

# Promotion of agricultural products: call for proposals 2018

How to prepare  
&  
submit your proposal

# Content of the presentation

- Online submission tool
- How to prepare a proposal
- After submission



European  
Commission

# Online submission tool



<https://ec.europa.eu/chafea/agri/>



Calls for Proposals

Eligibility

Simple and multi programmes

Legal framework



## Calls for Proposals

Find out more about the calls for simple and multi programmes, find an appropriate call and find guidance on how to apply.

NEW

### NEW CALLS ARE OPEN

Calls for proposals for simple and multi programmes have been published. The submission deadline is 12 April 2018. You can apply via the Participant Portal.

PARTICIPANT PORTAL

FIND A PROJECT PARTNER AND APPLY FOR FUNDING TOGETHER



Find your answers in the FREQUENTLY ASKED QUESTIONS



## How to prepare and submit a proposal

The information below can help you through the application process once you have found a call for proposals of interest.

For more information on different types of programmes, check the [simple & multi programmes](#) section.

More details on Eligibility criteria, including the "eligibility checker" can be found in the [eligibility](#) section.

Useful documents, including call texts, guide for applicants and model grant agreement can be found on the [participant portal](#).



# RESEARCH & INNOVATION

European Commission

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding Opportunities

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

PROJECTS & RESULTS

EXPERTS

SUPPORT

LOGIN

REGISTER

### EU Programmes 2014-2020

Search Topics

Updates



Calls



H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products



### Funding Opportunities

H2020 ONLINE MANUAL

Find the European Union funding opportunities and search for new or closed calls of the programmes described on this page.

See the full list of the Commission funding programmes.



### Horizon 2020

Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €80 billion budget. H2020 supports SMEs with a new instrument that runs throughout various funded research and innovation fields, enhances EU international research and Third Country participation, attaches high importance to integrate social sciences and humanities encourages to develop a gender dimension in project.

### Cosme

Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.



Search Topics

Updates



Calls



H2020

3rd Health Programme

Asylum, Migration and  
Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory  
ActionsPromotion of Agricultural  
Products

Research Fund for Coal &amp; Steel

Rights, Equality and Citizenship  
ProgrammeUnion Civil Protection  
MechanismFP7 & CIP Programmes  
2007-2013

Calls

# Calls for Proposals

## Promotion of Agricultural Products

[Advanced search for topics](#)  
[Calls for tenders on TED](#)

EU-funding is provided for [information provision and promotion measures concerning agricultural products](#) implemented in the internal market and in third countries with the main objective of enhancing the competitiveness of the Union agricultural sector.

The specific objectives are:

- (a) increase awareness of the merits of Union agricultural products and of the high standards applicable to the production methods in the Union;
- (b) increase the competitiveness and consumption of Union agricultural products and certain food products and to raise their profile both inside and outside the Union;
- (c) increase the awareness and recognition of Union quality schemes;
- (d) increase the market share of Union agricultural products and certain food products, specifically focusing on those markets in third countries that have the highest growth potential;
- (e) restore normal market conditions in the event of serious market disturbance, loss of consumer confidence or other specific problems.

Financial support is provided to organisations representative of the agricultural sector(s) concerned on the national or EU level to implement information and promotion campaigns. The co-financing budget for 2016 was 111 million EUR and for 2017 133 million EUR are foreseen. The budget will further increase in the coming years.

Status  Calls with forthcoming topics  Calls with open topics Calls with only closed topicsSort by  Call title  Call identifier  Publication date

Filter a call

FILTER

**AGRIP-1-1****Call for proposals for multi  
programmes 2018 - Promotion of  
agric ...**

AGRI-MULTI-2018

Publication date:12 January 2018

**AGRIP-1-1****Call for proposals for simple  
programmes 2018 - Promotion of  
agri ...**

AGRI-SIMPLE-2018

Publication date:12 January 2018

## EU Programmes 2014-2020

Search Topics

Updates



Calls



H2020

3rd Health Programme

Asylum, Migration and  
Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory  
ActionsPromotion of Agricultural  
Products

Research Fund for Coal &amp; Steel

Rights, Equality and Citizenship  
ProgrammeUnion Civil Protection  
Mechanism
[Call budget overview](#)
**CALL: CALL FOR PROPOSALS FOR SIMPLE PROGRAMMES 2018 – PROMOTION OF AGRICULTURAL PRODUCTS**

Call identifier: AGRI-SIMPLE-2018

Publication date: 12 January 2018 **OJ reference** [OJ C 009/2018](#)

AGRIP

Pillar: AGRIP-1-1

Work Programme Year: AGRI-PROMOTION-2018

Work Programme Part: [AGRI-PROMOTION-2018](#)
[AGRIP website](#)
**Call updates**
[+ More](#)

- **16 January 2018 00:30** The submission session is now available for: SIMPLE-05-2018(AGRI-SIMPLE-TC), SIMPLE-06-2018(AGRI-SIMPLE-TC), SIMPLE-04-2018(AGRI-SIMPLE-TC), SIMPLE-02-2018(AGRI-SIMPLE-IM), SIMPLE-03-2018(AGRI-SIMPLE-IM), SIMPLE-

**Topics and submission service**

To access the **Submission Service**, please **select the TOPIC** of your interest and then open the Submission Service tab.

To access **existing draft proposals**, please login to the portal and select My Proposals from the My Area menu.

**Status**  Forthcoming  Open  Closed

**Sort by**  (Planned) opening date  Deadline  Topic title  Topic identifier

**Topic:** [SIMPLE-01-2018: Support for simple programmes – Union quality schemes](#) Open

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory  
Actions

Promotion of Agricultural  
Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship  
Programme

Union Civil Protection  
Mechanism

FP7 & CIP Programmes  
2007 - 2013

Calls

Other Funding Opportunities

Service tab.

To access **existing draft proposals**, please login to the portal and select My Proposals from the My Area menu.

