



# EUROPEAN UNION AGENCY FOR ASYLUM

## Call for proposals

Research and analysis of jurisprudence on international  
protection and registration in the EUAA Case Law  
Database (Asylum case law collection)

**EUBA-EUAA-2025-ASYLUMCASELAW**

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# CALL FOR PROPOSALS

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## 0. Introduction

This is a call for proposals for **action grant** in the field of asylum and international protection managed by the European Union Agency for Asylum (EUAA) ('Agency').

The regulatory framework is set out in:

- Regulation 2024/2509 ([EU Financial Regulation](#)<sup>1</sup>)
- the basic act ([EUAA Regulation](#)<sup>2</sup>).

The call is launched in accordance with the [2024 Work Programme](#)<sup>3</sup>.

We invite you to read the **call documentation** carefully, and in particular this Call document, the EUAA draft Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call document](#) outlines the:
  - background, objectives, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - criteria for financial and operational capacity and exclusion (section 7)
  - evaluation and award procedure (section 8)
  - award criteria (section 9)
  - legal and financial set-up of the Grant Agreements (section 10)
  - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application


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<sup>1</sup> Regulation (EU, Euratom) [2024/2509](#) of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) (OJ L 2509).

<sup>2</sup> Regulation (EU) [2021/2303](#) of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010 (OJ L 468)

<sup>3</sup> European Union Agency for Asylum. (2024). Single programming document: Multi-annual programming 2024-2026. Work programme 2024. Amendment 1. Publications Office of the European Union. ISBN 978-92-9410-306-2

- the AGA — Annotated Grant Agreement contains:
  - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc.*).

 Please, note that after your application submission, the application evaluation, grant agreement preparation and the project implementation will be managed outside of the standard European Commission IT tools.

To shorten the time needed to sign the grant agreements, we plan to sign the grant agreement and any amendments electronically using a Qualified Electronic Signature (QES) as defined by Regulation (EU) No 910/2014 (eIDAS Regulation). QES is recognised to be legal equivalent to a handwritten signature (“blue ink”) in all EU Member States. Therefore, we strongly encourage your authorised representative(s) to also sign the contract with a QES. To do this, your authorised representative(s) must have a valid qualified digital certificate. For useful information and practical instructions on using QES, please refer to this [video](#) and [documentation](#).

## 1. Background

On 15 December 2021, the EUAA Regulation was adopted establishing a European Union Agency for Asylum (the ‘Agency’). The EUAA Regulation introduced the possibility for the EUAA to award grants in order to implement its reinforced mandate. This marks an important step towards making instruments and tools available to Member States to support them in implementing the Common European Asylum System (CEAS).

To fulfil its mandate under Article 2(1)(a) and (b) of the EUAA Regulation, the Agency is committed to facilitating, coordinating, and strengthening practical cooperation and information exchange among Member States regarding their asylum and reception systems.

**Central to this effort is the collection and analysis of qualitative information on asylum and the implementation of the Common European Asylum System (CEAS).**

### **EUAA Case Law Database**

The EUAA Case Law Database is the Agency’s public resource that presents national and European case law related to asylum and reception systems in EU+ countries (i.e. EU Member States, Iceland, Norway and Switzerland). It offers a comprehensive collection of relevant judgments and decisions, and includes summaries of each case in English, aiding legal professionals, researchers, and policymakers to easily access comparative jurisprudence and understand how asylum law is interpreted across the countries.

The judgments and decisions included in the EUAA Case Law Database were pronounced by national courts in EU+ countries, the Court of Justice of the EU (CJEU),

the European Court of Human Rights (ECtHR) and UN bodies. These judgments and decisions shed light on which national laws, policies and practices are in line with or in violation of CEAS. Since courts determine the final outcomes of international protection applications, shape national developments through judicial review, and ultimately decide whether specific legislation, policies, and practices align with the CEAS, it is crucial for the EUAA to maintain the most accurate repository of jurisprudence related to international protection.

