

**Digital Skills &  
Jobs Platform**

THE HOME OF DIGITAL SKILLS IN EUROPE

# **DIGITAL Europe Programme: Information Day for Potential Applicants to the 5<sup>th</sup> set of open calls in Advanced Digital Skills**

**12 December 2023 from 09:30 to 16:00 CEST**

# Main objectives for today

- ▶ To raise awareness on DIGITAL Europe Programme and the 5th Open Call for proposals on advanced digital skills
- ▶ To provide an information session with live Q&A, to feed into the relevant FAQ section on the Funding & Tenders Portal
- ▶ To provide 3 parallel sessions for participants to pitch their organisations/ideas and discuss on the specific open calls
- ▶ To encourage interested participants to submit their proposals, find project partners, and remain engaged with the services provided by the Platform, such as the “Partner for Digital Skills Networking Group”



Digital Skills &  
Jobs Platform

DIGITAL  
EUROPE  
PROGRAMME

**INFO DAY**  
12 DECEMBER 2023  
09:30 - 11:30 & 14:00 - 16:00 (CET)

- Specialised education programmes in key capacity areas
- Advanced digital skills analysis
- Cybersecurity Skills Academy

REGISTER NOW →

# Find partners for the open calls on DSJP



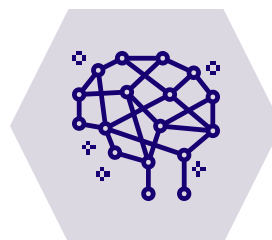
## PARTNER 4 DIGITAL SKILLS NETWORKING GROUP

### Looking for partners?

- [Click here to sign up to the main group](#), and dive into the dedicated discussion for each call to find like-minded partners to make your application stronger!

## CYBERSECURITY SKILLS ACADEMY

- (DIGITAL-2023-SKILLS-05-CYBERACADEMY)
- [JOIN THE DISCUSSION](#)



## SPECIALISED EDUCATION PROGRAMMES IN KEY CAPACITY AREAS





- (DIGITAL-2023-SKILLS-05-SPECIALLEDU)
- [LINK TO JOIN THE DISCUSSION](#)



## ADVANCED DIGITAL SKILLS ANALYSIS

- (DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU)
- [LINK TO JOIN THE DISCUSSION](#)

# Don't forget to:

-  Your **microphone and camera** will be disabled by default.
-  Use the **Microsoft Teams Chat function to ask questions**, the moderator will address the question during the Q&A sessions or during the following days.
-  Provide your **name and email, together with the topic related to your question** (SPECIALEDU, CYBERACADEMY, PROGEDU or GENERAL).
-  **Pitching sessions start at 15.00 CET.**



# DEP Call 5 DIGITAL SKILLS



HADEA B2

12/12/2023

#DigitalEuropeProgramme

# Morning session: Agenda

| Time          | Item  |
|---------------|---|
| 09:30 - 09:45 | Welcome and introduction (HaDEA)  |
| 09:45 - 10:05 | <b>DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU</b> and Q&As                    |
| 10:05 - 10:25 | <b>DIGITAL-2023-SKILLS-05-CYBERACADEMY</b> and Q&As                       |
| 10:25 - 10:45 | <b>DIGITAL-2023-SKILLS-05-SPECIALISED-EDU</b> and Q&As                    |
| 10:45 - 11:05 | General presentation of the application and evaluation procedure by HaDEA |
| 11:05 - 11:30 | Organisational registration, PIC numbers for application procedure by REA |
| 11:30 - 14:00 | Break   |

# Afternoon session: Agenda

| Time          | Item  |
|---------------|---|
| 14:00 - 14:45 | <b>DIGITAL-2023- SKILLS- SPECIALISED-EDU – LUMP SUM</b> <ul style="list-style-type: none"><li>• What is a lump sum and how to submit a lump sum proposal? By HaDEA</li><li>• Important points regarding the submission of a lump sum proposal</li></ul> |
| 14:45 - 15:00 | Q&A session and wrap up of the Info day   |
| 15:00 - 16:00 | Pitching sessions for potential applicants under all topics   |



# DEP Call 5 DIGITAL SKILLS



HADEA B2  
Anna Katrami

12/12/2023

#DigitalEuropeProgramme





# General overview

## The DIGITAL SKILLS sector

### The current Call



# DIGITAL SKILLS SECTOR

- Digital Skills' revival under the **CEF legacy programme** with 1M Euro.
- Major boost for the Advanced Digital Skills under the DIGITAL EUROPE programme. Since 2021 **around 151 M Euro contracted on Digital Skills Projects including:**
  - **Master programmes** such as on Public Administrators in AI, Digital Wind, AI and Health, Cybersecurity...
  - **Short Term training programmes** for SMEs and industry
  - Continuous and forward-looking **analysis of the digital skills sector**

For master programmes particular observations so far:

- Close cooperation between **European universities towards a common goal**
- **Major added value to long term partnerships and networking** between relevant stakeholders for advanced digital skills.



# DIGITAL Call 5: Overview of Call - 3 Topics

| Call and Topics<br>DIGITAL-2023-SKILLS-05  | Type of Action | Funding Rate | Available budget |
|--|----------------|--------------|------------------|
| i. DIGITAL-2023-SKILLS-05-CYBERACADEMY - Cybersecurity Skills Academy  | Simple Grants  | 50%          | 10 000 000 EUR   |
| ii. DIGITAL-2023-SKILLS-05-SPECIALEDU - Specialised education programmes in key capacity areas   | LUMP SUM*      | 50%          | 30 000 000 EUR   |
| ii. DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU - Specialised education programmes in key capacity areas - Advanced digital skills analysis | CSA            | 100%         | 2 000 000 EUR    |

**\* THE NOVELTY FOR THE DIGITAL SKILLS SECTOR & THE WHOLE DIGITAL PROGRAMME IS THE NEW LUMP SUM CALL. LOOKING FORWARD TO MAKE THIS PILOT A SUCCESS WITH YOUR ROBUST PROJECTS!**



DIGITAL:  
SO4 – Specific objective 4  
Advanced digital skills

Topic:  
Advanced digital skills analysis



Asja Satler  
DG CNECT  
Info day  
12<sup>th</sup> of December 2023

[#DigitalEuropeProgramme](https://twitter.com/DigitalEuropeProgramme)



# Advanced digital skills analysis

## DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU

### What is the aim of this topic?

Digital decade target → 20 million ICT specialists employed in EU by 2030

Main objectives:

Support provided  
to the European  
Commission

Support provided  
to the DIGITAL-  
SO4 projects

Budget

EUR 2M

Duration

4 years

EU financing

100%



# DIGITAL SO4 - ADVANCED DIGITAL SKILLS

## Work programme

2021-2022

2023-2024

## Call Topics

- 2021
- Specialised education programmes in key capacity areas
  - Advanced digital skills analysis
  - Short term training courses in key capacity areas
  - EuroHPC JU – Traineeships + Training + Virtual academy
- 2022
- Specialised education programmes in key capacity areas
  - Promoting European innovation in education
- 2023
- Specialised education programmes in key capacity areas
  - Advanced digital skills analysis
  - Reinforcing Skills in semiconductors
  - **Cybersecurity Skills Academy**
  - Boosting digital skills of young people, in particular girls

## Projects

- 8 projects
- LeADS
- 12 projects
- 2 projects +
- 11 projects +
- EmpowerED

2020: CEF funding – [Masters in Artificial intelligence](#) applied to different sectors (4 pilot projects)

2021-2023 budget 224 million EUR



# DIGITAL advanced digital skills actions – education programmes and training

DIGITAL-2021-SKILLS-01-ANALYSIS

DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU

DIGITAL-2022-TRAINING-02-SHORT-COURSES

DIGITAL-2023-SKILLS-05-CYBERACADEMY

DIGITAL-2023-SKILLS-04-SEMICONDUCTORS

DIGITAL-2021-SKILLS-01-SPECIALISED

DIGITAL-2022-SKILLS-03-SPECIALISED-EDU

DIGITAL-2023-SKILLS-05-SPECIALISED-EDU

CSA

Analysis

12 consortia for  
short-term training  
courses

19 new consortia for  
bachelor's and master's  
in key digital technologies

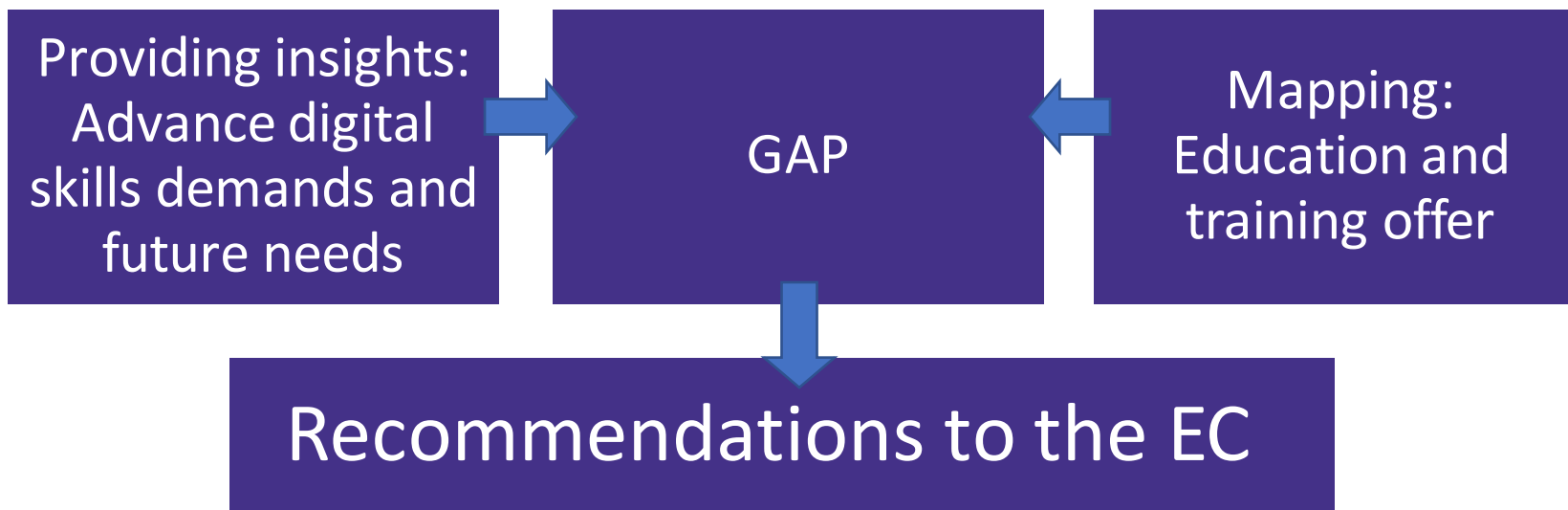
Project [LeADS](#) - Leading European Advanced Digital Skills