**Status**  Forthcoming  Open  Closed

**Sort by**  (Planned) opening date  Deadline  Topic title  Topic identifier

**Topic:** [SIMPLE-01-2018: Support for simple programmes – Union quality schemes](#) [Open](#)

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)

**Topic:** [SIMPLE-02-2018: Support for simple programmes – Information and promotion about merits of Union agricultural products](#) [Open](#)

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)

**Topic:** [SIMPLE-03-2018: Support for simple programmes – Information and promotion in sustainable sheep/goat meat production](#) [Open](#)

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)

**Topic:** [SIMPLE-04-2018: Support for simple programmes - Information and promotion in China, Japan, South Korea, Taiwan, South East Asia or Southern Asia](#) [Open](#)

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-TC AGRI-SIMPLE-THIRD COUNTRIES

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)



Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory  
Actions

Promotion of Agricultural  
Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship  
Programme

Union Civil Protection  
Mechanism

FP7 & CIP Programmes  
2007 - 2013

Calls

Other Funding Opportunities

Service tab.

To access **existing draft proposals**, please login to the portal and select My Proposals from the My Area menu.

**Status**  Forthcoming  Open  Closed

**Sort by**  (Planned) opening date  Deadline  Topic title  Topic identifier

**Topic:** [SIMPLE-01-2018: Support for simple programmes – Union quality schemes](#) [Open](#)

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)

**Topic:** [SIMPLE-02-2018: Support for simple programmes – Information and promotion about merits of Union agricultural products](#) [Open](#)

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)

**Topic:** [SIMPLE-03-2018: Support for simple programmes – Information and promotion in sustainable sheep/goat meat production](#) [Open](#)

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)

**Topic:** [SIMPLE-04-2018: Support for simple programmes - Information and promotion in China, Japan, South Korea, Taiwan, South East Asia or Southern Asia](#) [Open](#)

**Publication date:** 12 January 2018

**Types of action:** AGRI-SIMPLE-TC AGRI-SIMPLE-THIRD COUNTRIES

**DeadlineModel:** single-stage

**Deadline:** 12 April 2018 17:00:00

**Opening date:** 16 January 2018

Time Zone : (Brussels time)

## EU Programmes 2014-2020

Search Topics

Updates  Calls  

H2020

3rd Health Programme

Asylum, Migration and  
Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory  
ActionsPromotion of Agricultural  
Products

Research Fund for Coal &amp; Steel

Rights, Equality and Citizenship  
ProgrammeUnion Civil Protection  
Mechanism

## TOPIC : Support for simple programmes – Union quality schemes

**Topic identifier:** SIMPLE-01-2018  
**Publication date:** 12 January 2018**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET  
**DeadlineModel:** single-stage  
**Opening date:** 16 January 2018  
**Deadline:** 12 April 2018 17:00:00

Time Zone : (Brussels time)



AGRIP

Pillar: AGRIP-1-1

Work Programme Year: AGRI-PROMOTION-2018

Work Programme Part: [AGRI-PROMOTION-2018](#)Call : [AGRI-SIMPLE-2018](#)[AGRIP website](#)[Call budget overview](#)Topic Description + More**Scope:**

This topic covers information provision and promotion programmes aiming at increasing the awareness and recognition of Union quality schemes as defined in Article 5(4)(a), (b) and (c)

Topic conditions and documents + More

**1. Admissibility and eligibility conditions:** described in sections 5 and 6 of the [Call document](#).

## Partner Search

0

Organisations are looking for collaborating partners for this topic

[VIEW/EDIT PARTNER SEARCH](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into the Participant Portal.

## EU Programmes 2014-2020

Search Topics

Updates



Calls



H2020

3rd Health Programme

Asylum, Migration and  
Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory  
ActionsPromotion of Agricultural  
Products

Research Fund for Coal &amp; Steel

Rights, Equality and Citizenship  
ProgrammeUnion Civil Protection  
Mechanism

## TOPIC : Support for simple programmes – Union quality schemes

**Topic identifier:** SIMPLE-01-2018  
**Publication date:** 12 January 2018**Types of action:** AGRI-SIMPLE-IM AGRI-SIMPLE-INTERNAL MARKET  
**DeadlineModel:** single-stage  
**Opening date:** 16 January 2018  
**Deadline:** 12 April 2018 17:00:00

Time Zone : (Brussels time)



AGRIP

Pillar: AGRIP-1-1

Work Programme Year: AGRI-PROMOTION-2018

Work Programme Part: [AGRI-PROMOTION-2018](#)Call : [AGRI-SIMPLE-2018](#)[AGRIP website](#)[Call budget overview](#)

## Topic Description

[+ More](#)**Scope:**

This topic covers information provision and promotion programmes aiming at increasing the awareness and recognition of Union quality schemes as defined in Article 5(4)(a), (b) and (c)

## Topic conditions and documents

[+ More](#)

**1. Admissibility and eligibility conditions:** described in sections 5 and 6 of the [Call document](#).

## Partner Search

0

Organisations are looking for collaborating partners for this topic

[VIEW/EDIT PARTNER SEARCH](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into the Participant Portal.

**1. Admissibility and eligibility conditions:** described in sections 5 and 6 of the [Call document](#).

Only organisations from Member States are eligible under this call for proposals.

**2. Proposal page limits and layout:** Maximum 70 pages. Please refer to Part B of the proposal template.

**3. Evaluation**

**3.1 Evaluation criteria, scoring and threshold:** described in sections 7, 8 and 9 of the [Call document](#).

**3.2 For submission and evaluation process,** see sections 7, 8, 9 and 14 of the [Call document](#).

**4. Indicative timetable for evaluation and contract signature:** described in section 3 of the [Call document](#).

**5. Proposal templates, guides and model grant agreements (MGA):**

[Guide for applicants](#)

Proposal templates are available after entering the submission system (section below).