By strengthening the EUAA Case Law Database, the Agency will improve its ability to fulfil its broader mandate, particularly in areas that depend on timely and accurate information, including operational activities, monitoring, and training. This comprehensive approach will ensure that the EUAA remains at the forefront of supporting Member States in implementing a consistent and effective asylum system across the EU.

As court decisions play a significant role in shaping national asylum legislation, policies and practices, monitoring recent developments in asylum-related jurisprudence and ensuring that they are reflected in the Agency’s repository of asylum case law is crucial for Member States to keep their legislation and policies in line with the CEAS, while also raising awareness among asylum stakeholders and the general public about the critical importance of this jurisprudence in the implementation of CEAS.

Ensuring a more precise corpus of asylum case law will also support key EUAA outputs, such as the Asylum Report and publicly available platforms on asylum and reception systems in EU+ countries.

## 2. Objectives – Activities— Expected impact

### Objectives

The objective of this call for proposals is to **enhance the accessibility to and collection of jurisprudence related to asylum** from national, European and UN appeals bodies, both judicial and non-judicial, within the context of the CEAS and UN instruments.

This call aims to expand the repository of relevant case law related to the implementation of CEAS, and consequently, facilitate stakeholder access to critical jurisprudence and emerging issues and ensure that analyses of key topics are publicly available. The call seeks to support efforts that contribute to a more comprehensive and accessible EUAA Case Law Database, ultimately strengthening the effective implementation of CEAS.

The funded project will complement the work of the EUAA Information and Analysis Sector in the framework of the EUAA Case Law Database. In addition, it will contribute to situational awareness products, EUAA databases and both operational and strategic outputs of the EUAA, which analyse the latest court decisions affecting national policies and practices related to international protection.

### Activities that can be funded (scope)

With this call, the EUAA will fund **research and analysis of relevant jurisprudence** on international protection, registration of these cases in the EUAA Case Law Database and drafting analytical reports on jurisprudence on relevant asylum thematic areas. This includes the following:

- Research across public databases, websites and other publicly accessible sources to gather relevant judgments, decisions, and interim measures on international protection as pronounced by appeal bodies, including the Court of Justice of the European Union (CJEU), the European Court of Human Rights (ECtHR), national courts, tribunals, non-judicial or quasi-judicial bodies of EU+ countries (consisting of EU Member States, Iceland, Norway and Switzerland) and, where relevant, UN bodies.
- Analyse the collected jurisprudence to identify the most relevant judgments/decisions for the implementation of the CEAS and for the fulfilment of international obligations of EU+ countries in matters of asylum and reception conditions. To determine the most relevant judgments/decisions on asylum, refer to the methodology available in the EUAA Case Law Database, in the 'About' page.
- Draft comprehensive summaries in English based on the original judgment/decision and register the respective cases in the EUAA Case Law Database, after review by the EUAA, adhering to the established EUAA methodology available in the '[About](#)' page of the EUAA Case Law Database, and to the templates that will be provided upon signature of the Grant Agreement.
- Produce comparative analysis of the jurisprudence gathered, focusing on identifying landmark cases, patterns and trends in interpretations, as well as novel interpretations and clarifications of concepts and procedures. Develop thematic products based on jurisprudence related to international protection and other relevant analytical case law products that contribute to CEAS implementation.

Outputs:

- Enriched collection of judgments, decisions and interim measures from appeal bodies in international protection cases, including the preparation of summaries in English (subject to review by the EUAA), reflecting the latest trends and developments in asylum jurisprudence.
- Enhanced standardisation for research through registration of relevant judgments/decisions on asylum in EU+ countries, in the EUAA Case Law Database, after review by the EUAA of the selected case law.
- Analytical products on specific themes in asylum case law - thematic analyses and other relevant outputs on international protection jurisprudence made publicly available to stakeholders via the EUAA Case Law Database and the EUAA website.
- Input of asylum case law to situational awareness products, platforms and both operational and strategic analysis of the EUAA, considering relevant developments in asylum.

Please see related obligatory deliverables in Section 10 for more information on the type of research and analytical output to be delivered, the topics to be covered and other conditions.