# Required activities: 1.

## Support activities to the EC

Yearly exercise



Based on the work carried out by the prior DIGITAL-SO4 action LEADS, as well as based on existing literature, mapping exercises and analyses of the DIGITAL-SO4 actions

Detect the main trends in emerging advanced digital skills needs per each key technology area and in specific sectors

Performed in close collaboration with the involved European Commission services





# Required activities: 2. + 3. + 4.

## Work with the DIGITAL-SO4 actions

Based on **desk research**, detailed analyses of the **outputs of all DIGITAL-SO4 actions** as well as based on **consulting consortium members** of the DIGITAL-SO4 funded actions (e.g. by running focus groups, structured interviews or surveys), regularly provide insights, explore lessons learned and propose best practices on how to:

- Better match the education programmes and training to the **need of companies and the public sector**
- Increase excellence of the **learning content** and its components
- Increase **cooperation between higher education institutions and research and industry partners**
- Increase the involvement of **female ICT specialists** in the design and delivery of education programmes and training
- Increase attractiveness of the education programmes and training for **students** (in particular female students)
- Help retaining graduates to be employed in the EU
- Help retaining and attracting highly skilled **teaching staff**, in particular female teaching staff
- Attract teaching staff from industry to higher education institutions
- Most efficiently **purchase or lease digital solutions, equipment and infrastructure** to deliver excellence

Conduct surveys with consortia implementing DIGITAL-SO4 actions to find out which **additional support** requests consortia would need most. Deploy and carry out the most relevant support measures.

Foster **coordination** between the different consortia of DIGITAL-SO4 actions.



# Required activities: 5. + 6.

## Support activities to the DIGITAL-SO4 actions

Conduct **awareness-raising campaigns** for the educational programmes and training of DIGITAL-SO4 calls and their related activities.

Coordinate promotion activities on the Digital Skills and Jobs platform

Building a brand of excellence (DIGITAL-SO4 actions)

ADVANCED DIGITAL SKILLS



**Strengthen the dialogue between consortia implementing DIGITAL-SO4 actions and relevant other stakeholders** from their targeted field (e.g. technology providers, industry associations and investors, policy makers and ministries, research organisations and experts).

- **Map** relevant stakeholders, initiatives, activities, funded projects and so forth in the actions targeting digital areas and specific sectors at EU and national level.
- Map additional (co-)funding opportunities for actions.



# Required activities: 7.

## Support activities to the DIGITAL-SO4 actions and the EC

Support the EC by analysing the DIGITAL programme performance indicators:

- Indicator 1 - Persons who have received training to acquire advanced digital skills
- Indicator 3 - People reporting improved employment situation after the end of the training supported by the Programme

Provide a detailed analysis of indicators data collected from the DIGITAL-SO4 actions (via the EC system).

Conduct an **additional representative survey** with students and learners from the DIGITAL-SO4 actions and from similar programmes to gather representative and comparable data for **Indicator 3**.



Number of participants that found employment or report an improved employment situation 6 months after completion of the training supported by the DIGITAL programme.



# Consortium composition

- ✓ a consortium composed of a minimum of 4 applicants from 4 different eligible countries

## Targeted stakeholders

The consortium should demonstrate a **good expertise in the design and deployment of analyses, surveys and evaluation actions** related to advanced digital technologies and digital skills, as well as **supporting and coordination actions** for ecosystems and networks in this field.

Moreover, the consortium should demonstrate **knowledge and expertise** in terms of the state of play and needs of educational and training institutions and companies (especially SMEs) related to the research, development and application of **advanced digital technologies and digital skills**.



# Questions?

## ADVANCED DIGITAL SKILLS



Thank you!





# Cybersecurity Skills Academy

## DIGITAL-2023-SKILLS-05-CYBERACADEMY

Miguel Gonzalez-Sancho, DG CONNECT/H1

# Background/objective: the Cybersecurity Skills Academy

- Communication of the Commission on a Cybersecurity Skills Academy: address the cyber skills and talent gap in the EU (estimated 274k in 2023)
- Respond to the current market needs and anticipate the ones deriving from EU legislation (NIS2, CRA, sectoral...)
- €10 EUR earmarked under DEP SO4



# Timeline





# Cybersecurity Skills Academy - call for proposals

- Budget: **€10 million** for simple grants:
  - up to €4M per project under Activity 1
  - up to €2M EUR per project under Activity 2
- Co-funding rate: 50%
- Pre-financing up to 50% of the maximum grant
- Indicative project duration: 36 months
- Detailed information available online on the EU Funding & Tenders Portal : Call Website, Call Document and FAQ

# Targeted stakeholders



- **Consortium composition:**

- minimum 3 entities (beneficiaries; not affiliated entities) from 3 different eligible countries OR minimum 1 European digital infrastructure consortium (EDIC) composed of at least 3 MSs
- higher education institutions, vocational education and training institutions, public administration services, research organisations, businesses, national cybersecurity competence centres

# Scope

Proposals should address only one of the two Activities (either Activity 1 or 2)

Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy

Activity 2 - The Cybersecurity Skills Academy: support operations

## Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy

### Implement new training opportunities or scale up successful existing ones

- focus on cyber needs of **SMEs and public administrations**
- consider **businesses' needs**: facilitate access to cybersecurity talents for **SMEs and start-ups** across all sectors
- cater for the upskilling, reskilling and interdisciplinary understanding of cybersecurity for **civil servants**.
- Proposals:
  - Activities must include identification of **relevant training courses**, including bootcamps on specific cybersecurity topics, **jointly vetted with industrial partners** that would enhance employability of trainees or increase cybersecurity capabilities of public servants, **communication** actions for promoting the courses, etc.
  - **online (recommended) and/or physical training**.
  - **NCCs involvement** is expected to address specific needs at national level.
  - demonstrate contribution to the **objectives and activities of the communication** on the Cybersecurity Skills Academy

## Activity 2 - The Cybersecurity Skills Academy: support operations

### Support the operations of the Academy and its governance

- **Framework to measure the impact** of the actions of the Academy
- **Bring together relevant players** from all Member States to contribute towards monitoring of the cybersecurity skills landscape, follow up its evolution and take action to advise and support Member States develop specialised training programmes (focus SMEs and public admin.)
- **Coordination with the ECCC/NCCs and ENISA**, as well as relevant **EU-funded projects** (mainly from DEP)
- Explore, define and set up an impactful scheme promoting the standardisation of procedures for **cybersecurity competence recognition and professional certification** in the European market, using **ECSF** as a basis
- Promote the development and the use of up-to-date **curricula** in cybersecurity
- **Communicate** around this initiative including dissemination of results, outcomes and impact, to engage and facilitate interactions between relevant stakeholders
- Leverage available tools, such as the **DSJP, CyberHEAD**

### Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy

- **More proposals** will be funded under Activity 1
- Proposals selected under this Activity shall **closely cooperate with the proposal selected under Activity 2**

### Activity 2 - The Cybersecurity Skills Academy: support operations

- Only **one proposal** will be funded under Activity 2
- Typical size of a project under this Activity: **up to 2M EUR** of the EU grant amount

Projects funded under this topic will be requested to collaborate with the **Coordination and support action (CSA) selected by the call topic DIGITAL-2023- SKILLS-05-SPECIAL-PROGEDU**. This CSA will provide support and collaboration activities to the projects selected under this topic and complimentary support to the Activity 2 will be explored

# What we do not want

- Do not **duplicate** activities (ENISA, ECCC, Commission)... Focus on complementarity.
- Do not go outside the **scope of the Communication**. E.g. focus on cybersecurity professionals, cybersecurity skills for professionals (e.g. no basic cyber skills, general cyber awareness)
- Activities relating to the **functioning of the organisation** (e.g. installing/outfitting of training and/or meeting rooms with floors, electrical systems, air conditioning, furniture, physical security controls, fire sensors, cables and sockets, etc.) will **not** be supported.