Model grant agreement for mono-beneficiary grants ( [BG](#) - [ES](#) - [CS](#) - [DA](#) - [DE](#) - [ET](#) - [EL](#) - [EN](#) - [FR](#) - [HR](#) - [IT](#) - [LV](#) - [LT](#) - [HU](#) - [MT](#) - [NL](#) - [PL](#) - [PT](#) - [RO](#) - [SK](#) - [SL](#) - [FI](#) - [SV](#) )

Model grant agreement for multi-beneficiary grants ( [BG](#) - [ES](#) - [CS](#) - [DA](#) - [DE](#) - [ET](#) - [EL](#) - [EN](#) - [FR](#) - [HR](#) - [IT](#) - [LV](#) - [LT](#) - [HU](#) - [MT](#) - [NL](#) - [PL](#) - [PT](#) - [RO](#) - [SK](#) - [SL](#) - [FI](#) - [SV](#) )

Members of consortium are required to conclude a consortium agreement, in principle prior to the signature of the grant agreement.

**6. Further reading:**

[Annual work programme 2018](#)

[Regulation \(EU\) No 1144/2014 of the European Parliament and of the Council on information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries](#)

[Commission Delegated Regulation \(EU\) 2015/1829](#)

[Commission Implementing Regulation \(EU\) 2015/1831](#)

[EU Financial regulation](#)

Additional documents

Guide for applicants [bg](#) [cs](#) [da](#) [de](#) [el](#) [en](#) [es](#) [et](#) [fi](#) [fr](#) [hr](#) [hu](#) [it](#) [lt](#) [lv](#) [mt](#) [nl](#) [pl](#) [pt](#) [ro](#) [sk](#) [sl](#) [sv](#)

Call text [bg](#) [cs](#) [da](#) [de](#) [el](#) [en](#) [es](#) [et](#) [fi](#) [fr](#) [hr](#) [hu](#) [it](#) [lt](#) [lv](#) [mt](#) [nl](#) [pl](#) [pt](#) [ro](#) [sk](#) [sl](#) [sv](#)

## Partner Search

0

Organisations are looking for collaborating partners for this topic

[VIEW/EDIT PARTNER SEARCH](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into the Participant Portal.

## Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action

**AGRI-SIMPLE-INTERNAL MARKET [AGRI-SIMPLE-IM]**

[START SUBMISSION](#)

Topic

Support for simple programmes – Union quality schemes – SIMPLE-02-2020

Guidance on proposal submission:

[H2020 ONLINE MANUAL](#)

IT Guidance:

[it HOW TO](#)

## Get support

[+ More](#)

Contact the **Promotion of Agricultural Products** helpdesk for further assistance related to the call, topics and the content of proposals [CHAFFA-AGRI-CALLS@ec.europa.eu](mailto:CHAFFA-AGRI-CALLS@ec.europa.eu).



# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Active Request For Partners

- HOME
- FUNDING OPPORTUNITIES
- HOW TO PARTICIPATE**
- PROJECTS & RESULTS
- EXPERTS
- SUPPORT
- LOGIN
- REGISTER

- Reference Documents
- Beneficiary Register
- Partner Search
- H2020 Financial Viability Self-Check
- SME Participation

### Topic : Support for simple programmes – Union quality schemes (SIMPLE-01-2018)

#### Partner Search

Legend CO Contact Organisation SD Partner search details

Show  entries Search:

REQUEST DATE	ORGANISATION NAME	ORGANISATION TYPE	COUNTRY	EXPERTISE REQUEST OR OFFER	ACTIONS
--------------	-------------------	-------------------	---------	----------------------------	---------

No data available in table

Showing 0 to 0 of 0 entries

← PREVIOUS    NEXT →

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into the Participant Portal.

← BACK



<https://ec.europa.eu/chafea/agri/get-connected>

CHAFEA

Promotion of agricultural products

EUROPA > European Commission > Chafea > Promotion of agricultural products > Get connected



NEWSROOM & EVENTS

ENTER NEW MARKETS

FUNDING OPPORTUNITIES

CAMPAIGNS

GET CONNECTED

MY ACCOUNT



## Get connected

To receive funding under the calls for Multi programmes for the promotion of agricultural products, unless you are an EU level organisation, you will need to submit a joint application, together with organisations from at least one other EU Member State. If you are interested in the calls for Simple programmes, you may also wish to find partners in your own country. Use the tool below to identify relevant partners (you must have registered with the website to do this).

### USEFUL LINKS

- [Enterprise Europe Network](#)
- [EU Gateway | Business Avenues](#)

### What are the benefits of connecting with other partners?

Having partners will open up funding opportunities: applications under the calls for multi programmes must be submitted by at least two proposing organisations from at least two EU Member States. Working with partners will also help you gain new valuable experience, make beneficial contacts for the future and increase your own organisation's visibility.



Create your cooperation profile or profiles, in order to be identified by other organisations looking for partners. After [registration](#), you will be able to access our 'Find partners' tool and browse the 'Cooperation profiles', which include each programme's product details and target countries, created by individual organisations.

FIND PARTNERS

(  registered users only)

This section is designed specifically to support applicants for EU grants related to projects promoting EU agri-food products who are looking for partners in view of submitting joint proposals. If you are looking for business partners (such as distributors, buyers etc.), you can consult a searchable partnership database of the [Enterprise Europe Network](#).

## Partner Search

0

Organisations are looking for collaborating partners for this topic

[VIEW/EDIT PARTNER SEARCH](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into the Participant Portal.

## Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action	<a href="#">AGRI-SIMPLE-INTERNAL MARKET [AGRI-SIMPLE-IM]</a>	<a href="#">START SUBMISSION</a>
Topic	Support for simple programmes – Union quality schemes – SIMPLE-01-2018	

Guidance on proposal submission: [H2020 ONLINE MANUAL](#)

IT Guidance: [it HOW TO](#)

### Get support

[+ More](#)

Contact the **Promotion of Agricultural Products** helpdesk for further assistance related to the call, topics and the content of proposals [CHAFFEA-AGRI-CALLS@ec.europa.eu](mailto:CHAFFEA-AGRI-CALLS@ec.europa.eu).



## Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action

**AGRI-SIMPLE-INTERNAL MARKET [AGRI-SIMPLE-IM]**

START SUBMISSION

Topic

Support for simple programmes – Union quality schemes - SIMPLE-01-2018

Guidance on proposal submission:

H2020 ONLINE MANUAL

IT Guidance:

it HOW TO

### Get support

- Less

Contact the **Promotion of Agricultural Products** helpdesk for further assistance related to the call, topics and the content of proposals [CHAFEA-AGRI-CALLS@ec.europa.eu](mailto:CHAFEA-AGRI-CALLS@ec.europa.eu).

**Participant Portal FAQ** – Submission of proposals.

**FAQ on promotion policy and call for proposals**

**IT Helpdesk** – contact the IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.

**H2020 Online Manual** – Please use the manual with caution and only for the Participant Portal tools guidance, i.e. Submission service and Beneficiary register, because it is H2020 specific and does not cover rules specific to Promotion of Agricultural Products.

## Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action	<a href="#">AGRI-SIMPLE-INTERNAL MARKET [AGRI-SIMPLE-IM]</a>	<a href="#">START SUBMISSION</a>
Topic	<a href="#">Support for simple programmes – Union quality schemes - SIMPLE-01-2018</a>	

Please confirm your choice of the **topic** and **type of action for the call**, as these cannot be changed subsequently in the submission system.

**Topic:** [Support for simple programmes – Union quality schemes - SIMPLE-01-2018](#)

**Type of Action:** [AGRI-SIMPLE-INTERNAL MARKET \[AGRI-SIMPLE-IM\]](#)

**Call:** [Call for proposals for simple programmes 2018 – Promotion of agricultural products](#)

CANCEL

CONFIRM

**IT Helpdesk** – contact the IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.

**H2020 Online Manual** - Please use the manual with caution and only for the Participant Portal tools guidance, i.e. Submission service and Beneficiary register, because it is H2020 specific and does not cover rules specific to Promotion of Agricultural Products.

# Step 3

## Create a Draft Proposal

### Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields

**AGRI-9** PIC search

USER

TOPIC SIMPL

TYPE AGRI-9

THU 12 DEADL April 20

78 days left until closure

#### Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Configuration OK



Download Part B Templates



Visit our 'How to' user guide



Visit our 'H2020 Online Manual'



#### Your organisation

PIC\* ?

Short name\* ?

Organisations you have been previously associated with. Click to select.

Search for your organisation PIC

#### Your Role

Please indicate your role in this proposal

Main contact

Contact person

#### Your Proposal



# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

PROJECTS & RESULTS

EXPERTS

SUPPORT



LOGIN



REGISTER



On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- 3rd Health Programme, Asylum, Migration and Integration Fund, Consumer Programme, COSME, European Statistics Programme, Hercule III Programme, Internal Security Fund Borders, Internal Security Fund Police, Justice Programme, Pilot Projects and Preparatory Actions, Promotion of Agricultural Products Programme, Research Fund for Coal & Steel, Rights, Equality and Citizenship Programme and Union Civil Protection Mechanism



### HORIZON 2020

Dashboard

#### H2020 DASHBOARD:

Statistics on H2020 proposals, success rates, funded projects and participants.

#### Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

#### Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission



# RESEARCH & INNOVATION

European Commission

## Participant Portal

European Commission > Research & Innovation > Participant Portal > My Organisations

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

PROJECTS & RESULTS

EXPERTS

SUPPORT



My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Formal Notification(s)

My Expert Area

### My Organisations

H2020 ONLINE MANUAL

HOW TO

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

### Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION

TYPE OF ACTION  
AGRI-SIMPLE-IM

THU

12

DEADLINE (Brussels Local Time)  
April 2018 17:00:00

78

days left until closure

Configuration OK

Download Part B  
Templates [Visit our 'How to' user guide](#) [Visit our 'H2020 Online Manual'](#)

local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it. There is no reason in delaying the submission for confidentiality concerns as the system does not allow any access to the proposals before call deadline or cut-off (other than to selected data that is part of the Submission and Evaluation of Proposals Assent Disclaimer).

You can submit the proposal as many times as you wish up to the deadline. Every submitted version will replace the previously submitted one.

### Your organisation

PIC\* 123456789

Short name\* TEST

Organisations you have been previously associated with. Click to select.

Search for your organisation PIC

### Your Role

Please indicate your role in this proposal

 Main contact Contact person

### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\* 


Please restrict acronym to latin characters  
only


Short Summary (max. 2000  
characters)\*   
Character count:


# Step 3

Create a Draft Proposal

AGRI-SIMPLE-20

 USER NAME

 TOPIC  
 SIMPLE-01-2018

 TYPE OF ACTION  
 AGRI-SIMPLE-IM

THU DEADLINE (Brussels)  
 12 April 2018 17:00:00

78 days left until closure

Configuration OK

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

## Submission and Evaluation of Proposals Assent Disclaimer

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

### Proposal pre-registration data

1. In order to plan the evaluations, the Commission services need access to a limited amount of information about your draft proposal (the so called pre-registration data) prior to call deadline. The pre-registration data is limited to: call, topic, type of action, Participant Identification (PIC) code of the participating organisation(s), project acronym, short summary and - where applicable - panel and keywords. Neither the Part B nor any annexe(s) form part of the pre-registration data that can be accessed by the European Commission services before the call deadline.
2. You do not have to list sensitive/confidential information in the 'Short Summary' (entered on Step 3). Where relevant, sensitive/confidential information can be added to the 'Abstract' field in the Part A administrative form at a later stage in the submission process; this Abstract is not included in the pre-registration data. Therefore, please provide as the 'short summary' the relevant information (keywords, non-confidential information) for the planning of the evaluation.