### Expected impact

The funded project is expected to contribute to the call's objectives, in particular:

- Enrich the collection stored in the EUAA Case Law Database to enhance access to asylum jurisprudence.
- Raise awareness among stakeholders, including students and educational and academic establishments, on the relevance of jurisprudence in the implementation of the CEAS by appeal bodies, on jurisprudential developments (latest and upcoming trends), and the organisation and functioning of asylum appeals systems in EU+ countries.
- Increase expertise on gathering and analysing relevant jurisprudence on international protection and improve legal research skills on asylum and reception.
- Increase information exchange on the organisation and functioning of appeal procedures in EU+ countries (consisting of EU Member States, Iceland, Norway and Switzerland).

### Additional considerations applicable to this call

**i** For more information about the EUAA's collection and analysis of jurisprudence on international protection, see the [EUAA Case Law Database](#), specifically the [About](#) page (which includes methodology, rules for registration of cases and a template for summaries), the [Digest by Jurisdiction](#) page (which provides an overview of how many cases are registered for each jurisdiction in the database), the [Relevant sources](#) page (which displays the sources used to gather information on jurisprudence related to asylum, for example court websites, specialised databases, civil society websites), the [Publications](#) page (which provides an overview of EUAA reports analysing case law on specific topics).

**i** For more information about the EUAA's work on information collection and analysis of developments in international protection in EU+ countries, see the EUAA [Asylum Report](#), the [Whoiswho](#) platform, the [Information and Analysis on Developments in Asylum](#) page in the EUAA website and [publications](#) analysing developments in asylum.

**i** For more information about the EUAA's work to support courts and tribunals of EU+ countries in the field of international protection, see the [Courts and Tribunals](#) page in the EUAA website and the [list](#) of relevant publications.



### 3. Available budget

The estimated available call budget is **EUR 50 000**.

We expect to fund 1 project.

### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening <sup>4</sup> :	31 October 2024
<u>Deadline for submission:</u>	<u>16 January 2025 – 17:00:00 CET (Brussels)</u>
Evaluation:	January-February 2025
Information on evaluation results:	March 2025
GA signature:	April 2025

### 5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠️ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- **Application Form Part A** — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)

<sup>4</sup> A date when the call is opened for submission.


- **Application Form Part B** — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*)

At proposal submission, you will have to confirm that the information in the application is correct and complete and that all participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity (if applicable) will have to confirm this again by signing a declaration of honour (DoH). Proposals without full supporting documentation will be rejected.

Your application must be **readable, accessible and printable**.

Proposals (Application Form Part B) are limited to maximum **40 pages**. Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## 6. Eligibility

### Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - non-EU countries:
    - EUAA associated countries (EUAA Regulation Article 34): Iceland, Liechtenstein, Norway and Switzerland.
- be higher education establishment

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the EU Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

### *Specific cases*

Measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary — Following the [Council Implementing Decision \(EU\) 2022/2506](#), as

of 16 December 2022, no legal commitments can be entered into with Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain. Affected entities may continue to apply to calls for proposals. However, as long as the Council measures are not lifted, such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties, etc).

**EU restrictive measures:** Entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)<sup>5</sup> are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, third parties giving in-kind contributions, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Consortium composition

Only applications by single applicants are allowed (single beneficiaries; affiliated entities and other participants are allowed, if needed).

### Eligible activities

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the call description for which they are submitted.

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*).

Financial support to third parties will be accepted in projects which aim to involve students to deliver the research, analysis or other relevant tasks. Your project application must clearly specify why financial support to third parties is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained. The call under which the third parties (students) are selected must conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality.

### Duration

Project should normally range between 6 to 8 months.

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<sup>5</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

## Project budget

The requested budget (maximum grant amount) per project must not exceed EUR 50 000.

The grant awarded may be lower than the amount requested.

## 7. Financial and operational capacity and exclusion

### Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share.