# Expected outcomes and deliverables



Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy

Deliverables:

- **Trainings** to address the most **in-demand skills**, e.g. cyber-forensics, cyber ranges, malware analysis and artificial intelligence (AI) for cybersecurity among others;
- **On-the-job trainings and traineeships** opportunities for SMEs and for public administrations in innovative companies in cybersecurity and cybersecurity competence centres;
- **Online training**, user friendly and accessible to everyone in **all EU languages**;
- The availability of the training courses in **at least 3 EU languages** through available EU platforms, such as DSJP or through ENISA's repository.

Outcomes:

- increase in **high-quality European cybersecurity trainings**
- boosted **cybersecurity skills of people** in Europe.

Activity 2 - The Cybersecurity Skills Academy: support operations

Deliverables:

- Approach for establishing a **cybersecurity competence recognition and professional certification** in the European market
- **Measurement framework** and its monitoring along the goals of the Academy
- Cooperation framework with **relevant players**, public and private, from across the EU, including representatives from Member States, the ECCC and ENISA and EU-funded projects
- Promotion and **communication approach**, leveraging existing channels and platforms, including DSJP

Outcomes:

- successful **analysis, collaboration and communication activities** supporting the goals of the Cybersecurity Skills Academy

# KPIs

## to measure outcomes and deliverables

## Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy

Number of:

- **trainings** to address the most in-demand cyber skills;
- on-the-job **trainings and traineeships** opportunities for SMEs and for public administrations in innovative companies in cybersecurity and cybersecurity competence centres;
- available **trainings and education opportunities communicated** through the DSJP and/or ENISA's CyberHEAD database;
- **persons who have successfully completed** the trainings

## Activity 2 - The Cybersecurity Skills Academy: support operations

- **Number of relevant players cooperating** in support of the Cybersecurity Skills Academy and contributing to its goals;
- Relevant **initiatives of cyber skills identified**;
- **Number of promotion activities** on relevant cyber skills initiatives;
- Degree of reach out of **awareness campaigns** conducted;
- Number of **respondents (target audience) reached** through the communication performed;
- Degree of **support to strategies on cybersecurity skills from public and private players** and contribution to alignment of these strategies achieved by the cooperation network

# Eligible costs

## A. Personnel costs

## B. Subcontracting costs

## C. Purchase costs:

- Equipment: depreciation and full cost for listed equipment
- Travel and subsistence
- Other goods, works and services

## D. Other cost categories:

- financial support to third parties for grants and prizes (cascading grant): can be maximum 20% of the total requested EU funding & max 60k EUR per grant; project application must clearly specify why FSTP is needed
- Internally invoiced goods and services

## E. Indirect costs: flat-rate of 7% of the eligible direct costs.

Thank you for your attention



DIGITAL:  
SO4 – Specific objective 4  
Advanced digital skills

Topic:  
Specialised Education  
Programmes  
in Key Capacity Areas



#DigitalEuropeProgramme

Asja Satler  
DG CNECT  
Info day  
12<sup>th</sup> of December 2023



# DIGITAL advanced digital skills actions – Calls 2021 to 2023

DIGITAL-2021-SKILLS-01-ANALYSIS

DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU

DIGITAL-2022-TRAINING-02-SHORT-COURSES

DIGITAL-2021-SKILLS-01-SPECIALISED

DIGITAL-2022-SKILLS-03-SPECIALISED-EDU

DIGITAL-2023-SKILLS-05-SPECIALISED-EDU

DIGITAL-2024-SKILLS-...

CSA

Analysis

12 consortia for  
short-term training  
courses

19 new consortia for  
bachelor's and master's  
in key digital technologies

Project [LeADS](#) - Leading  
European Advanced  
Digital Skills



# Specialised Education Programmes in Key Capacity Areas

## DIGITAL-2023-SKILLS-05-SPECIALLEDU

### What is the aim of this topic?

Digital decade target → 20 million ICT specialist employed in EU by 2030

Closing the digital skills gap

Main objectives:

Design and delivery of **bachelor's and master's** leading to a degree and develop related **self-standing modules** leading to a certification

**Co-designed jointly** between higher education institutions, industry and research partners in the consortium





# Specialised Education programmes in key capacity areas

## DIGITAL-2023-SKILLS-05-SPECIALAEDU

Budget

EUR 30M  
10M per project

Duration

4 years

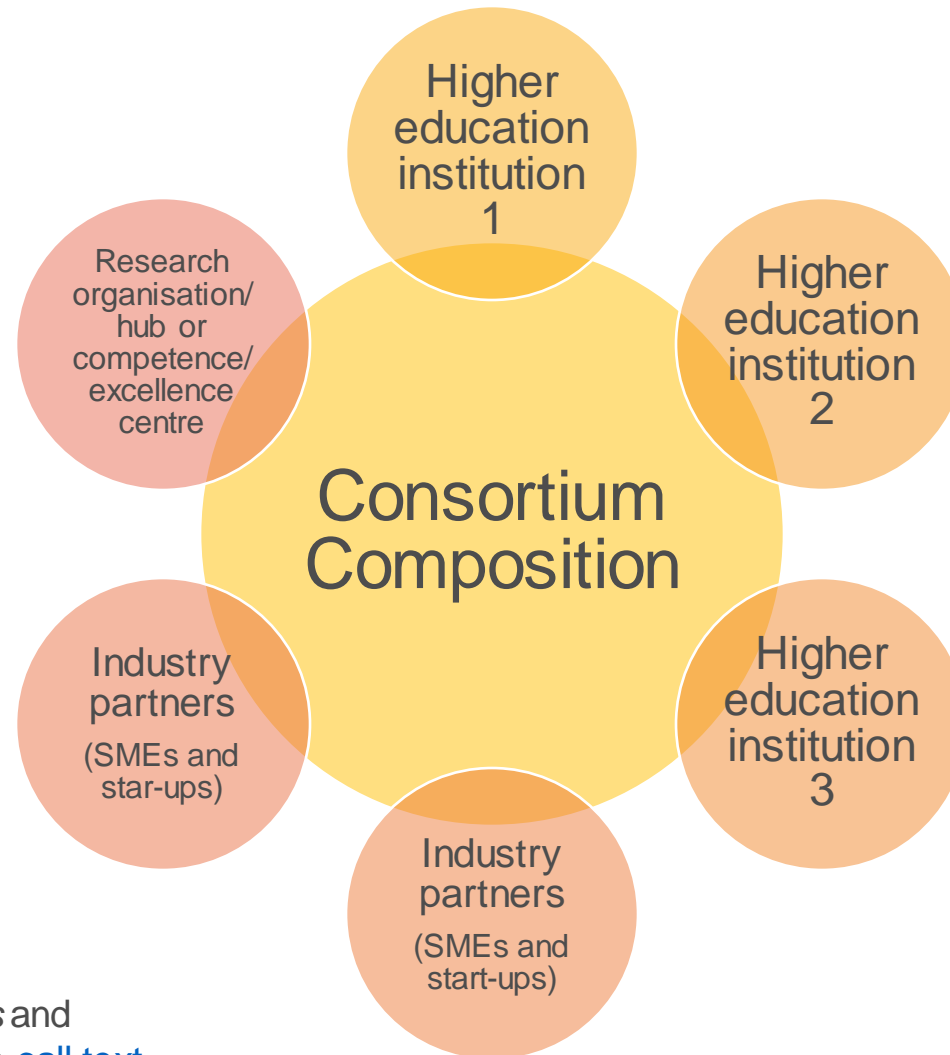
EU co-financing

50%



# Partners in the consortium

Consortium composition:  
a minimum **6 applicants** from  
**5 different eligible countries.**



