

Promotion of agricultural products: call for proposals 2018

How to prepare & submit your proposal



Consumers, Health, Agriculture and Food Executive Agency



# **Content of the presentation**

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





# **Online submission tool**

Consumers, Health, Agriculture and Food Executive Agency



For more information on different types of programmes, check the simple & multi programmes section.

proposals of interest.

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.

	http://ec.euro	(A-Z) Sitemap About this site Contact Legal Notice Search English • Dpa.eu/research/participants
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Calls		See the full list of the Commission funding programmes.
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Hercule III Programme		
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Justice Programme		veness of Enterprises and SMEs (COSME) will run from budget of €2.3bn. It will facilitate SME access to finance,
Pilot Projects & Preparato Actions	19	and improve their access to markets.
Promotion of Agricultural Products		



# Calls for Proposals

## Promotion of Agricultural Products

# ENJOY It's from Europe

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:

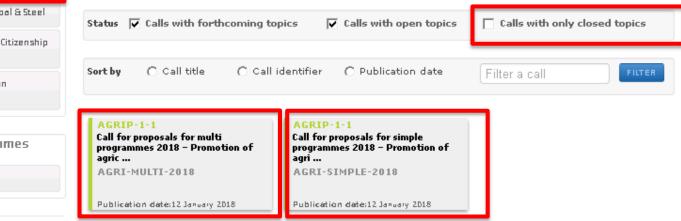
Union:

(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

 (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.



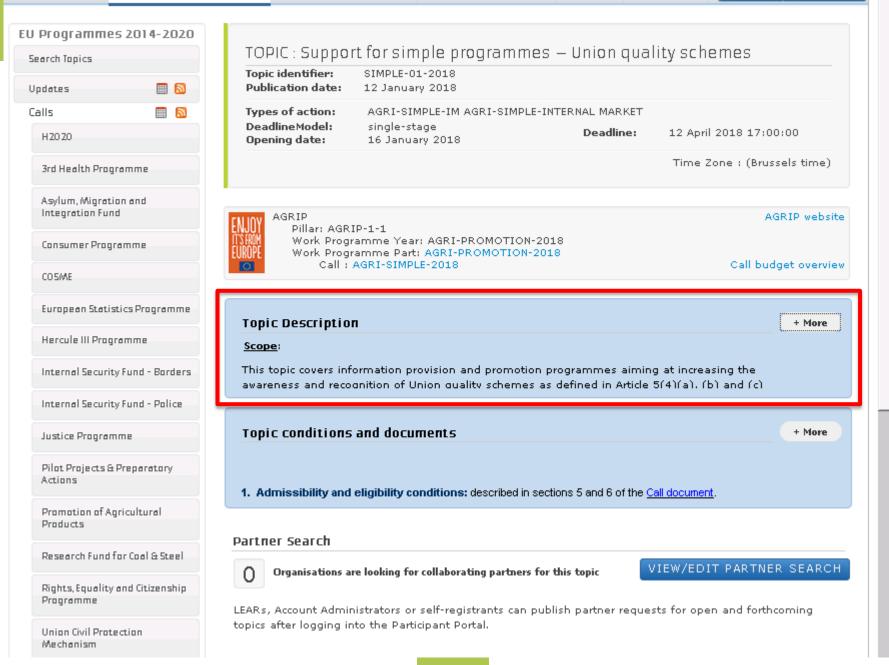
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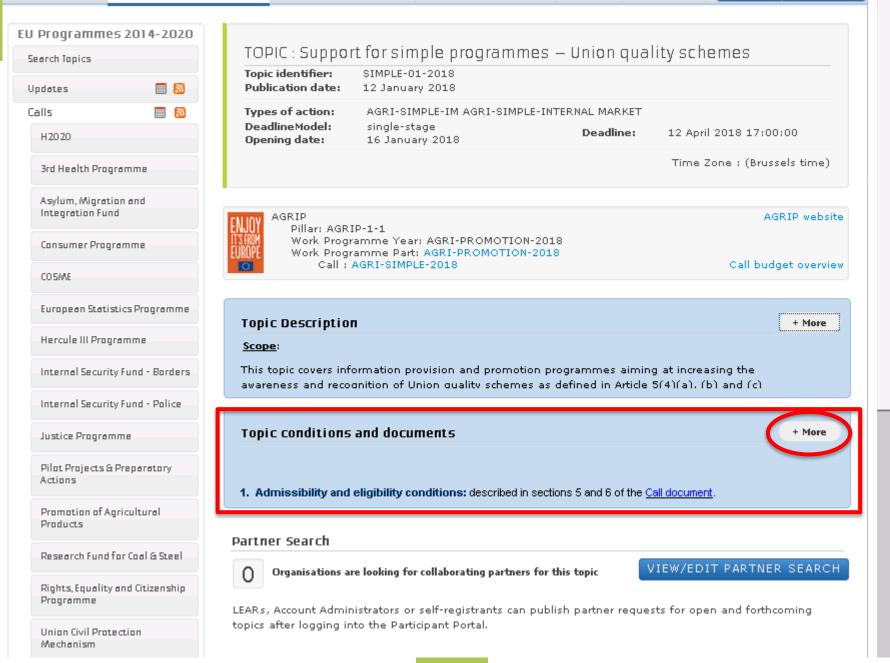
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HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT \*