- I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
- I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

### Part B

3. File format: For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
4. Time constraints: Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

### Submission

5. Proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

### Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the [Legal Notice of the Participant Portal](#).

accept

decline

next >>

note that fields  
 and at least 48  
 with incompatible  
 sufficient time would  
 confidentiality  
 before call deadline  
 Evaluation of  
 ne. Every



# RESEARCH & INNOVATION

European Commission

## Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

- MY AREA
- HOME
- FUNDING OPPORTUNITIES
- HOW TO PARTICIPATE
- PROJECTS & RESULTS
- EXPERTS
- SUPPORT

- My Organisation(s)
- My Proposal(s)**
- My Project(s)
- My Notification(s)
- My Formal Notification(s)
- My Expert Area

The Participant Portal Grant and Expert Management Services will be unavailable on **Thursday, 25.01.2018, between 07:45 and 08:10(CET)**.  
We apologise for any inconvenience this may cause.

My Proposals H2020 ONLINE MANUAL HOW TO

This page provides a list of proposals where you participate:

- as a Coordinator/Principal Investigator, or
- as a project participant

But it does **not** include **successful proposals** that have become projects – these are in My projects list.

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the topic that you want to apply for, and enter the **submission system**.

Legend

- ED Edit Draft
- VD View Draft
- VS View Submitted
- DE Delete Proposal
- FO Follow-up
- PC Proposal Consortium

Show 10 entries

PROGRAM	CALL	FUND. SCH.	PROP. ID	ACRONYM	STATUS	REM. TIME	ACTIONS
AGRIP	AGRI-SIMPL E-2018	AGRI-SIMPLE-IM	814746	Presentation	Submitted	VD	<b>ED VS</b>

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT



next >>



# Step 4

Manage Your Related Parties

## AGRI-SIMPLE-2018

**USER NAME**  
[input field]

**TOPIC**  
SIMPLE-01-2018

**TYPE OF ACTION**  
AGRI-SIMPLE-IM

**A.B.C.** ACRONYM  
Presentation

**DRAFT ID** | SEP-210497833

**THU 12** DEADLINE (Brussels Local Time)  
April 2018 17:00:00

**78** days left until closure

Configuration OK

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

### Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Draft proposal Presentation created

Dear [input field]

You have successfully created a draft proposal **Presentation** for the call **AGRI-SIMPLE-2018**.

You can continue editing your draft proposal now or access it at a later time (before the deadline **2018-04-12 17:00:00** Brussels Local Time) from the [Participant Portal](#) by accessing the [My Proposals tab](#).

An email containing this information has been sent to this email address: [input field]@ec.europa.eu (which is associated with your ECAS account [input field]).

[Go to My Proposals](#)

[Continue with this proposal](#)

next >>


# Step 4

## Manage Your Related Parties

AGRI-SIMPLE-2018

 USER NAME

 TOPIC  
SIMPLE-01-2018

 TYP  
AGF      **Add contact**

A.B.      **Add partner**




### Parties





In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

**Add Partner**

1  Coordinator       Contact 

  Main contact  

#### Search for an organisation

Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

**search**      **clear**      **exit**

\* required field

OK      **Cancel**

# Step 5

## Edit Proposal

### AGRI-SIMPLE-2018



USER NAME

TOPIC  
SIMPLE-01-2018TYPE OF ACTION  
AGRI-SIMPLE-IM

A.B.C.

ACRONYM  
Presentation

DRAFT ID | SEP-210497833

THU  
12DEADLINE (Brussels Local Time)  
April 2018 17:00:00

78

days left until closure

Configuration OK

[Download Part B  
Templates](#) [Visit our 'How to' user guide](#) [Visit our 'H2020 Online Manual'](#)

## Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

**WARNING:** This proposal contains changes that have not yet been submitted...

### Administrative Forms

Edit will open the forms.

[edit forms](#)[view history](#)[print preview](#)

### Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

**Part B – Project proposal**[upload](#)**Legal entity information**[upload](#)**Information on  
representativeness**[upload](#)**Information on financial  
capacity**[upload](#)**Audit report**[upload](#)**Identical text of Part B in  
English**[upload](#)**Detailed budget table**[upload](#)**Additional information**[upload](#)[<< Step 4 - Parties](#)[validate](#)[submit](#)



Step 5

Table of contents

1 - General Information

Proposal Submission Forms

Table Of Contents

Save

Save&amp;Close

Please check our [wiki](#) for help on navigating the form.

## Promotion of Agricultural Products

### Call: AGRI-SIMPLE-2018

( Call for proposals for simple programmes 2018 – Promotion of agricultural products )

### Topic: SIMPLE-01-2018

Type of action: AGRI-SIMPLE-IM  
(AGRI-SIMPLE-INTERNAL MARKET)

Proposal number: SEP-210497833

Proposal acronym: Presentation

Deadline Id: AGRI-SIMPLE-2018

Table of contents

A large red arrow pointing downwards, located on the right side of the page, indicating the scroll direction.



## Table of contents

<i>Section</i>	<i>Title</i>	<i>Action</i>
1	General information	<a href="#">Show</a>
2	Administrative data of participating organisation(s)	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Information about the action	<a href="#">Show</a>

### *How to fill in the forms*

The **administrative forms must be filled in** for each proposal using the templates available in the online submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

[Read more](#)

[Table of contents](#)[1 - General Information](#)[2 - Participants & contacts](#)

## Proposal Submission Forms

[Table Of Contents](#)[Validate Form](#)[Save](#)[Save&Close](#)

Proposal ID **SEP-210497833**

Acronym **Presentation**

## 1 - General information

[?](#)

Topic SIMPLE-01-2018

Type of Action AGRI-SIMPLE-IM

Call Identifier AGRI-SIMPLE-2018

Deadline Id AGRI-SIMPLE-2018

Acronym

Proposal title\*

*Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

*Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &*

Duration in months

Free keywords

*Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

## Proposal Submission Forms

[Table Of Contents](#)[Validate Form](#)[Save](#)[Save&Close](#)Proposal ID **SEP-210497833**Acronym **Presentation**

### Declarations

In the declarations below the term "coordinator" refers to the lead partner of projects submitted by several proposing organisations. In case of proposals submitted by one proposing organisation, the same declarations are to be made by the organisation submitting the proposal.