Erasmus University Alliances

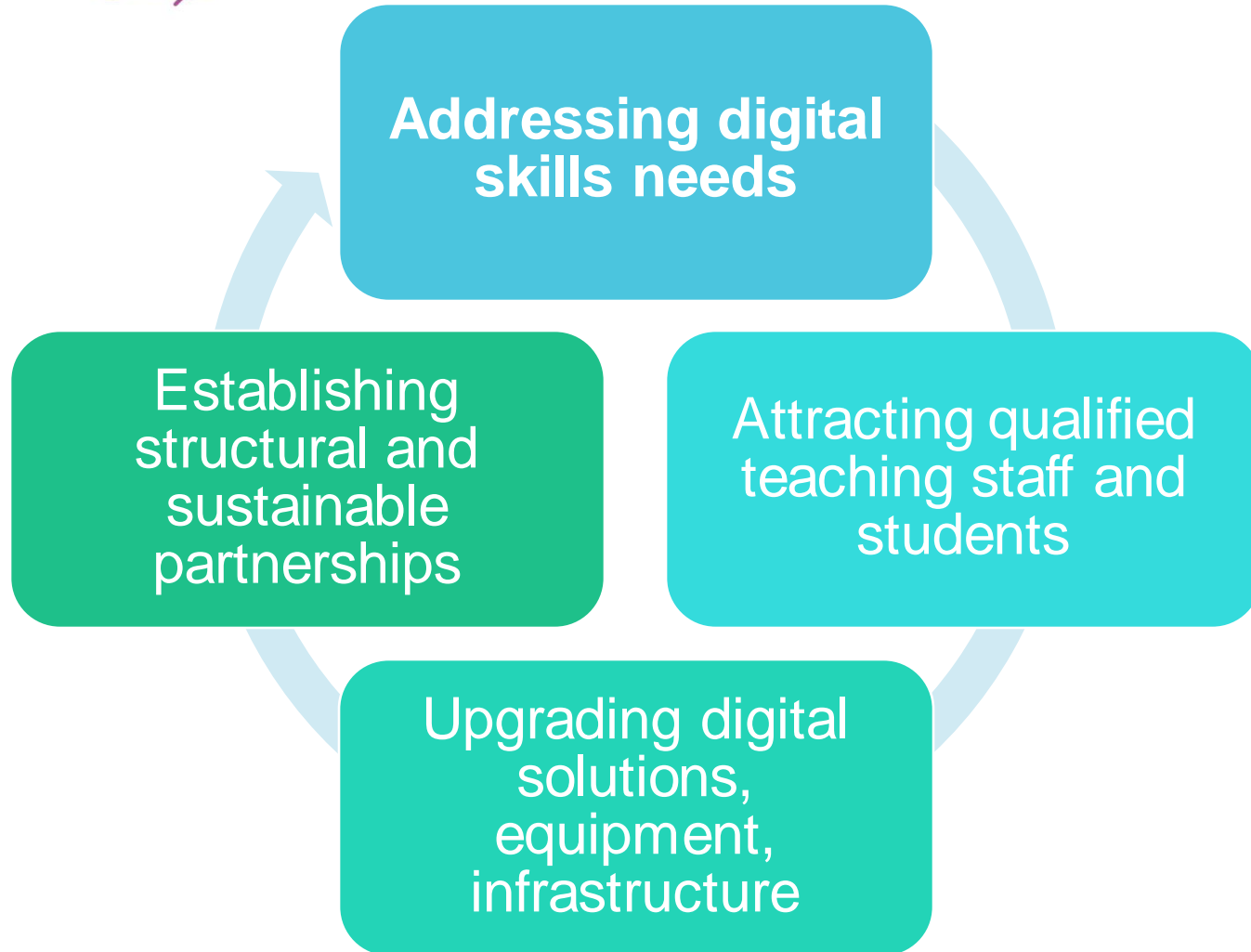
Other business partners

Training Organisations

Other relevant stakeholders



# 4 objectives/areas of intervention



The proposed project(s) must fulfil at least **objective 1 - addressing skills needs**, and **one or more** of the other objectives.





# Objective 1 - addressing skills needs

Type of programme(s) for: **Bachelor's and Master's** and self-standing modules

1. Programme(s) in key digital areas
3. Conversion programme(s) in the key digital areas

Artificial intelligence  
Blockchain  
Cloud and/or edge computing  
Cybersecurity  
Data  
Extended reality  
Internet of things  
Microelectronics  
Photonics  
Quantum technologies  
Robotics

2. Interdisciplinary programme(s)

Agriculture  
Energy  
Finance  
Health  
Law  
Media and culture  
Manufacturing  
Sustainable and autonomous mobility  
Space

Consortia must design and deliver at least one programme, both bachelor's and/or master's, and should develop self-standing modules



# Objective 1 - addressing skills needs

## Design and deliver bachelor's or master's & related self-standing modules

Degree awarded can be joint/double/single

Broad description of the structure of the curriculum as well as of the practice-oriented components

Co-designed jointly between members of the consortium

Remember:

- The programme(s) and self-standing module(s) are offered and taught to students enrolled in **all higher education institutions** participating in the action



# Objective 2 – Teaching Staff and Students

## Attract staff

Lectures and seminars by qualified experts from public and private sector

Incentives for teaching staff, researchers, laboratory technicians

Steps to attract female teaching staff and experts

Actions to encourage mobility among consortium partners

## Attract and support students

At least 150 students enrolled in programme(s), plus 150 students trained through self-standing courses during the duration of the project

Financial support to students (up to 20% of total grant)

Incentives for student mobility in synergy with Erasmus+

Via scholarships, fee waivers or others

Via internships or short-term job placement or others



## Objective 3 –

# Digital solutions, equipment and infrastructure

## Upgrading digital solutions, equipment and infrastructure, with a special focus on interoperability

Digital solutions, equipment and infrastructures can be purchased/leased to ensure the programme(s) has the necessary facilities to deliver excellence

Explain how HEI of the consortium, at least 2 will be interoperable equipped

Explain how the project will explore the innovative use of digital tools and solutions to support the implementation of the education programme(s)



# Objective 4 – Establishing structural and sustainable partnerships

## Structural and Sustainable Partnerships

Explain how the partnerships will be sustainable over time and will show a high degree of integration

Define the roles of the members of the partnership and explain their added value

Encourage inclusive partnerships with organisations in EU countries, where advanced digital skills are low





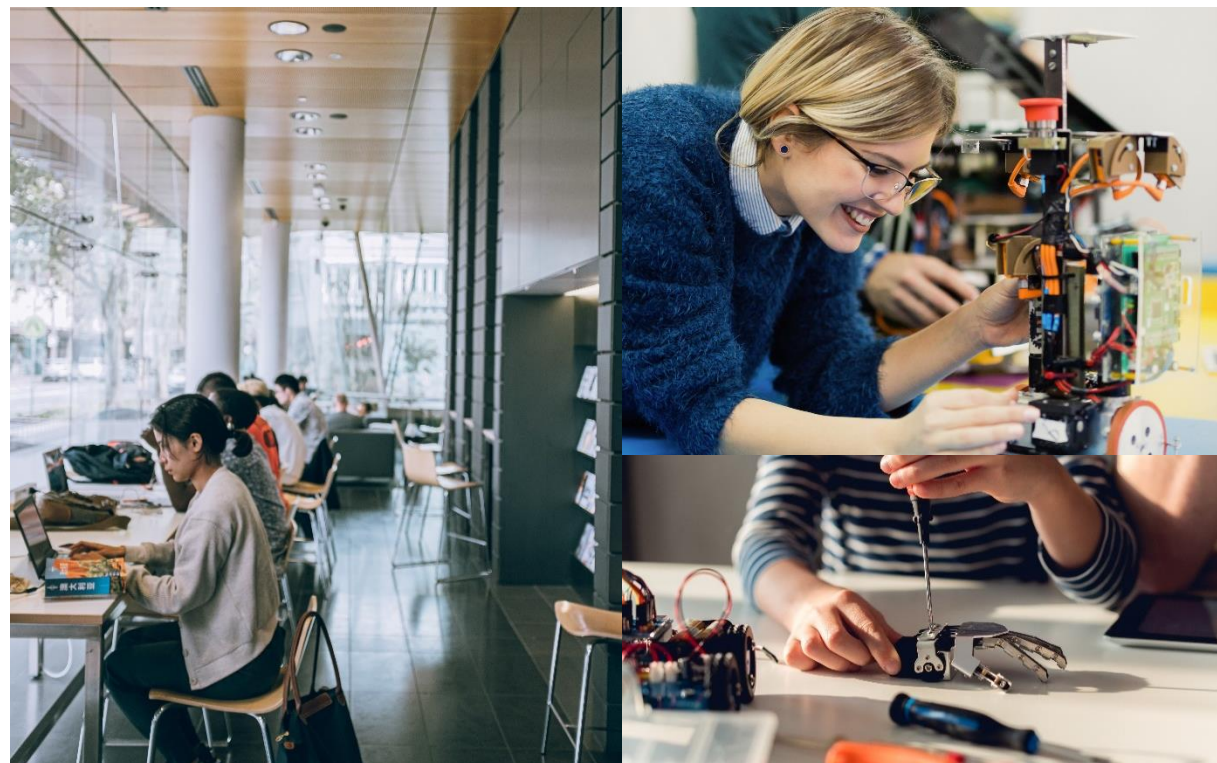
# Links

## Digital Skills and Jobs Platform

- Tool for dissemination and promotion of information
- Window for the new programmes in digital technologies

## Advanced digital skills analysis

## Other EU programmes and initiatives





# Questions?

## ADVANCED DIGITAL SKILLS



Thank you!





# DIGITAL Proposal Submission

Submitting a  
proposal  
via the Funding &  
Tenders Portal



HADEA B2  
Basak KOYUNCU

#DigitalEuropeProgramme



# DIGITAL Call 5 - Timeline

|                                   | Dates                                   |
|-----------------------------------|---|
| Call opening                      | 21 November 2023                        |
| Deadline for submission           | 21 March 2024 – 17:00:00 CET (Brussels) |
| Evaluation                        | April – May 2024                        |
| Information on evaluation results | June 2024                               |
| Grant Agreement Signature         | December 2024                           |



# Where to find the call document & Funding and Tenders Portal



# Funding & Tenders Portal

**PORTAL:** <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



## Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

English

Register

Login

- SEARCH FUNDING & TENDERS
- HOW TO PARTICIPATE
- PROJECTS & RESULTS
- WORK AS AN EXPERT
- SUPPORT

### Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

| EU Programmes                                 |  |  |                              |   |   |
|---|--|--|------------------------------|---|---|
| Asylum, Migration and Integration Fund (AMIF) | Border Management and Visa Instrument (BMVI) | Citizens, Equality, Rights and Values Programme (CERV)     | Creative Europe (CREA)       | <b>Digital Europe Programme (DIGITAL)</b> | Europe Direct (ED)                            |
| European Parliament (EP)                      | European Solidarity Corps (ESC)              | Erasmus+ Programme (ERASMUS+)                              | European Social Fund + (ESF) | Innovation Fund (INNOVFUND)               | Internal Security Fund (ISF)                  |
| Horizon Europe (HORIZON)                      | Single Market Programme (SMP)                | Social Prerogative and Specific Competencies Lines (SOCPL) | EU External Action (RELEX)   | Justice Programme (JUST)                  | Pilot Projects and Preparatory Actions (PPPA) |



# Search the Call

## Digital Europe Programme

Digital Europe Programme is the first EU programme that aims to accelerate the recovery and drive the digital transformation of Europe.