Admissibility and eligibility conditions: described in sections 5 and 6 of the <u>Call document</u>.

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 <u>Call document</u>. **3.2 For submission and evaluation process,** see sections 7, 8, 9 and 14 of the <u>Call document</u>.

 Indicative timetable for evaluation and contract signature: described in section 3 of the <u>Call</u> 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 ( <u>BG</u> - <u>ES</u> - <u>CS</u> - <u>DA</u> - <u>DE</u> - <u>ET</u> - <u>EL</u> - <u>EN</u> - <u>FR</u> - <u>HR</u> - <u>IT</u> - <u>LV</u> - <u>LT</u> - <u>HU</u> - <u>MT</u> - <u>NL</u> - <u>PL</u> - <u>PT</u> - <u>RO</u> - <u>SK</u> - <u>SL</u> - <u>FI</u> - <u>SV</u> ) Model grant agreement for multi-beneficiary grants ( <u>BG</u> - <u>ES</u> - <u>CS</u> - <u>DA</u> - <u>DE</u> - <u>ET</u> - <u>EL</u> - <u>EN</u> - <u>FR</u> - <u>HR</u> - <u>IT</u> - <u>LV</u> - <u>LT</u> - <u>HU</u> - <u>MT</u> - <u>NL</u> - <u>PL</u> - <u>PT</u> - <u>RO</u> - <u>SK</u> - <u>SL</u> - <u>FI</u> - <u>SV</u> )

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 <u>Commission Delegated Regulation (EU) 2015/1829</u> <u>Commission Implementing Regulation (EU) 2015/1831</u> EU Financial regulation

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Additional documents

Guide for applicants <u>bq cs da de el en es et fi fr hr hu it lt lv mt nl pl pt ro sk sl sv</u>

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#### Partner Search

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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.

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# **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).

# 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.

# USEFUL LINKS

- Enterprise Europe Network
- EU Gateway | Business Avenues

#### Partner Search



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

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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.

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<u>FAQ on promotion policy and call for proposals</u> <u>IT Helpdesk</u> - 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				
<u>H2020 Online Manual</u> - 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

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Type of Action

AGRI-SIMPLE-INTERNAL MARKET [AGRI-SIMPLE-IM] START SUBMISSION

Support for simple programmes - Union quality schemes - 5

CANCEL

Topic

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Topic: Support for simple programmes - Union quality schemes - SIMPLE-01-2018