**For this call - low value grant –, the financial capacity will be assessed against the declaration submitted as part of the application (part A).**

However, additional supporting documents may be requested, if deemed necessary. In this case, you will be requested to upload the documents in the [Participant Register](#) during grant preparation (e.g. *profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.*). The analysis will be based on neutral financial indicators, and may also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

**i** For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the project and contribute their share (including sufficient experience in projects of comparable size and nature).

**For this call - low value grant –, the financial capacity will be assessed against the declaration submitted as part of the application (part A).**

However, additional supporting documents may be requested, if deemed necessary.

### Exclusion

Applicants which are subject to an **EU exclusion decision** or are in one or more of the **exclusion situations** (e.g. in bankruptcy, breach of social security or tax obligations, committed fraud or corruption, or resisted audit) that bar them from receiving EU funding can NOT participate. Applicants will also **be rejected** if it turns out that e.g. they misrepresented information required as a condition for participating or failed to supply that information.

The full list of the exclusion criteria and rejection situations are presented in the Articles 138 and 143 of EU Financial Regulation 2024/2509.

We will check that you are not in one or more of the exclusion situations at several stages - during evaluation process, grant agreement preparation and before payment. The verification will be done on the basis of the declaration of honour. In addition, the [European Union's Early Detection and Exclusion System](#) (EDES) will be consulted.

## 8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility and eligibility, *see sections 5 and 6*), then against the declaration on their capacity (financial and operation capacity, and exclusion, *see section 7*). Finally, proposals that pass these checks will be evaluated against award criteria (*see sections 9*) and ranked according to their scores.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

**Grant preparation** may involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Full compliance will be a pre-condition for signing the grant. Also, as part of the grant preparation, your application will be transferred to the grant agreement annex 1 (description of action) and annex 2 (estimated budget).

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter).

## 9. Award criteria

The **award criteria** for this call are as follows:

### 1. Relevance (40 points):

- Clarity and consistency of the project and extent to which it matches the call's objectives, activities, outputs and impact
- Contribution to EUAA's mission
- Trans-national dimension (covering jurisprudence on international protection at least from the majority of EU+ countries<sup>6</sup>).

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<sup>6</sup> i.e. EU Member States, Iceland, Norway and Switzerland.

## 2. Quality (40 points):

- Logical links between the identified problems, needs and solutions proposed (logical frame concept)
- Expertise of the project team in the field of international protection or human rights
- Organisation to implement the project (management, concept and methodology, organisation of the work, procedures, distribution of tasks and allocation of resources), timetable, risks and risk management, monitoring and evaluation
- Feasibility of the project within the proposed time frame
- Cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money)

## 3. Impact (20 points):

- Increase awareness of target groups/general public on jurisprudence interpreting CEAS
- Appropriate communication, visibility and dissemination strategy for increased awareness on CEAS
- Replicability/usability/potential for amplification of the results
- Sustainability of results after EUAA funding ends.

Award criteria	Minimum pass score	Maximum score
Relevance	21	40
Quality	21	40
Impact	11	20
<b>Overall (pass) scores</b>	<b>60</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds per criterion: 21/40 points (criterion 1), 21/40 points (criterion 2) and 11/20 points (criterion 30).

Overall threshold: 60 points.

Proposals that pass the individual thresholds per criterion AND the overall threshold will be considered for funding, within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

## 10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EUAA Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments. The EUAA draft Grant Agreement that will be used (and all other relevant templates and guidance documents) is published together with this call document.

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature.

Project duration: see *section 6 above*.

Projects of longer duration may be accepted in duly justified cases. Extensions are possible, if duly justified and through an amendment.

### Deliverables

The deliverables for each project will be reflected in Annex 1 of the Grant Agreement and will be monitored by the EUAA Project Officer to assess the project's progress.