Worth €7.6 billion (in current prices), the Programme is a part of the next long-term EU budget, (the Multiannual Financial Framework), and it covers 2021 to 2027. It will provide funding for projects in five crucial areas: supercomputing, artificial intelligence, cybersecurity, advanced digital skills, and ensuring the wide use of digital technologies across the economy and society.

The Programme is fine-tuned to fill the gap between the research of digital technologies and their deployment, and to bring the results of research to the market - for the benefit of Europe's citizens and businesses, and in particular SMEs. Investments under the Digital Europe programme supports the Union's twin objectives of a green transition and digital transformation and strengthens the Union's resilience and strategic autonomy.

- Find calls for proposals and tenders
- Projects & Results
- Priorities
- What's new?

### Find calls for proposals and tenders

Search calls for proposals by keywords, programme parts, ... [View \(92\)](#)

⚠️ **Calls for Tenders** are not available when you have selected a programme [See all calls for tenders published by EC](#)

### Projects & Results

See the work done in past and ongoing projects. View the statistics on proposals, success rates, funded projects and participants.

[Check dashboard](#)



## Search by Call ID or Topic ID or Keywords

(CALL ID: **DIGITAL-2023-SKILLS-05**)

(TOPICS ID: **DIGITAL-2023-SKILLS-05-SPECIALLEDU; DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU and DIGITAL-2023-SKILLS-05-CYBERACADEMY**)

# Call Page



Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

EN

Register

Login

HOME SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT



## Search funding & tenders

Need help?

### Search

Clear all

DIGITAL-2023-SKILLS-05



Match whole words only

### Type

Grants

3

Tenders

### Submission status

Forthcoming

Open for submission

3

Closed

### Programming period

2021 - 2027 (3)

### Programme / Programme group

Digital Europe Programme (DIGITAL)

### Call

3 item(s) found

Programme Digital Europe Programme (DIGITAL)

#### Specialised education programmes in key capacity areas - Advanced digital skills analysis

DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU Call for proposal  
Digital Europe Programme (DIGITAL)

Open for submission **Grant**

#### Specialised education programmes in key capacity areas

DIGITAL-2023-SKILLS-05-SPECIALEDU Call for proposal  
Digital Europe Programme (DIGITAL)

Open for submission **Grant**

#### Cybersecurity Skills Academy

DIGITAL-2023-SKILLS-05-CYBERACADEMY Call for proposal  
Digital Europe Programme (DIGITAL)

Open for submission **Grant**

Items per page 10

1

Showing 1 - 3 of 3 items



# Topic Page

DIGITAL  
EUROPE  
PROGRAMME



European  
Commission

Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

EN

Register

Login

[HOME](#) [SEARCH FUNDING & TENDERS](#) [HOW TO PARTICIPATE](#) [PROJECTS & RESULTS](#) [WORK AS AN EXPERT](#) [SUPPORT](#)



3

## Specialised education programmes in key capacity areas

DIGITAL-2023-SKILLS-05-SPECIALEDU

Topic Call for proposal

### Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic related FAQ
- Get support
- Call updates

[Go back to search results](#)

### General information

#### Programme

Digital Europe Programme (DIGITAL)

€ Budget overview

#### Call

[Advanced Digital Skills \(DIGITAL-2023-SKILLS-05\)](#)

#### Type of action

DIGITAL-LS DIGITAL Lump Sum Grants

#### Type of MGA

DIGITAL Lump Sum Grant [DIGITAL-AG-LS]

Open for submission

#### Deadline model

single-stage

#### Opening date

21 November 2023

#### Deadline date

21 March 2024 17:00:00 Brussels time

### Topic description

ExpectedOutcome:

#### Expected Outcome and Deliverables:

Consortiums of higher education institutions, vocational education and training institutions, research organisations and businesses delivering advanced digital technology programmes and multi-disciplinary courses for users of advanced digital...

Show more



# Topic conditions and documents

## Specialised education programmes in key capacity areas

DIGITAL-2023-SKILLS-05-SPECIALEDU

Topic Call for proposal

### Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic related FAQ
- Get support
- Call updates

Go back to search results

### Conditions

- 1. Admissibility conditions:** described in section 5 of the call document
- Proposal page limits and layout:** described in Part B of the Application Form available in the Submission System
- 2. Eligible countries:** described in section 6 of of the call document
- 3. Other eligibility conditions:** described in section 6 of the call document
- 4. Financial and operational capacity and exclusion:** described in section 7 of the call document
- 5. Evaluation and award:**
  - Award criteria, scoring and thresholds:** described in section 9 of the call document
  - Submission and evaluation processes:** described section 8 of the call document and the [Online Manual](#)
  - Indicative timeline for evaluation and grant agreement:** described in section 4 of the call document
- 6. Legal and financial set-up of the grants:** described in section 10 of the call document

### Documents

#### CALL DOCUMENT

- Standard application form — *Call-specific application form* is available in the Submission System
- Detailed Budget Table (DEP LSI)
- Lump Sum MGA — Multi & Mono V1.0
- Digital Europe Work Programme (2023-2024)





# Outline of the call document



# Outline of the Call Document

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EU Grants: Call document (DEP): V1.0 -

|  |    |
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**3 Topics  
have  
different  
budget  
modalities  
!!!!**



# How to submit a successful proposal?



# Interface to submit the proposal

Specialised education programmes in key capacity areas  
DIGITAL-2023-SKILLS-05-SPECIALEDU

Topic Call for proposal

## Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic related FAQ
- Get support
- Call updates

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile.

## Start submission

[Need help?](#)

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it 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 Funding & Tenders Portal and select the My Proposals page of the My Area section.

### Please select the type of your submission:

- DIGITAL Lump Sum Grants [DIGITAL-LS], DIGITAL Lump Sum Grant [DIGITAL-AG-LS]

Start submission

[Go back to search results](#)

## Topic related FAQ

0 item(s) found

There are no FAQ related to this topic.



# Creating a proposal

European Commission | Funding: Submission Service

Welcome Charmaine KERR

Progress: Login (✓) | Topic selection (✓) | **Create proposal** | Participants | Proposal forms | Submit

### Create proposal

**Deadline**  
21 March 2024 17:00:00 Brussels Local Time  
119 days left until closure

**Call data**  
Call: DIGITAL-2023-SKILLS-05  
Topic: DIGITAL-2023-SKILLS-05-SPECIALEDU  
Type of action: DIGITAL-LS  
Type of MGA: DIGITAL-AG-LS  
**Warning:** Topic and type of action can only be changed by creating a new proposal.

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual | IT How To  
IT Helpdesk | FAQ  
Service Desk:  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 92222

**Warning:** Your proposal at the latest 48 hours before the deadline (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are confidentiality – we will not open the proposals before the deadline. Submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

on

Short name   Search

**Insert a PIC  
(Participant Identification Code)  
comprising of a 9-digit code for your entity.**



# Part A + Part B

European Commission | Funding: Submission Service Welcome Charmaine KERR

Progress bar: Login (checked), Topic selection (checked), **Create proposal** (active), Participants, Proposal forms, Submit

### Create proposal

**Deadline**  
23 January 2024 17:00:00 Brussels Local Time  
92 days left until closure

**Call data**  
Call: DIGITAL-2023-CLOUD-DATA-AI-05  
Topic: DIGITAL-2023-CLOUD-DATA-AI-05-DATATOURISM  
Type of action: DIGITAL-SIMPLE  
Type of MGA: DIGITAL-AG

**Warning:** Topic and type of action can only be changed by creating a new proposal.

**Download Part B templates**  
[Download part B templates](#)

**Find your organisation**

PIC  Short name

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

|   |  |  |
|---|--|--|
| PIC: 956444445<br>Baird Consulting SCS<br>Vieille rue du Moulin-Rouge 20<br>Uccle, BE | PIC: 933341955<br>Charalampos Xenogiannis<br>champ du champ de mard 5<br>brussels, BE<br>VAT: BE0820975039 | PIC: 913842918<br>Test Camelia-Valeria<br>place Rogier<br>Brussels, BE |
|---|--|--|

## Part A Online Form Comprising of:

1. Details of the coordinator & consortium partners
2. Budget Table
3. Security issues table

**Mandatory for all topics**

## Part B - Zip File - Word documents comprising of:

- Tpl\_Application Form (Part B) (DEP)
- Tpl\_Detailed Budget Table (DEP LSII)



**Ownership Control Declaration** - not applicable for both topics, **DO NOT** complete and **DO NOT** submit





# Submitting a complete proposal

## Part A & Part B



# PART A of the Application

| Administrative part of the application |   |
|--|---|
| Section 1 - General information        | Call, Topic, Type of Action, Proposal number, Proposal acronym, Type of Model Grant Agreement |
| Section 2 – Participants               | Information on the applicants and consortium partners   |
| Section 3 - Budget                     | Budget allocation per costs category  |
| Section 4 – Other Questions            | Security issues tables <b><u>must be completed</u></b> for all topics.                        |

Security issues table ?

| 1. EU Classified Information (EUCI)?   | Page  |
|--|---|
| Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?   | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Does this activity involve non-EU countries which need to have access to EUCI?   | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2. Misuse  | Page  |
| Does this activity have the potential for misuse of results?   | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 3. Other Security Issues   | Page  |
| Does this activity involve information and/or materials subject to national security restrictions?<br>If yes, please specify: (Maximum number of characters allowed: 1000) | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)                          | <input type="radio"/> Yes <input checked="" type="radio"/> No |



# PART B of the Application

## Part B - Technical part of the application

### Section 1 - Relevance

In line with Award Criteria 1 in the next slide

1.1 Objectives and activities

1.2 Contribution to long-term policy objectives, policies and strategies — Synergies

1.3 *Digital technology supply chain\**

1.4 *Financial obstacles\**

### Section 2 - Implementation

In line with Award Criteria 2 in the next slide

2.1 Maturity

2.2 Implementation plan and efficient use of resources

2.3 Capacity to carry out the proposed work

### Section 3 - Impact

In line with Award Criteria 3 in the next slide

3.1 Expected outcomes and deliverables

3.2 Competitiveness and benefits for society

3.3 *Environmental sustainability and contribution to European Green Deal goals\**

### Section 4 - Work plan, Work packages, timing and subcontracting

\*Sub-criteria **1.3, 1.4 and 3.3** **NOT APPLICABLE** for any of the topics.