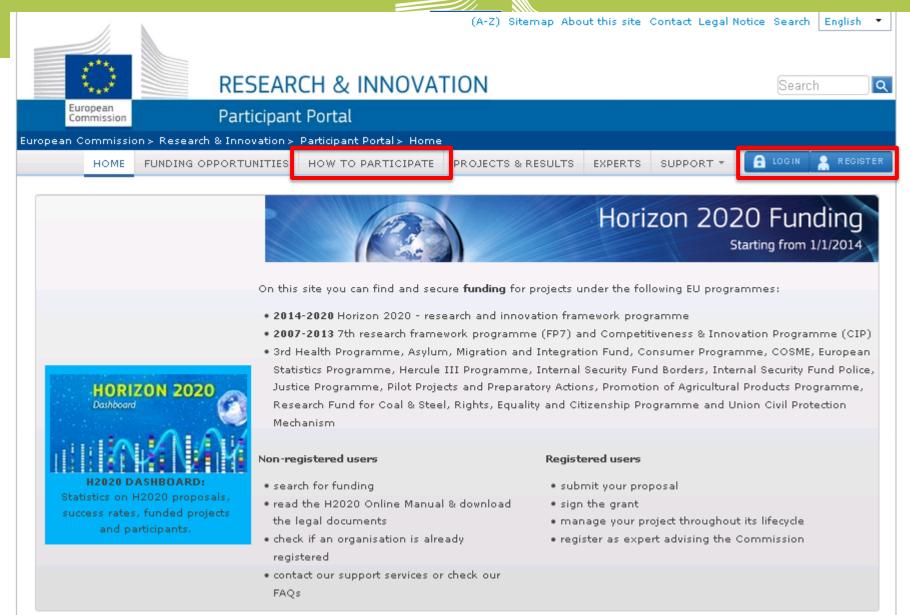
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Call: Call for proposals for simple programmes 2018 - Promotion of agricultural products

<u>IT Helpdesk</u> - contact the IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.

<u>H2020 Online Manual</u> - 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.

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Consumers, Health, Agriculture and Food Executive Agency



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

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# 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.

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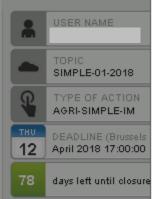
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Visit our 'How to' user guid

Visit our 'H2020 Online Manu

# 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

 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.
 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.

C 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 <u>Legal Notice of the</u> <u>Participant Portal</u>.

