applicants have high personnel costs, especially personnel costs above the values shown in this dashboard, it is recommended to justify them in the comment tab of the detailed budget table (C1 form).

During the evaluation, the Evaluation committee may make specific recommendations on the lump sum shares and the underlying costs estimations, following clarifications request with the applicants if needed. Eventually, the Evaluation Committee can recommend to the Authorising Officer:

- to decrease the lump sum amount for a work package/beneficiary;
- to reallocate lump sum shares among work package/beneficiaries.

The requested grant amount cannot be increased.

Furthermore, the Evaluation committee will recommend:

- the best proposal(s) proposed for the award,
- the proposal(s) proposed to be placed on the reserve list in case of no available funding,
- the proposal(s) proposed to be rejected, stating the reasons for rejection.

The Authorising officer will take a decision (i.e. award decision) based on the recommendations of the Evaluation Committee which shall be duly communicated to the applicant.

In case of adaptation of the budget, the applicant may accept or reject the adapted lump sum. In case of rejection by the applicant the grant agreement will not be signed.

The overall lump sum will be fixed in the grant agreement. The breakdown of lump sum shares per beneficiary and per work package will also be included in the Grant Agreement as Annex III.

18.2. Award of the grant agreement

EUSPA may invite the applicant(s), whose proposal has been recommended for the award by the Evaluation Committee, to introduce minor adjustment to the proposal. In that case, the applicant would receive a letter setting out the proposed modifications. The modified proposal shall address the modification proposed by EUSPA only. 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 does not comply with the admissibility criteria as set out in section 6 above;
- the application does not comply with the eligibility criteria as set out in section 7 above;
- the applicant(s) does(do) not comply with the exclusion and rejection from award criteria as set out in section 8 above;
- the applicant(s) does(do) not comply with the financial capacity as specified in section 9.1 above;
- the applicant(s) does(do) not comply with the operational capacity as specified in section 9.2 above;
- the proposal has not reached the minimum scores as indicated in the award criteria detailed in section 10 above;
- the score obtained by the proposal is not ranked amongst the best proposals considered for the award.

If the applicant believes that there was maladministration he can lodge a complaint to the European Ombudsman for alleged maladministration within two years of the date when he became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).

The court responsible for hearing annulment procedures is the General Court of the European Union:

General Court
Rue du Fort Niedergrünewald
L-2925 Luxembourg
tel.: (+352) 4303 1 fax: (+352) 4303 2100
e-mail: generalcourt.registry@curia.europa.eu
URL: <http://curia.europa.eu>

18.3. Reserve list

EUSPA 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 about the potential award of the grant.

19. CONTACTS

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

Before the final date for submission of proposals:

- At the request of the applicant, EUSPA may provide additional information solely for the purpose of clarifying the nature of the call. The deadline for such requests is indicated in section 3 above.
- Any requests for additional information must be made in writing only to the contact details stated below.
- EUSPA 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 EUSPA internet page (<https://www.euspa.europa.eu/opportunities/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, EUSPA will contact the applicant provided the terms of the proposal are not modified as a result.
- If EUSPA finds that the proposal, chosen for the award, could be improved by minor adaptations (see Section 18.2 above).

Contact details for the call:

EUSPA: Legal and Procurement Department

E-mail address: EUSPA-Grants@euspa.europa.eu

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

REMINDER: when sending any correspondence to EUSPA, please refer in the subject (of the email or of the letter) to the relevant reference number of the Call: **EUSPA/GRANT/01/2025** – the failure of doing so might delay the timely response of EUSPA.

20. ANNEXES

ID	Document Title
Annex I	A1-A4 forms
Annex II	A5 Form
Annex III	B1 form

Annex IV	C1 form
Annex V	Mono-beneficiary draft Grant Agreement
Annex VI	Multi-beneficiaries draft Grant Agreement
Annex VII	Unit costs rates
Annex VIII	Free of charge right of use Agreement Template (Annex VI to Mono GA and Annex VII to Multi GA)

21. APPLICABLE AND REFERENCE DOCUMENTS

ID	Document Title
[AD-1]	2023 EUSPA Report on Space User needs and requirements (https://www.euspa.europa.eu/sites/default/files/documents/Report%20on%20Space%20User%20Needs%20and%20Requirements.pdf)
[AD-2]	ECSS (European Cooperation for Space Standardization) standards (https://ecss.nl/standards/)

22. ABBREVIATIONS

Term/Abbreviation	Description/Definition
AD	applicable document
AI	artificial intelligence
AIT	assembly, integration and test
AIV	assembly, integration and verification
AOCS	attitude and orbit control subsystem
AQL	acceptance quality level
AR	acceptance review
ASIC	application specific integrated circuit
CAD	computer aided design
CCB	configuration control board
CDR	critical design review
CfP	call for proposal

CIL	critical items list
CoG	centre of gravity
CoM	centre of mass
COTS	commercial off-the-shelf
DC	direct current
DJF	design justification file
DRB	delivery review board
DRD	document requirements definition
DRL	document requirements list
EC	European Commission
ECSS	European Cooperation for Space Standardization
EEE	electrical, electronic and electromechanical
EGNSS	European Global Navigation Satellite System
EGSE	electrical ground support equipment
EM	engineering model
EMC	electromagnetic compatibility
EMI	electromagnetic interference
EN	European Standard
EU	European Union
EUSPA	European Union Agency for the Space Programme
GALILEO	GALILEO system
GEO	geostationary orbit
GGTO	Galileo to GPS Time Offset
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
GSC	European GNSS Service Centre
GSE	ground support equipment
GTRF	Galileo Terrestrial Reference Frame
HAS	GALILEO high accuracy service
HMI	human-machine interface
HSIA	hardware-software interaction analysis
HW	hardware
ICD	interface control document

IRD	interface requirements document
ISO	International Organization for Standardization
I/F	interface
I/O	input/output
JRC	Joint Research Centre
LEO	low Earth orbit
MDR	mission definition review
MGSE	mechanical ground support equipment
MMI	Man machine interface
MMIC	monolithic microwave integrated circuit
OSNMA	Open Service Navigation Message Authentication
PA	product assurance
PCB	printed circuit board
PDOP	Position Dilution of Precision Factors
PDR	preliminary design review
PNT	Positioning, navigation and timing
PPP	Precise point positioning
PRR	preliminary requirements review
PTR	post test review
QA	quality assurance
QM	qualification model
QR	qualification review
RB	requirements baseline
RF	radio frequency
SiS	Signal in Space
SRR	system requirements review
STM	structural-thermal model
SVT	system validation test
S/C	spacecraft
SW	software
TC	telecommand
TCS	thermal control subsystem
TRB	test review board

TRL	technology readiness level
TRR	test readiness review
TS	technical specification
UTC	coordinated universal time
WBS	work breakdown structure