**Attention:** Page limit of **70** pages for **DIGITAL-2023-SKILLS-05-SPECIAL-EDU (Lumpsum)** and **DIGITAL-2023-SKILLS-05-CYBERACADEMY**. Page limit of **50** for **DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU (CSA)**.



# Award criteria for this call

## RELEVANCE

- Alignment with the objectives and activities as described in section 2
- Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level
- Extent to which the project would reinforce and secure the digital technology **supply chain** in the EU\*
- Extent to which the project can overcome **financial obstacles** such as the lack of market finance\*

## IMPLEMENTATION

- Maturity of the project
- Soundness of the implementation plan and efficient use of resources
- Capacity of the applicants, and when applicable the consortium as a whole, to carry out the proposed work

## IMPACT

- Extent to which the project will achieve the expected outcomes and deliverables referred to in the call for proposals and, where relevant, the plans to disseminate and communicate project achievements
- Extent to which the project will strengthen competitiveness and bring important benefits for society
- Extent to which the project addresses environmental sustainability and the **European Green Deal goals**, in terms of direct effects and/or in awareness of environmental effects

\* Sub-criteria **1.3, 1.4 and 3.3** **NOT APPLICABLE** for any of the topics.

For further details, refer to the Call Document - Section 2 - [Specific topic conditions](#)



# Scoring during evaluation

| Award criteria | Minimum pass score | Maximum score |
|----------------|--------------------|---------------|
| Relevance      | 3                  | 5             |
| Implementation | 3                  | 5             |
| Impact         | 3                  | 5             |

- Maximum threshold per individual criterion: **5/5 points**.
- Maximum points per proposals: **15 points**.
- For a proposal to be considered for funding, it **MUST**:
  1. Pass the individual award criteria threshold that is: minimum **3 scores per criteria**  
**AND**
  2. Overall scoring threshold of **10 points**, within the limits of the available call budget.
- Proposals that do not achieve this threshold will be rejected.

*For further details, refer to the Call Document Section 9 – Award Criteria*



# Submitting the proposal

Progress bar: Login (checked), Topic selection (checked), Create proposal (checked), Participants (checked), Proposal forms (active), Submit (unchecked).

### Create proposal

**Deadline**  
23 January 2024 17:00:00 Brussels Local Time  
92 days left until closure

**Call data**  
Call: DIGITAL-2023-CLOUD-DATA-AI-05  
Topic: DIGITAL-2023-CLOUD-DATA-AI-05-DATA/TOURISM  
Type of action: DIGITAL-SIMPLIE  
Type of MGA: DIGITAL-AG  
⚠️ Topic and type of action can only be changed by creating a new proposal.

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual | IT How To  
IT Helpdesk | FAQ  
Service Desk: ECFUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 90222

**Administrative forms (Part A)**  
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 *                      | Tpl_Application_Form_testing_more_than_70_pages.pdf | Delete |
| Ownership control declaration |   | Upload |
| Other annexes                 |   | Upload |

Buttons: BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

← **Mandatory\***  
← Not applicable  
← Not applicable  
(No extra technical content in Annex)

**\*For DIGITAL-2023-SKILLS-05-SPECIALLEDU 3 Mandatory PART B+List of previous projects Annex+ Excel Budget Table DEL LSII**



# Validating and Warnings

The screenshot shows a web application interface for proposal submission. At the top, a progress bar indicates the current step is 'Proposal forms', with previous steps 'Login', 'Topic selection', 'Create proposal', and 'Participants' completed. The main content area is titled 'Proposal forms' and includes a 'TEST MODE' banner, a 'Deadline' of 26 September 2023 17:00:00 Brussels Local Time (146 days left until closure), and 'Call data' for 'DIGITAL-2023-DEPLOY-04'. A warning message states: 'Topic and type of action can only be changed by creating a new proposal.' Below this is 'Proposal data' (Acronym: EDMO TEST, Draft ID: SEP-210951987) and a 'Download Part B templates' button. A 'Validations' modal window is open, showing a warning: 'The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation'. Under 'Eligibility warnings', it lists: 'The document Tpl\_Application\_Form\_testing\_more\_than\_70\_pages.pdf (Part B) contains 74 pages and exceeds the limit (70 pages) for this part of the proposal. The excess pages will be disregarded by the experts during the evaluation session. You are advised to shorten this document and re-upload a version that conforms. Make sure you submit the latest version of the proposal before the call deadline.' The 'Part A Form' section shows a warning for '1. Department Name - missing entry'. At the bottom of the modal is an 'OK' button. In the background interface, at the bottom right, there are buttons for 'BACK TO PARTICIPANTS LIST', 'VALIDATE', and 'SUBMIT'. A red arrow points to the 'VALIDATE' button.

Before submitting the application  
**Validate** and **address warnings !!!**



# FAQS

## Submitting questions Guidance & Manuals





# FAQS & Submitting questions

HOME SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

## Data Space for Cultural heritage

DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE

Topic Call for proposal

Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic related FAQ**
- Get support
- Call updates

← Go back to search results

**Topic related FAQ**  
6 item(s) found

- For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, what does 3D and XR scenario mean? Please define the term scenario.**  
For the purpose of this Call, scenario should be one or more new 3D model(s) in an extended reality application, following a concrete, fully developed use case. In the context of the...
- For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, is the cost of creating an online portal/website eligible or only the costs of presenting the project on the participants' existing websites?**  
As stated on page 24 of the Call document: project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs...
- For topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, under "Outcomes and deliverables" it is stated "the project should"... does this mean that the project MUST satisfy ALL the points or it is possible to satisfy only some?**  
It should address all points. However, for the first point: Produce frameworks, tools, technologies, storage, open-source software and processing capacities for making advanced 3D an...
- For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, in footnote number 13 on page 8 of the call document, it is stated that the existing "source code" can be used, does it also have to be "published with an open source license", that is, public?**  
If the source code used was not previously published, source code used for the project shall be made public under an open source license, if the proposal is selected for funded.
- Do we interpret correctly that the cost of the equipment is acceptable in 100% amount, since it is stated on page 24 of the call document:" - equipment costs:- FULL COST for the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE.**  
As stipulated on page 24 of the call document, equipment costs can be declared in full. If such equipment, infrastructure or other assets are rented or leased, full costs for renting...
- For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, is it acceptable for one partner to pay for the procurement of products for another partner on the project with allocated grant funds?**  
No, the cost will not be considered as eligible. Please carefully consult the eligibility conditions of costs. Among others, a cost is eligible only if actually incurred by the benef...

Items per page 10

1



**Get support**

Please read carefully all provisions below before the preparation of your application.

For help related to this call, please contact: [here](#)

Funding & Tenders Portal FAQ – Submission of proposals.

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

Online Manual – Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes.

show more...





# Online Form to submit questions

About this site | Languages on our websites | Privacy policy | Legal notice | Cookies | English (en)

**European Union**  
europa.eu

EUROPA > Contact > Write to us

Home About the EU EU by topic EU law Life and business in the EU Documents and publications **Contact**

## Write to us

Type your enquiry below – in any [official EU language](#). Please be as detailed as possible and be sure to include your correct contact details.

You will usually receive an **answer within 3 working days** (more complex enquiries may take longer).

**First name**

**Last name**

**Email address**  
 ?

**Nationality**  
 ?

**Country of residence**  
 ?

**Preferred contact language**  
 ?

**Alternative contact language**  
 ?

**Enquiry**



# Guidance, Manuals & IT HELPDESK



Navigation bar with menu items: SEARCH FUNDING & TENDERS, HOW TO PARTICIPATE, PROJECTS & RESULTS, WORK AS AN EXPERT, **SUPPORT** (dropdown), and clear filter.

**SUPPORT** dropdown menu items:  
Support overview  
Guidance & Manuals  
FAQ  
Helpdesk & Support Services

- Data management of the organizations, search functions under the 'My organisations' tab and adding new organizations to proposals may not be available today **Thursday, 09.12.2021 from 17:30 to 18:30 (CET)**, while system maintenance is being performed.
- Grant Management Services will be unavailable on Thursday, 09.12.2021, between 07:30 and 08:10 CET.