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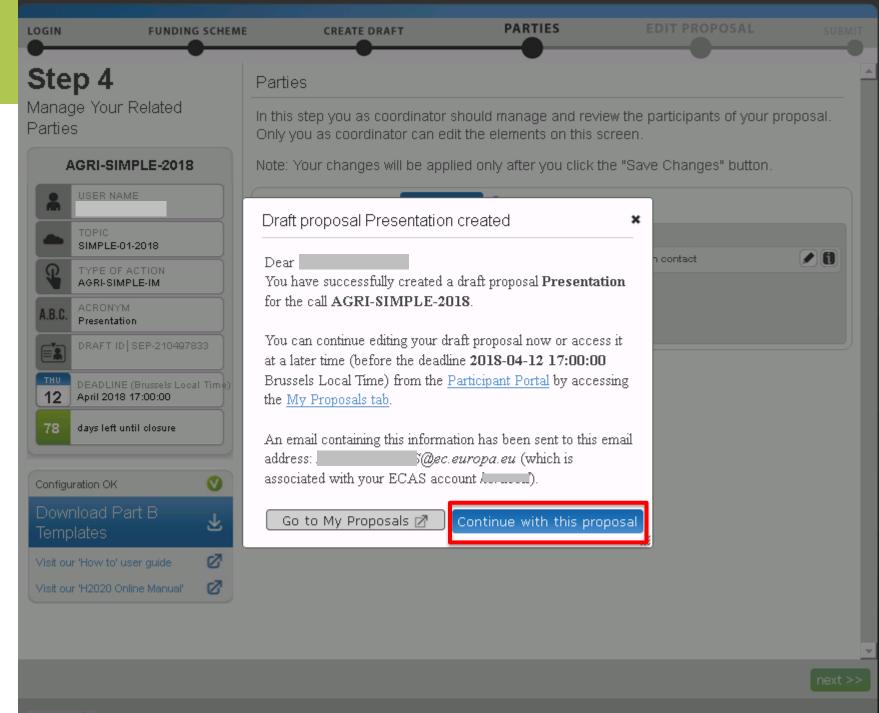
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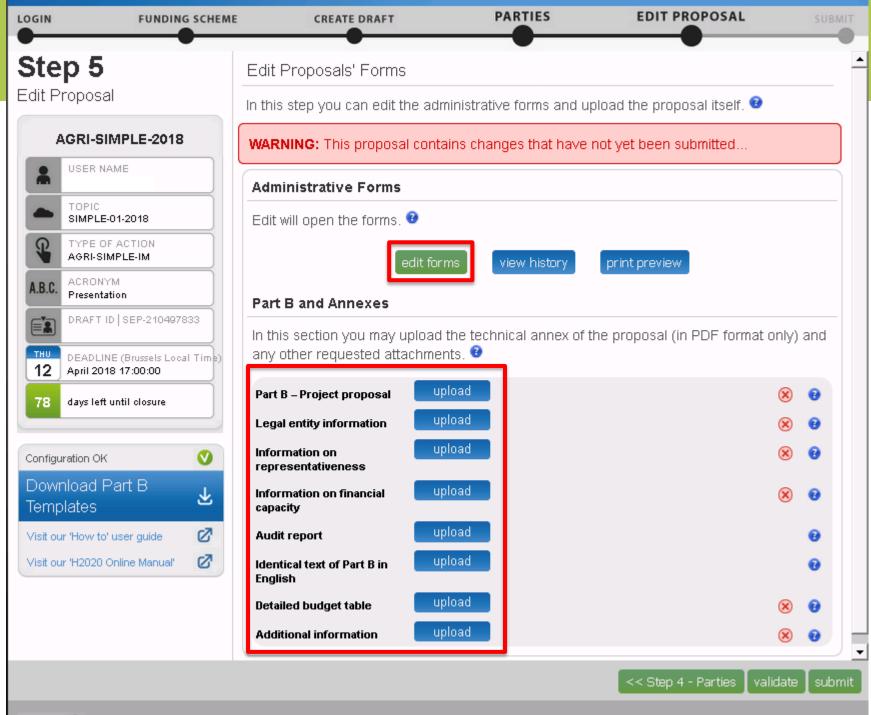
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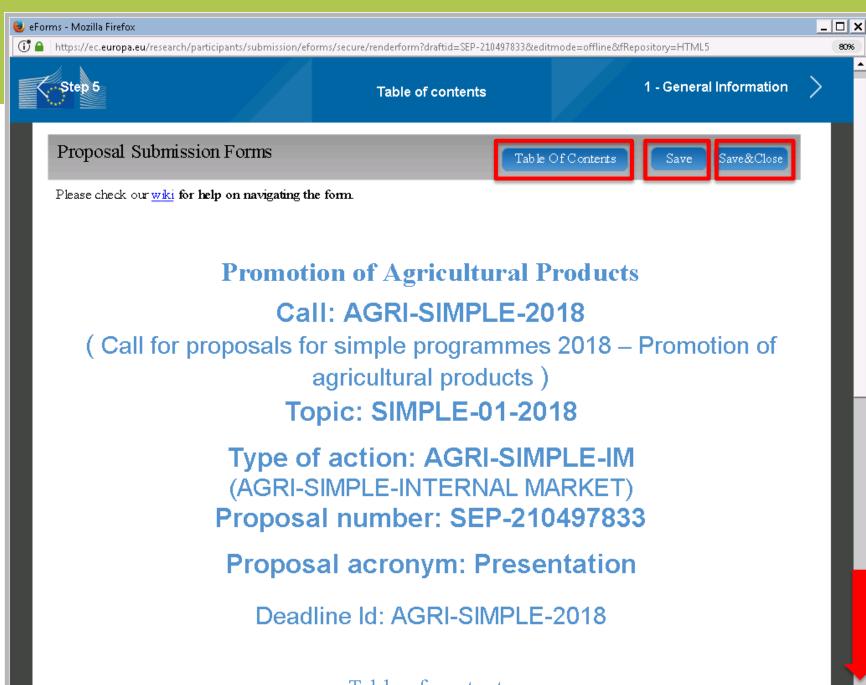