The following deliverables are mandatory:

- 1. Monthly deliverable of a case law collection:** summaries of minimum 50 and maximum 75 judgments/decisions, in the field of international protection, which are not already available in the EUAA Case Law Database, summarised in English and submitted to the EUAA in the format of the template available in the [About](#) page of the EUAA Case Law Database and provided upon signature of the Grant Agreement

The source of the 50-75 judgments/decisions delivered monthly must be publicly available in free access databases or websites and the link to the source where the original text of the judgment/decision is available must be included in the summary provided to the EUAA. The judgments/decisions must have been pronounced by the Court of Justice of the EU, the European Court of Human Rights, appeal bodies and courts of EU Member States, Iceland, Norway and Switzerland, as well as quasi-judicial bodies of the United Nations.

The summaries of 50-75 judgments/decisions must be submitted monthly to the EUAA by the last day of the month.

At least  $\frac{3}{4}$  of the total number of judgments/decisions submitted every month to the EUAA must have been pronounced in 2025. The remaining balance may cover earlier years.

In total, for the entire period of the grant, deliver a minimum of 80 relevant judgments/decisions in cases in which the original judgment was in French, a minimum of 80 relevant judgments/decisions in cases in which the original judgment was in German, and the rest from at least 10 other EU+ countries. For an overview on cases registered by jurisdiction in the EUAA Case Law Database, see the [Digest by Jurisdiction](#) page and the [Search Database](#) page.

Each summary for a judgment/decision must follow the methodology, rules for registration and templates available in the [About](#) page of the EUAA Case Law Database. Each summary includes the name of the parties, country of origin of the applicant(s), date of decision, country/jurisdiction of decision, court name, type of decision (judgment, decision, interim order, views, etc), case number, headline, abstract, keywords, legislative provisions, source name and link to the public source. The abstracts must be factual and objective and have a length adapted to the complexity of the case (usually minimum 2,000 characters).

The judgments/decisions may cover topics, such as:

- Asylum procedures;
- Qualification for international protection;
- The procedure for a transfer between Member States responsible for the examination of applications for international protection (Dublin procedure);
- The reception system for applicants for international protection;
- The rights and benefits provided to beneficiaries of international protection;
- Detention of applicants for international protection;
- Resettlement and humanitarian admissions;
- Temporary protection.

2. **Monthly registration of cases in the EUAA Case Law Database** - Within 2 weeks from the submission of the monthly deliverable of case law collection, the EUAA reviews this collection and selects judgments/decisions that are relevant for the implementation of CEAS by courts and tribunals. The judgments/decisions selected by the EUAA must be then registered by the beneficiary within 2 weeks in the EUAA Case Law Database using the page 'Submit New Case', available at <https://caselaw.euaa.europa.eu/Pages/submit.aspx>.

For information on what is considered a relevant judgment/decision for the implementation of CEAS by courts and tribunals, please see the [About](#) page of the EUAA Case Law Database, available at <https://caselaw.euaa.europa.eu/Pages/default.aspx>

Judgments/decisions registered in the EUAA Case Law Database must be anonymised and they must not be already available in the EUAA Case Law Database.



By the end of the project, register a minimum of 300 relevant judgments/decisions in the EUAA Case Law Database.

The cases registered in the EUAA Case Law Database may serve as input to EUAA products.

- 3. Analytical thematic reports and products on asylum case law** - A minimum of two reports which analyse case law on asylum on two different topics related to CEAS or related to the implementation of the Pact on Migration and Asylum. The topics must be agreed in advance with the EUAA before the start of work on the deliverable.

One report must be submitted mid-period and the second report must be submitted at the latest 4 weeks before the end date of the Grant Agreement.

The reports must have a minimum of 15 pages of case law analysis on a topic approved by the EUAA for the purpose of this project.

The reports must follow the EUAA Style Guide, the sample case law reports available in the Publications page of the EUAA Case Law Database and the template for analytical reports which will be provided upon signature of the Grant Agreement.

The reports will be published by the EUAA on the EUAA website and on the EUAA Case Law Database in the Publications page. Prior to making these reports available on the EUAA Case Law Database and on the EUAA website, the EUAA will review them within 2 weeks from their receipt and may request additional information and provide comments with suggestions for improvements. The beneficiary must provide a final draft within 2 weeks from receipt of comments from the EUAA.

For an overview of reports published in the EUAA Case Law Database, see the [Publications](#) page.