The coordinator is only responsible for the correctness of the information relating to its own organisation. Each proposing organisation remains responsible for the correctness of the information related to its organisation as declared below. If the proposal is retained for EU funding, the coordinator and each successful proposing organisation will be required to present an individual declaration in this respect.

1) The coordinator declares to have acquired the explicit consent of all proposing organisations on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) The coordinator confirms that he/she has carried out for its organisation the financial capacity self-check and has received confirmation from each proposing organisation that they have carried out the same check at <a href="http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html">http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html</a> unless the coordinator or any	<input type="checkbox"/>

### Proposal Submission Forms

[Table Of Contents](#) [Save](#) [Save&Close](#)

*Proposal ID* **SEP-210497833**      *Acronym* **Presentation**

## 2 - Participants & contacts

#	Participant Legal Name	Country	Action
1		Belgium	<a href="#">Show</a>





Type or select a participant

## Proposal Submission Forms

Table Of Contents

Validate Form

Save

Save&Close

Proposal ID **SEP-210497833**

Acronym

**Presentation**

Short name

**Charalampos Xenogiannis**

## 2 - Administrative data of participating organisation(s)



**PIC**

**Legal name**

[Redacted]

Short name:

[Redacted]

Address of the organisation

Street

Town

Postcode

Country **Belgium**





## Proposal Submission Forms

[Table Of Contents](#)[Validate Form](#)[Save](#)[Save&Close](#)

*Proposal ID* SEP-210497833      *Acronym*      **Presentation**      *Short name* Charalampos Xenogiannis

## 2 - Administrative data of participating organisation(s) ?

*PIC**Legal name*

*Short name:* Cha  
*Address of the org*

Street

Town

Postcode

Country

Webpage

Type of your organisation as referred to in Art. 7 of Reg. 1144/2014: **obligatory selection**

Trade or inter-trade organisation, established in a Member State

Producer organisation or association of producer organisations

[2 - Participants & contacts](#)
**3 - Budget**
[4 - Call-specific questions](#)

## Proposal Submission Forms

[Table Of Contents](#)
[Validate Form](#)
[Save](#)
[Save&Close](#)
**Proposal ID** SEP-210497833

**Acronym** Presentation

### 3 - Budget

No	Participant	Country	(A) Direct personnel costs €	(B) Direct costs of subcontracting €	(C) Other direct costs €	(D) Indirect costs (4% on A) €	Total costs €	Reimbursement rate (%) <sup>1</sup>	Maximum EU contribution €	Requested Grant <sup>2,3</sup> €	Income generated by the action €
			(a)	(b)	(c)	(d) = 0.04 * (a)	(e) = (a)+(b)+(c)+(d)	(f)	(g) = (e)*(f)	(h)	(i)
1		BE	0,00	0,00	0,00		0,00	70	0,00	0,00	0,00
Total			0,00	0,00	0,00	0,00	0,00		0,00	0,00	0,00

All costs are to be presented in EUR.

\*1) - Proposing organisations from Member States under financial assistance are entitled to a top-up of 5% on the reimbursement rate relevant to the chosen topic.

\*2) - If a particular proposing organisation is requesting more than 750.000 EUR EU contribution, an audit certificate produced by an approved external auditor shall be submitted. It shall certify the accounts for the last financial year available. This requirement does not apply to proposing organisations having a status of a body governed by public law within the meaning of Article 2(1)(4) of Directive 2014/24/EU.

\*3) - The requested grant shall not be higher than the maximum EU contribution.

## Proposal Submission Forms

[Table Of Contents](#)[Validate Form](#)[Save](#)[Save&Close](#)Proposal ID **SEP-210497833**Acronym **Presentation**

## 4 Information about the action

Target Countries

Austria	▲
Belgium	
Bulgaria	
Croatia	
Cyprus	
Czech Republic	▼

&gt;&gt;

&lt;&lt;

Target Countries of  
the proposal

--

*Please carefully select one or more target countries eligible under the topic selected.*

Is the action promoting any of the following EU or national quality schemes?

EU quality schemes for agricultural products and foodstuffs, wines or spirit drinks

Organic production method

The logo for quality agricultural products specific to the outermost regions of the Union

National quality schemes

The action is not promoting any of the schemes above



## Proposal Submission Forms

Table Of Contents

Save

Save&Close

### Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

#### Section

#### Description

Declaration

Declaration acceptance is mandatory

Show Error

Declaration

Declaration acceptance is mandatory

Show Error

Budget

The requested grant cannot be 0 (zero) this partner!

Show Error

General Information

Title - missing entry

Show Warning

Charalampos Xenogiannis

You have to select at least type of organisation

Show Warning

Charalampos Xenogiannis

Department Name - missing entry

Show Warning

Charalampos Xenogiannis

Department Street name - missing entry

Show Warning

Charalampos Xenogiannis

Department Town name - missing entry

Show Warning

Charalampos Xenogiannis

Department Post Code - missing entry

Show Warning

# Step 5

## Edit Proposal

### AGRI-SIMPLE-2018



USER NAME

TOPIC  
SIMPLE-01-2018TYPE OF ACTION  
AGRI-SIMPLE-IM

A.B.C.

ACRONYM  
Presentation

DRAFT ID | SEP-210497833

THU  
12DEADLINE (Brussels Local Time)  
April 2018 17:00:00

78

days left until closure

Configuration OK



Download Part B  
Templates



Visit our 'How to' user guide



Visit our 'H2020 Online Manual'



## Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

**WARNING:** This proposal contains changes that have not yet been submitted...

### Administrative Forms

Edit will open the forms. ?

edit forms

view history

print preview

### Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

<b>Part B Project proposal</b>	upload	01_Part_B_Project_proposal.pdf	delete	✓	?
<b>Legal entity information</b>	upload	02_Legal_entity...tity_information.pdf	delete	✓	?
<b>Information on representativeness</b>	upload	03_information_...presentativeness.pdf	delete	✓	?
<b>Information on financial capacity</b>	upload	04_Information_...nancila_capacity.pdf	delete	✓	?
<b>Audit report</b>	upload	05_Audit_report.pdf	delete		?
<b>Identical text of Part B in English</b>	upload	05_Identical_te...art_B_in_English.pdf	delete		?
<b>Detailed budget table</b>	upload	06_Detailed_budget_table.pdf	delete	✓	?
<b>Additional information</b>	upload	07_additional_info.pdf	delete	✓	?