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# How to fill in the forms

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

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	Call Identifier	AGRI-SIMPLE-2018 Deadline Id AGRI-SIMPLE-2018	-1
	Acronym	Presentation	- 8
	-		- 8
	Proposal title*	Max 200 characters (with spaces). Must be understandable for non-specialists in your field.	1
		Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: $< >$ " &	
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	Free keywords	$^{f s}$ Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).	

Consumers, Health, Agriculture and Food Executive Agency

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	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.	$\Rightarrow$
2) The information contained in this proposal is correct and complete.	
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	



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# 2 - Participants & contacts

#	Participant Legal Name	Country	Action
1	(	Belgium	Show



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	Street					
	Town					
	Postcode					
	Country	Belgium				
			Consumers, Health, Agriculture and Food			

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	2 - Participants & contacts	3 - Budget	4 - Call-specific questions	
		Table Of Contents Validate Form Save Save&Close		
	ProposalID SEP-210497833 Acronym Presentation			

# 3 - Budget

No	No Participant	Country	(A) Direct personnel co≰s€	(B) Direct costs of subcontra- ctingÆ	(C) Other direct costs Æ	(D) Indirect costs (4% on A).£	Total costs Æ	Reimburse- ment rate (%) <sup>1</sup>	Maximum EU contribution €	Requested Grant <sup>2,3</sup> €	Income generated by the action Æ
			(a)	(6)	(c)	(d) = 0.04 * (a)	(e) =(a)+(b) +(c)+(d)	ß	(g) = (e)*(f)	(h)	0
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.