### **Form of grant, funding rate and maximum grant amount**

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Requested budget (maximum grant amount): *section 6 above*. The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual cost with unit cost). This means that it will reimburse **ONLY** certain types of costs (eligible costs) and costs that were *actually* incurred for your project (**NOT** the *budgeted* costs).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (90%).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc.*).

*Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories
  - D.1 Financial support to third parties
- E. Indirect costs

*Specific cost eligibility conditions for this call:*

- Standard supplementary payments
- travel and subsistence unit cost<sup>7</sup>: Yes
- equipment costs: depreciation
- other cost categories:
  - costs for financial support to third parties: allowed for grants or similar and prizes;
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, exempted specific cost categories, if any).
- VAT: non-deductible/non-refundable VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible

<sup>7</sup> Commission [Decision](#) of 31 July 2024 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2024)5405) – applied to the EUAA by analogy.

- other ineligible costs: No

### Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

There will be **a pre-financing** and **a final payment of the balance**.

After Grant Agreement signature, you will normally receive a **pre-financing** to start working on the project (float of normally **60%** of the maximum grant amount; exceptionally less or no pre-financing). The pre-financing will be paid 30 days from entry into force/starting date—whichever is the latest.

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you to pay back the difference (recovery).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

### Certificates

Considering the size of grant amount and type of beneficiary, the certificates on financial statements (or other certificates) are not requested. If we decide to request the certificate – in a very exceptional case and based on a risk assessment –, you will be informed during the Grant Agreement preparation. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
  - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, we may require joint and several liability of affiliated entities (with their beneficiary).

### Specific rules concerning the project implementation

- IPR, results and background, access rights and rights of use (Article 16.4 of the Grant Agreement)
- Rights of use on results
- Communication, dissemination and visibility (Article 17.4 of the Grant Agreement)
- Use of special EUAA logo
- Specific rules for carrying out the action (Article 18 of the Grant Agreement)
- EU restricted measures
- Communication between the parties (Article 36 of the Grant Agreement)
- Grants managed outside of the Funding & Tenders Portal

### Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

 For more information, see [AGA — Annotated Grant Agreement](#).

## 11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

### a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

### b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section<sup>8</sup>.

Submit your proposal in 2 parts, as follows:

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<sup>8</sup> EUAA open calls appear under the 'EU Bodies and Agencies' programme [Quick search filter]

- Part A includes administrative information about the applicant organisations (future coordinator/beneficiaries, and affiliated entities) and the summarised budget for the proposal. Fill it in directly online.
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file.

The proposal must keep to the **page limits** (see section 5); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System, otherwise the proposal may be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see section 4). After this deadline, the system is closed, and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## 12. Help

As far as possible, **please try to find the answers you need yourself**, in this and the other documentation:

- [Online Manual](#)
- Topic Q&As on the Topic page in the [Search Funding & Tenders](#) section<sup>9</sup> (for call-specific questions in open calls)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates.

### **Contact**


For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

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<sup>9</sup> EUAA open calls appear under the 'EU Bodies and Agencies' programme [Quick search filter]

Non-IT related questions should be sent to the following email address:

[grants@euaa.europa.eu](mailto:grants@euaa.europa.eu).

 Please send your questions at the latest 7 days before the call deadline (see section 4) AND indicate clearly the reference of the call and topic to which your question relates (see cover page).

## 13. Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — considering the size and nature of activities, this call is mono-beneficiary (i.e. only one applicant can apply). However, if you need to rely on third parties, the roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as subcontractors, third parties giving in-kind contributions. Third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding).
- **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any). If affiliated entities participate in your project, please do not forget to provide documents demonstrating their affiliation link to your organisation as part of your application.
- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget. Any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants; projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).

- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Grant Agreement, art 6.2.E](#)).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see [section 12](#)).
- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EUAA grants awarded is published each year on the EUAA Website.

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in line with [Regulation 2018/1725](#). It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#) and the [privacy notice of the EUAA](#) procedures related to grants.