## Support overview

GRANTS | **TENDERS**

### Support by type

- GUIDANCE
- FAQ
- HELPDESKS

### Popular support topics

|   |  |
|---|--|
| EU Login <small>Online manual</small>   | How can I acquire roles and access rights for proposals, projects or organisations? <small>FAQ</small> |
| How to change the EU Login account details? <small>FAQ</small>  | How to update my organisation data? <small>FAQ</small>   |
| What is a LEAR (Legal Entity Appointed Representative) and what are LEAR's rights and tasks? <small>FAQ</small> | Where can I find more user guidance related to proposal submission? <small>FAQ</small>                 |
| How to assign PLSIGN? <small>FAQ</small>  | SME Self Evaluation <small>IT how to</small>   |
| How do I fill in my bank account as an expert? <small>FAQ</small>   | Where can I find the National Contact Points (for Horizon Europe)? <small>Helpdesks</small>            |



# Final tips for applicants

## Admissibility requirements:



- Application form **is readable** – before uploading form B check that it has been converted correctly to PDF and that there are no missing parts or missing tables
- Do not forget Excel Budget table under Part B for the Lump Sum topic **DIGITAL-2023-SKILLS-05-SPECIALLEDU - Specialised education programmes in key capacity areas. YOU RISK BEING ELIMINATED.**
- Always use the **standard template Form B** – never use your own
- **Ownership Control Declaration** – not applicable for any topic, **DO NOT** complete and **DO NOT** submit

## Eligibility requirement:

- **Consortium composition compliance is a must** – Read carefully Section 6 of the call document complemented by the section Targeted Stakeholders.

## Security issues table:

- Applicable for **all topics**.
- Mark with great attention the **relevant criteria** when applicable.
- When marking any security issues, include the corresponding **proposal page reference** in the respective forms.

## Award Criteria:

- Take into account the **award criteria** as detailed in the call document and follow that logic in your application to provide all necessary information.



# Final tips for applicants

## Page Limit :

- Page limit of 70 pages **for DIGITAL-2023-SKILLS-05-SPECIAL-EDU (Lumpsum) and DIGITAL-2023-SKILLS-05-CYBERACADEMY.**
- Page limit of 50 pages **for DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU (CSA).**

## Deadline :

- Submit your proposals before the deadline. **Do not submit your proposal on the last day,** to avoid disappointment !!!

## Overlaps/double funding risk:

- The system detects similarities between proposals. This has **serious legal implications.**
- Please reply relevant questions in Part A carefully.
- Especially for the **DIGITAL-2023-SKILLS-05-SPECIAL-EDU (Lumpsum) , DO NOT send one 'skeleton structure' for different applications as a design of your master programmes. This goes for similarities with previous projects.**
- To a degree possible, tailor made the master to the content chosen. At least provide the general unique framework.

## Updates to the call/topics:

- Please regularly follow updates to the call or topics from the Funding and Tenders portal.



# Thanks for your attention

For any questions after today's session please submit them through the functionality in the F&T Portal

[https://european-union.europa.eu/contact-eu/write-us\\_en](https://european-union.europa.eu/contact-eu/write-us_en)



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# **REA Central Validation Service**

**Registration of participants, legal validation and  
financial assessment**

**Information Day for  
Potential Applicants  
DIGITAL-2023-SKILLS-05  
Advanced Digital Skills**

*December 12, 2023*

**RADU SORA  
FLORIN PUIU**

# Presentation Outline

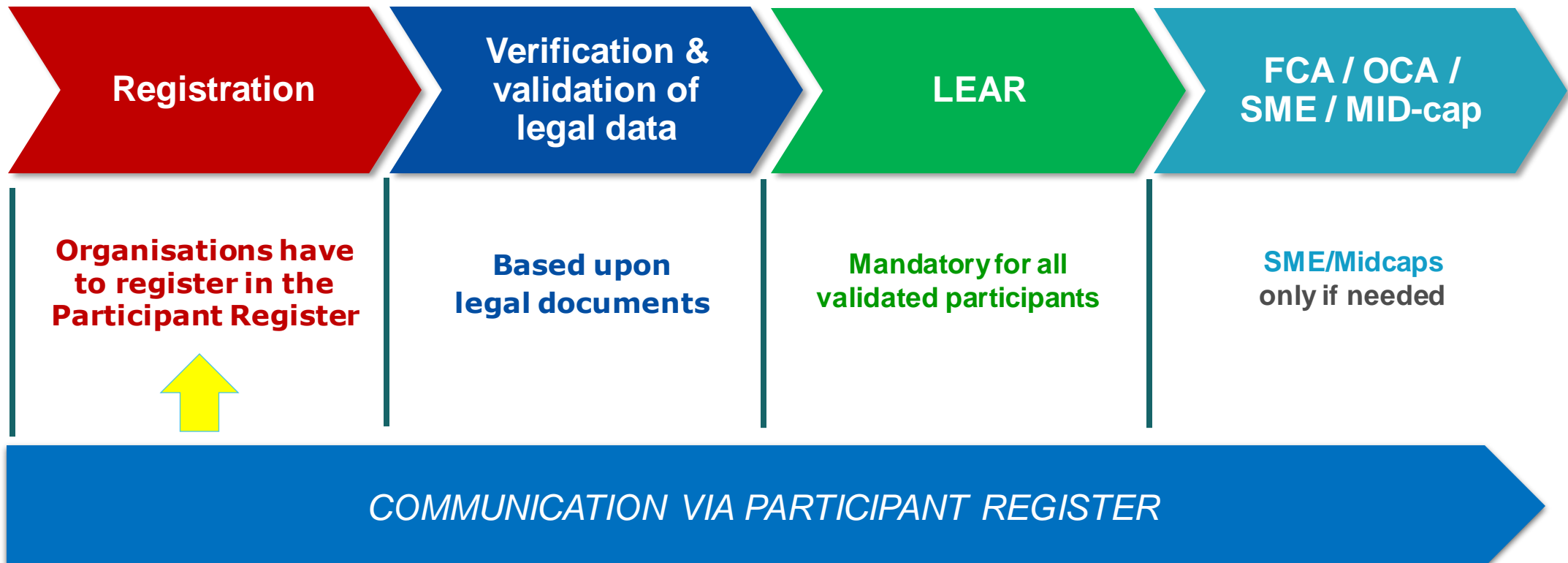
1. REA Central Validation Service
2. Registration of participants
3. Communication
4. Guidance documents



# REA Central Validation Service (REA CVS)

- Verifies **legal existence and legal statuses** of entities
- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**
- Validates **legal changes** of validated entities
- Assesses **universal takeovers (UTROs)** of validated entities
- Creates **Legal Entities and Bank Account Files**
- Prepares the **Financial Capacity Assessment** for RAO
- Performs **ownership control analyses** for specific programmes
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

## Validation Process Overview



# Registration of an organisation

(at proposal stage)

Participant Register

 Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

## Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

[Search a PIC](#)

**Search for a  
registered  
organisation**

## Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

[Register your organisation](#)

**New registration**

# How to register in the Participant Register

Participant's Register

Need help?

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users 5 Summary 6 Success

Identification

Legal name \* 240

Registration country \* 50

Registration number 50

VAT number \* 20 not applicable

Review the Form Next

Identification  
(duplicate check)

(e.g. Legal name, VAT number)



Organisation data



Legal information



Authorised users

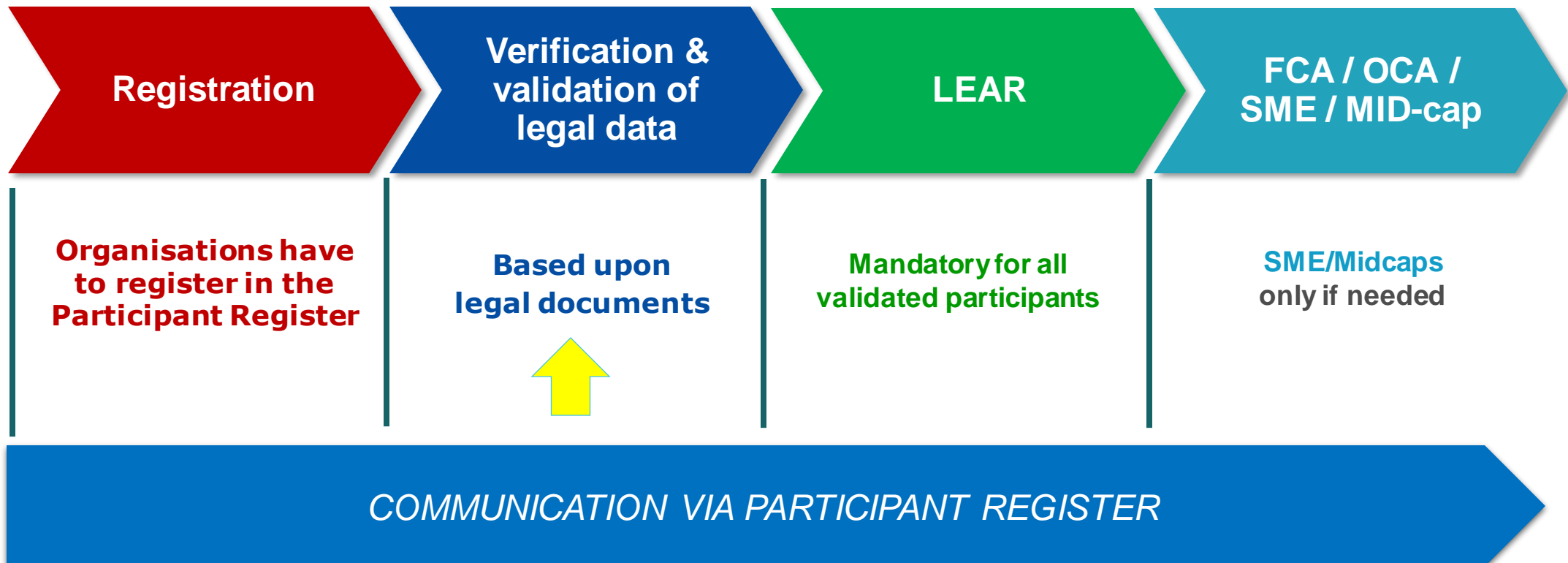
(e.g. Name, e-mail address of the self-registrant and the back-up)