<< Step 4 - Parties

validate

submit

# Step 5

## Edit Proposals' Forms

### Edit Proposal

#### AGRI-SIMPLE

USER NAME  
TOPIC SIMPLE-01-201  
TYPE OF ACTION AGRI-SIMPLE-I  
ACRONYM Presentation  
DRAFT ID | SEP  
THU 12 DEADLINE (Brus April 2018 17:00  
78 days left until of

Configuration OK  
Download Part B Templates  
Visit our 'How to' user g  
Visit our 'H2020 Online M

#### Validations

**✘ Your proposal cannot be submitted until the errors below are corrected:**

#### Part A Form

- Budget [view errors \(1\)](#)
- Declaration [view errors \(2\)](#)

**⚠ The following warnings will not block submissions of your proposal, but may affect its eligibility during evaluation:**

#### Eligibility warnings

- The file 01\_Part\_B\_Project\_proposal.pdf (Part B – Project proposal) contains 139 pages, the guide for applicants states that the document should contain no more than 70 pages
- The file 05\_Identical\_text\_of\_Part\_B\_in\_English.pdf (Identical text of Part B in English) contains 92 pages, the guide for applicants states that the document should contain no more than 70 pages

#### Part A Form


- Budget [view warnings \(1\)](#)
- Call Specific Question [view warnings \(3\)](#)
- Charalampos Xenogiannis [view warnings \(13\)](#)
- General Information [view warnings \(1\)](#)


Close

## Step 6

Submit

### AGRI-SIMPLE-2018

	USER NAME
	TOPIC SIMPLE-01-2018
	TYPE OF ACTION AGRI-SIMPLE-IM
<b>A.B.C.</b>	ACRONYM Presentation
	FINAL ID   814746 DRAFT ID   SEP-210497833
<b>THU</b> <b>12</b>	DEADLINE (Brussels Local Time) April 2018 17:00:00
<b>78</b>	days left until closure

Configuration OK [Visit our 'How to' user guide](#) [Visit our 'H2020 Online Manual'](#) 

Your proposal has been successfully submitted

Your proposal was submitted on: **24 January 2018 at 18:10:26 (Brussels Local Time)** as part of the **AGRI-SIMPLE-2018** call, before the deadline of 12 April 2018 at 17:00:00 (Brussels Local Time).

Your project ID is **814746**. This number is important and will be used as future reference during the evaluation process.

### Revisit your Proposal

You may edit your proposal and re-submit at any time before the deadline of **12 April 2018 at 17:00:00 (Brussels Local Time)** by clicking the "re-edit proposal" button.

[re-edit proposal](#)

A digitally signed and time-stamped version of the latest submitted version of your proposal can be viewed/downloaded. Note: this can take from a few seconds to several hours depending upon system load. Please contact the Service Desk if it is not yet available 72 hours after a call closure.

[download](#)

You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.

[withdraw proposal](#)





# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

- MY AREA
- HOME
- FUNDING OPPORTUNITIES
- HOW TO PARTICIPATE
- PROJECTS & RESULTS
- EXPERTS
- SUPPORT

- My Organisation(s)
- My Proposal(s)**
- My Project(s)
- My Notification(s)
- My Formal Notification(s)
- My Expert Area

The Participant Portal Grant and Expert Management Services will be unavailable on **Thursday, 25.01.2018, between 07:45 and 08:10(CET)**.  
We apologise for any inconvenience this may cause.

### My Proposals

H2020 ONLINE MANUAL

This page provides a list of proposals where you participate:

- as a Coordinator/Principal Investigator, or
- as a project participant

But it does **not** include **successful proposals** that have become projects – these are in My projects list.

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the topic that you want to apply for, and enter the **submission system**.

Legend

- Edit Draft
- View Draft
- View Submitted
- Delete Proposal
- Follow-up
- Proposal Consortium

Show  entries

PROGRAM	CALL	FUND. SCH.	PROP. ID	ACRONYM	STATUS	REM. TIME	ACTIONS
AGRIP	AGRI-SIMPL E-2018	AGRI-SIMPLE-IM	814746	Presentation	Submitted	78	

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

# How to prepare a proposal

# How to prepare a proposal

## Documents to consult:

- Relevant regulations, call for proposals
- Guide for applicants
- Model grant agreement
- FAQ - policy: website of Chafea
- FAQ - online submission: Participant Portal

# How to prepare a proposal

## Proposal template (part B of proposal):

- Structure and page limit (70 pages)
- Guide for applicants – instructions for filling in the template
- Take into consideration Annex: Additional information on award criteria



European Commission

Language

Call ID: AGRI-SIMPLE-2018

Detailed Budget Table

Acronym  ID Proposal

Headings	Years	A. Direct personnel costs	B. Direct cost of subcontracting	C. Other direct costs	TOTAL
<b>1. Project coordination</b>					
Personnel cost of the proposing organisation(s)					
	Year 1				
	Year 2				
	Year 3				
Other costs of project coordination					
	Year 1				
	Year 2				
	Year 3				
<b>TOTAL</b>					
<b>2. Public relations</b>					
Continuous PR activities (PR office)					
	Year 1				
	Year 2				
	Year 3				
Press events					
	Year 1				
	Year 2				
	Year 3				
<b>TOTAL</b>					

# How to prepare a proposal

## Budget templates:

- Detailed breakdown:
  - by type of activity
  - by type of cost (personnel, subcontracting, other costs)
- Totals to be enclosed in the submission form

### 3 - Budget

No	Participant	Country	(A) Direct personnel costs €	(B) Direct costs of subcontracting €	(C) Other direct costs €	(D) Indirect costs (4% on A) €	Total costs €	Reimbursement rate (%) <sup>1)</sup>	Maximum EU contribution €	Requested Grant <sup>2,3)</sup> €	Income generated by the action €
			(a)	(b)	(c)	(d) = 0.04 * (a)	(e) = (a)+(b)+(c)+(d)	(f)	(g) = (e)*(f)	(h)	(i)
1		BE	0,00	0,00	0,00		0,00	70	0,00	0,00	0,00
Total			0,00	0,00	0,00	0,00	0,00		0,00	0,00	0,00

All costs are to be presented in EUR.