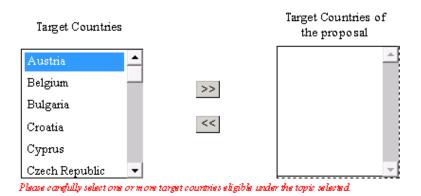




 Proposal Submission Forms
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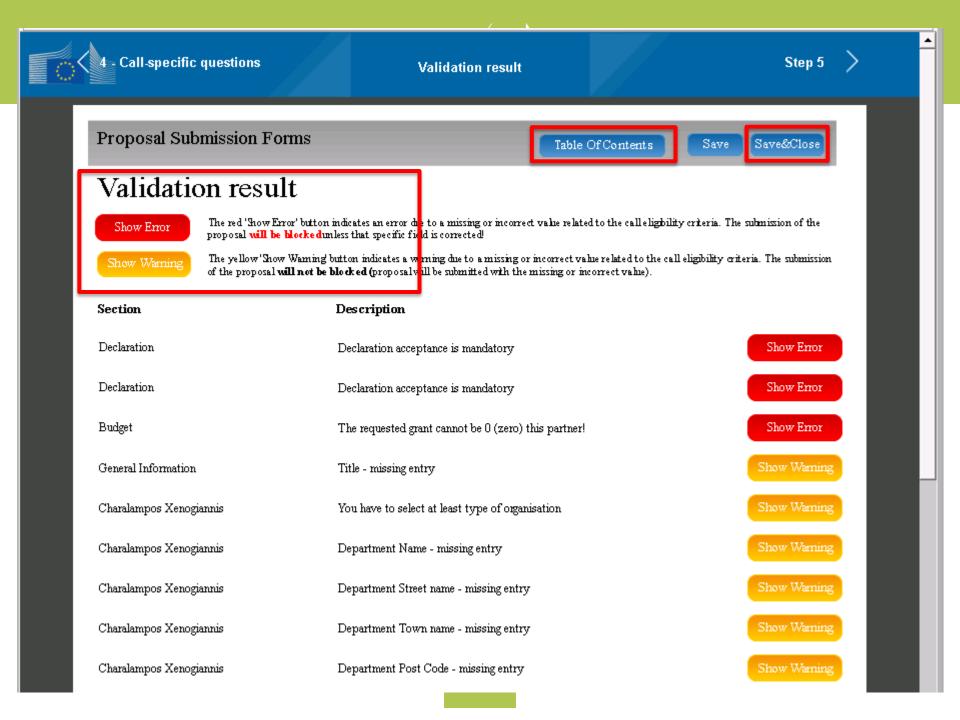
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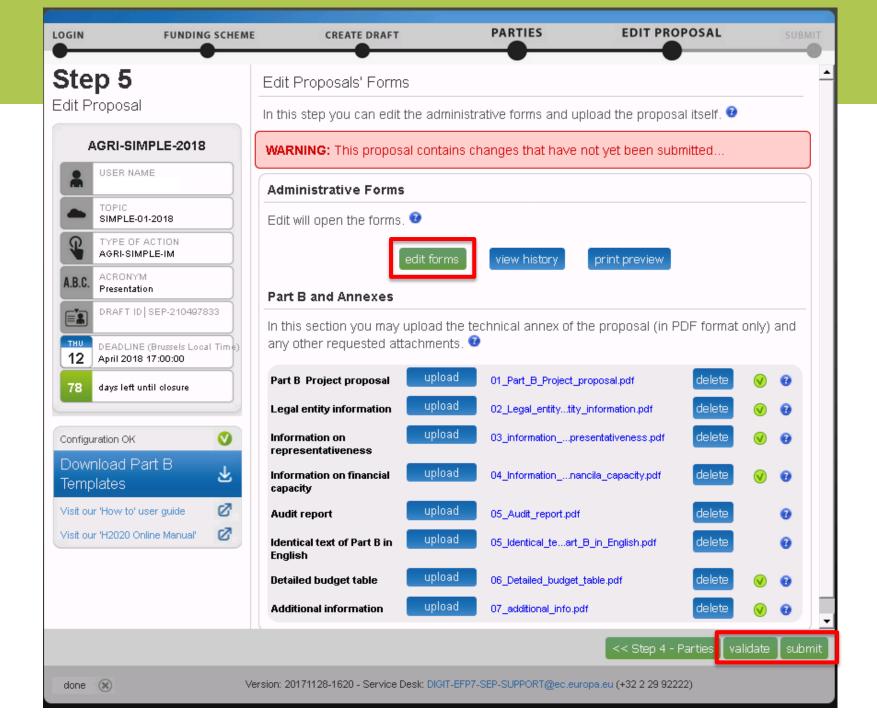
# 4 Information about the action