<sup>1)</sup> - Proposing organisations from Member States under financial assistance are entitled to a top-up of 3% on the reimbursement rate relevant to the chosen topic.

<sup>2)</sup> - If a particular proposing organisation is requesting more than 750 000 EUR EU contribution, an audit certificate produced by an approved external auditor shall be submitted. It shall certify the accounts for the last financial year available. This requirement does not apply to proposing organisations having a status of a body governed by public law within the meaning of Article 2(1)(4) of Directive 2014/24/EU.

<sup>3)</sup> - The requested grant shall not be higher than the maximum EU contribution.

Headings	Years	A. Direct personnel costs	B. Direct cost of subcontracting	C. Other direct costs	TOTAL
<b>Other eligible costs of PO</b>					
Other eligible costs of PO (audit certificates, guarantee for prefinancing, non-recoverable VAT)					
	Year 1				
	Year 2				
	Year 3				
<b>TOTAL</b>					
<b>Total all headings</b>					
	Year 1				
	Year 2				
	Year 3				
<b>SUB-TOTAL</b>					
<b>Indirect costs of POs (max. 4 % of direct personnel costs of POs)</b>					
<b>GRAND TOTAL</b>					

### 3 - Budget

No	Participant	Country	(A) Direct personnel costs €	(B) Direct costs of subcontracting €	(C) Other direct costs €	(D) Indirect costs (4% on A) €	Total costs €	Reimbursement rate (%) <sup>1)</sup>	Maximum EU contribution €	Requested Grant <sup>2,3</sup> €	Income generated by the action €
				(b)	(c)	(d) = 0.04 * (a)	(e) = (a)+(b)+(c)+(d)	(f)	(g) = (e)*(f)	(h)	(i)
1	us	BE	0,00	0,00	0,00		0,00	70	0,00	0,00	0,00
<b>Total</b>			0,00	0,00	0,00	0,00	0,00		0,00	0,00	0,00

All costs are to be presented in EUR.

\*1) - Proposing organisations from Member States under financial assistance are entitled to a top-up of 5% on the reimbursement rate relevant to the chosen topic.

\*2) - If a particular proposing organisation is requesting more than 750 000 EUR EU contribution, an audit certificate produced by an approved external auditor shall be submitted. It shall certify the accounts for the last financial year available. This requirement does not apply to proposing organisations having a status of a body governed by public law within the meaning of Article 2(1)(4) of Directive 2014/24/EU.

\*3) - The requested grant shall not be higher than the maximum EU contribution.

# How to prepare a proposal

## Annexes:

- See section 1.3.7 of guide for applicants
- Submission blocked if mandatory annexes are not uploaded
- Only flat PDF documents can be uploaded → print, merge and scan or use a virtual PDF printer
- **It is your responsibility to upload correct and complete documents by the submission deadline**

# Languages regime

- Call text: all official languages
- Guide for applicants and templates:
  - simple programmes – all official languages
  - multi programmes – English only
- Proposals:
  - simple - language of the MS + English translation OR English only\*
  - multi - can be submitted in English only

\* - list of MS which accept to sign grant agreements based on proposals drafted in English is available at [https://ec.europa.eu/chafea/agri/sites/chafea/files/competent-national-authorities-simple-programmes\\_en.pdf](https://ec.europa.eu/chafea/agri/sites/chafea/files/competent-national-authorities-simple-programmes_en.pdf)





European  
Commission

# After submission



## Indicative timetable SIMPLE programmes (section 3 of the call text)

The deadline for submission is 12 April 2018, 17:00 CET (Central European Time).

	Stages/Deadlines	Date and time or indicative period
a)	Publication of the call for proposals	12.1.2018
b)	Deadline to submit non-IT related questions	29.3.2018 17:00 CET
c)	Deadline to reply to non-IT related questions	5.4.2018 17:00 CET
d)	Deadline for submitting applications	12.4.2018 17:00 CET
e)	Evaluation period	April-August 2018
f)	Decision by the Commission	October 2018
g)	Information to applicants by the Member States	October 2018
h)	Grant adaptation phase	October 2018-January 2019
i)	Signature of the grant agreement between Member States and the beneficiaries	< January 2019
j)	Starting date of the action	> 1.1.2019



## Indicative timetable MULTI programmes (section 3 of the call text)

The deadline for submission is 12 April 2018, 17.00 CET (Central European Time).

	Stages/Deadlines	Date and time or indicative period
(a)	Publication of the call for proposals	12.1.2018
(b)	Deadline to submit non-IT-related questions	29.3.2018 17.00 CET
(c)	Deadline to reply to non-IT-related questions	5.4.2018 17.00 CET
(d)	Deadline for submitting applications	12.4.2018 17.00 CET
(e)	Evaluation period	April-August 2018
(f)	Information to applicants	October 2018
(g)	Grant adaptation phase	October 2018-January 2019
(h)	Signature of the grant agreement	< January 2019
(i)	Starting date of the action	> 1.1.2019

# Support during preparation

- **FAQ – Submission** of proposals  
<http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html>
- **FAQ - Promotion **policy**** and call for proposals  
<https://ec.europa.eu/chafea/agri/faq.html>
- **Helpdesk** - Assistance related to the call:  
[CHAFEA-AGRI-CALLS@ec.europa.eu](mailto:CHAFEA-AGRI-CALLS@ec.europa.eu)

Guidance on proposal submission:

H2020 ONLINE MANUAL

IT Guidance:

 HOW TO



European  
Commission

**Thank you very much for your attention!**