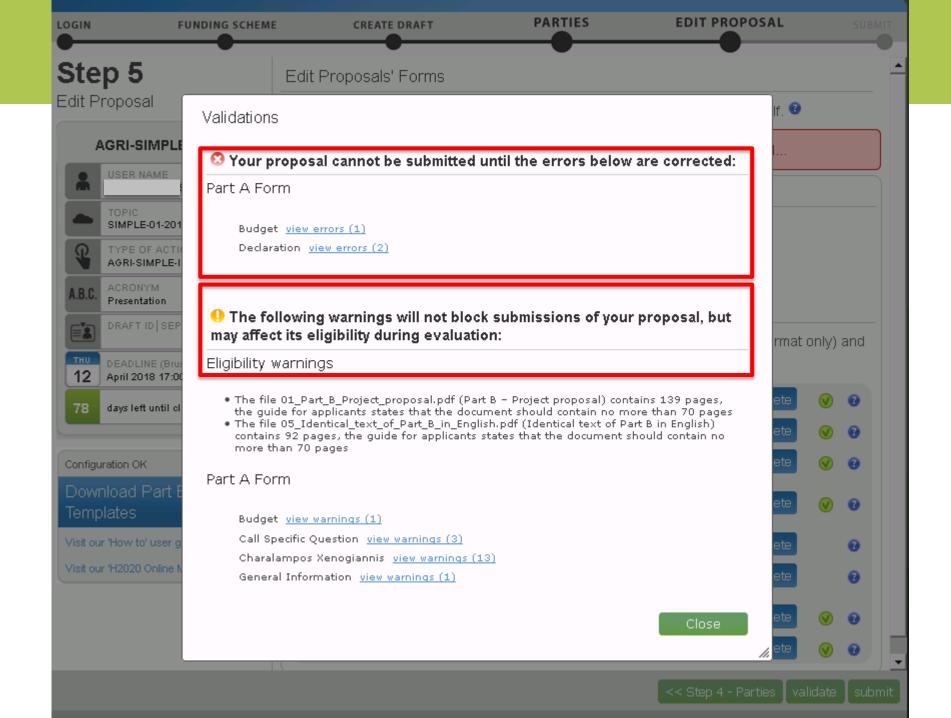


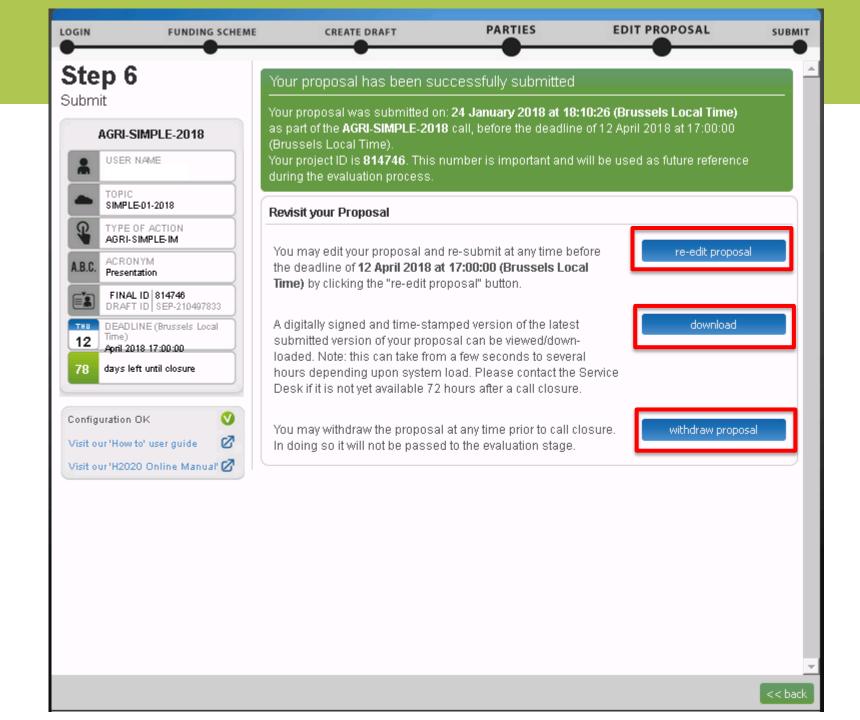
Is the action promoting any of the following EU or national quality schemes?

EU quality schemes for agricultural products and food stuffs, 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	









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European Commission	Participant Portal		
	& Innovation > Participant Portal > My Proposals		
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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 una 25.01.2018, between 07:45 and 08:10(CET). We apologise for any inconvenience this may cause.	vailable on <b>Thursday,</b>	
	My Proposals	O ONLINE MANUAL 🔞 HOW TO	<b>b</b>
	<ul> <li>This page provides a list of proposals where you participate:</li> <li>as a Coordinator/Principal Investigator, or</li> <li>as a project participant</li> <li>But it does not include successful proposals that have become projects - f</li> <li>You can view, edit or download your draft or submitted proposals, depending of the relevant call.</li> <li>To start preparing a new proposal, go to Funding Opportunities to the page of and enter the submission system.</li> </ul>	on the proposal status and the deadlin f the topic that you want to apply for,	e
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Documents to consult:

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



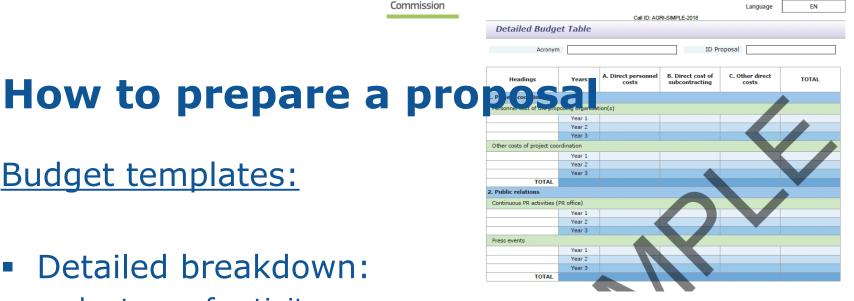


Proposal template (part B of proposal):

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







**Budget templates:** 

- Detailed breakdown:
  - by type of activity
  - by type of cost (personnel, subcontracting, other costs)
- Totals to be encounted and a suddet submission form

-		Dudget										
	No	Participant	Country	(A) Direct personnel costsÆ	(B) Direct costs of subcontra- ctingÆ	(C) Other direct costs €	(D) Indirect costs (4% on A).€	Totalcosts Æ	Reimburse- ment rate (%) <sup>1</sup>	Maximum EU contribution €	Requested Grant <sup>2,3</sup> €	Income generated by the action Æ
				(a)	(6)	(c)	(d) = 0.04 * (a)	(e)=(a)+(b) +(c)+(d)	(f)	(g) = (e)*(f)	(10)	0
	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 2014/2/EU. \*\*) - The requested grant shall not be higher than the maximum EU contribution.

		Call ID: AG	RI-SIMPLE-	2018							_	
Headings	Years	A. Direct personnel costs		ct cost o ntracting		C. Other cos			ΤΟΤΑ	NL.		
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Other eligible costs of PO	(audit certificat	tes, guarantee for prefina	ancing, no	n-recove	rable VA	AT)						
	Year 1											
	Year 2											
	Year 3											
TOTAL												
Total all headings	Year 1											
Total all headings	Year 2											
Total all headings	Year 3					-	-					
SUB-TOTAL												
Indirect costs of POs (max. 4 % of direct												
personnel costs of POs)												
GRAND TOTAL									▾◪			
	3	- Budget				•		<u>^</u>				
	Νο	Participant	Country	(A) Direct personnel costs€	(B) Direct costs of subcontra- ctingÆ	(C) Other direct costs Æ	(D) Indirect costs (4% on A)€	Totalcosts Æ	Reimburse- ment rate (%) <sup>1</sup>	Maximum EU contribution €	Requested Grant <sup>2,3</sup> €	Income generated by the action Æ
				Y	(b)	(c)	(d) = 0.04 * (a)	(e) =(a)+(b) +(c)+(d)	ſſ	(g) = (e)*(f)	(h)	0
	1	uis	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
	A11	costs are to be presented in EUR.										

All costs are to be presented in EUR.
"I) - 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. I shall certify the accounts for the last financial year available. This requirement does not apply to proposing organisations to an approved external auditor shall be submitted. I 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.





#### 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 <u>or</u> 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 <u>OR</u> 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 <a href="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</a>





#### **After submission**

Consumers, Health, Agriculture and Food Executive Agency



#### 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 <u>http://ec.europa.eu/research/participants/portal/</u> <u>desktop/en/support/faq.html</u>
- **FAQ** Promotion **policy** and call for proposals <u>https://ec.europa.eu/chafea/agri/faq.html</u>
- Helpdesk Assistance related to the call: <u>CHAFEA-AGRI-CALLS@ec.europa.eu</u>

Guidance on proposal submission:	H2020 ONLINE MANUAL
IT Guidance:	🕑 ном то





# Thank you very much for your attention!

Consumers, Health, Agriculture and Food Executive Agency