Registration completed

New **Participant Identification Code (PIC)** in a "declared" status

## Validation Process Overview



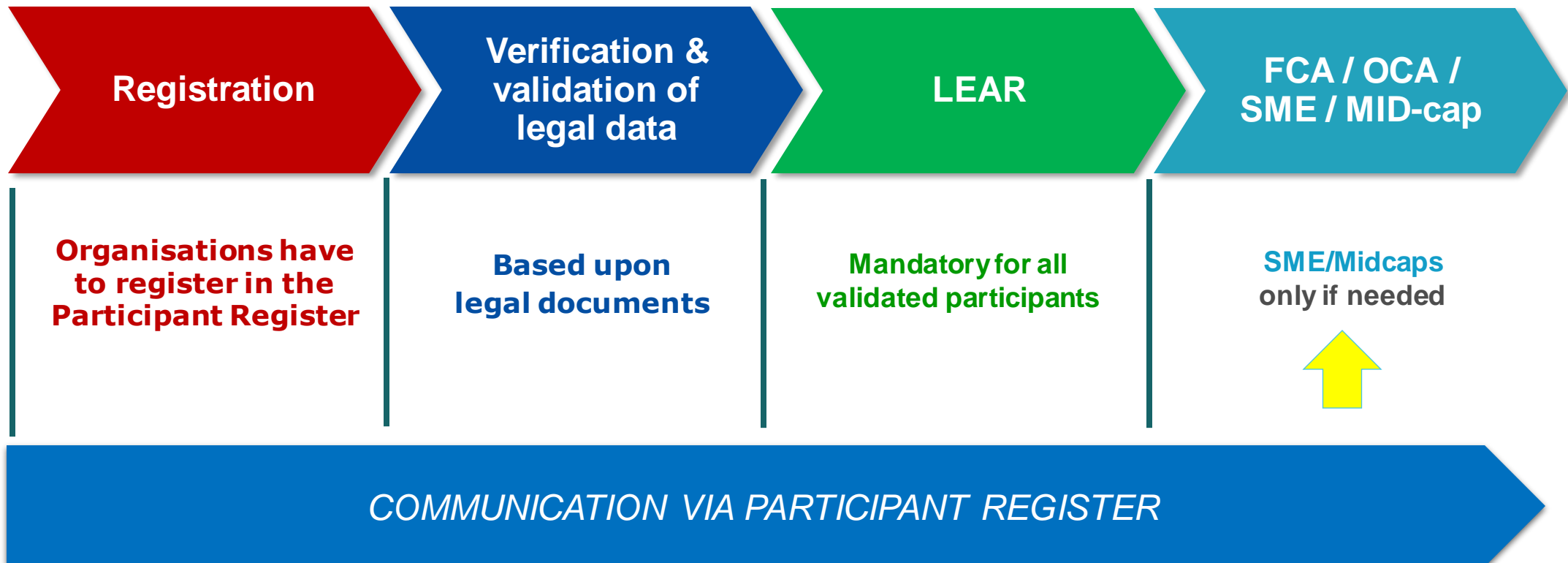
# Legal validation

- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract
- The legal validation of a participant in the Single Electronic Data Interchange Area (SEDIA) is done once, when the entity has to sign its first Grant Agreement or Contract
- It is reused for future participations in EU grant and procurement actions

# Validation Rules

- Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders
- Validation is required for all beneficiaries and affiliated entities
- PICs of affiliated entities, frequently included in the consortium during the GAP, must be introduced in the Funding & Tenders Portal's Grant Management Service System

## Validation Process Overview





# Financial Capacity Assessment (FCA)

## Legal basis

- **Financial Regulation (2018/1046)** articles 196 and 198
- **Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.**
- **Regulation (EU) 694 / 2021**, establishing Digital Europe Programme, and the Call for Proposals document

## When is the FCA needed?

- ✓ **ALL beneficiaries**, except for:

# Financial Capacity Assessment (FCA)

## Legal basis

- **Financial Regulation (2018/1046)** articles 196 and 198
- **Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.**
- **Regulation (EU) 694 / 2021**, establishing Digital Europe Programme, and the Call for Proposals document

## When is the FCA needed?

✓ **ALL beneficiaries**, except for:

**public bodies** (including Member State organisations)

**natural persons** in receipt of education support

✓ **Individual** requested grant amount is **greater than EUR 60,000**

and

If FCA must be checked, you will be contacted by the Central Validation Service via Participant Register in the F&T Portal.

# FCA supporting documents

(via Participant Register)

✓ Balance sheet

## Balance Sheet

- ASSETS
- LIABILITIES
- EQUITY

# FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

**Balance Sheet**

**Profit & Loss  
account**

- REVENUES
- EXPENSES

---

- Net result

# FCA supporting documents

(via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)

**Balance Sheet**

**Profit & Loss  
account**

**Explanatory  
notes**

**Annexes  
to the FS**

Details on accounts

Breakdown on items

Additional explanations

# FCA supporting documents (via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)
- ✓ Financial audit report

## Financial Audit report

### Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

## Balance Sheet

## Profit & Loss account

## Explanatory notes

## Annexes to the FS

# FCA supporting documents (via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

*...or Self Declaration on the accounts*

if the requested EU-contribution exceeds  
EUR 750.000 (art. 196 FR)

## Financial Audit report

### Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

## Self Declaration on the accounts

I, the undersigned  
declare that the  
accounts are:

- VALID
- no audit required

Signed

## Balance Sheet

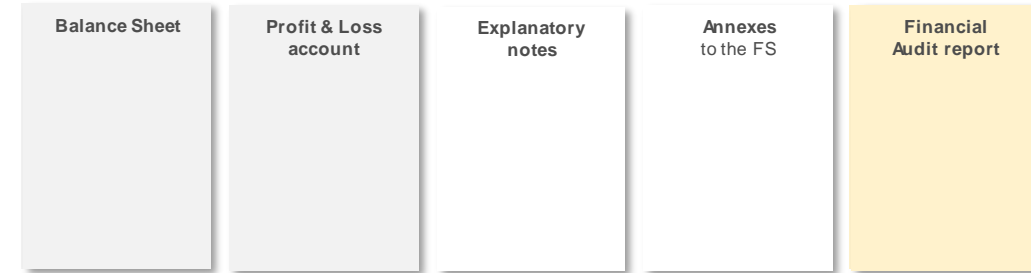
## Profit & Loss account

## Explanatory notes

## Annexes to the FS

# FCA supporting documents (via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)
- ✓ Financial audit report





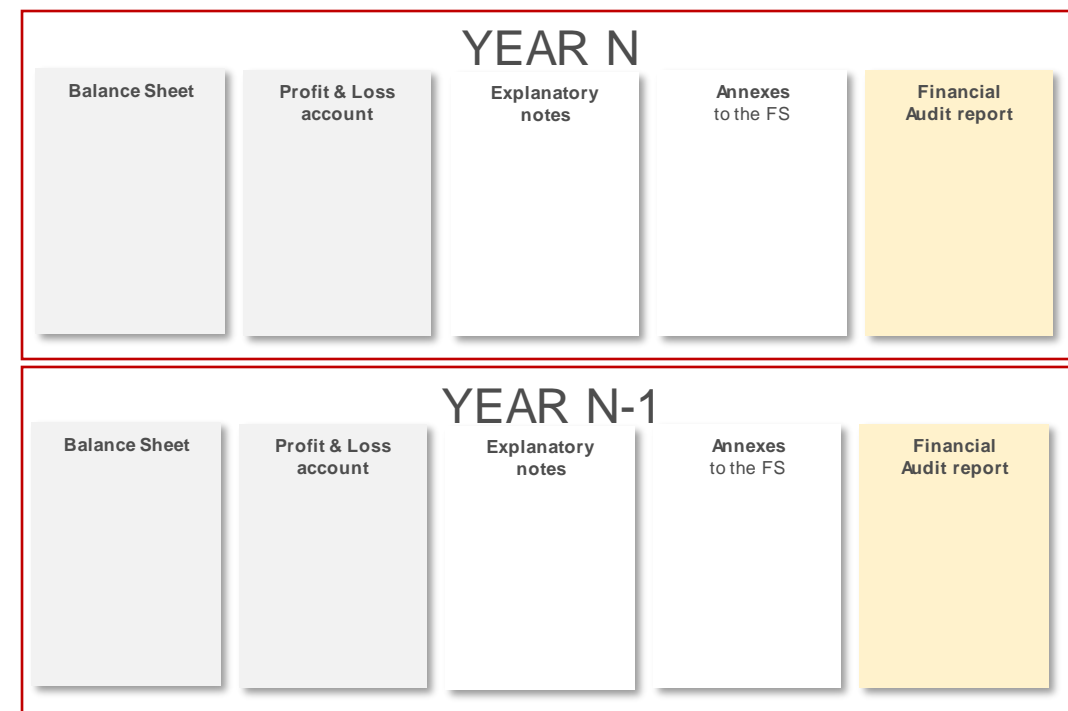
# FCA supporting documents (via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report



**For the 2 most recent closed and approved financial years**

- official language
- dated
- signed

# FCA supporting documents (via Participant Register)

✓ Balance sheet

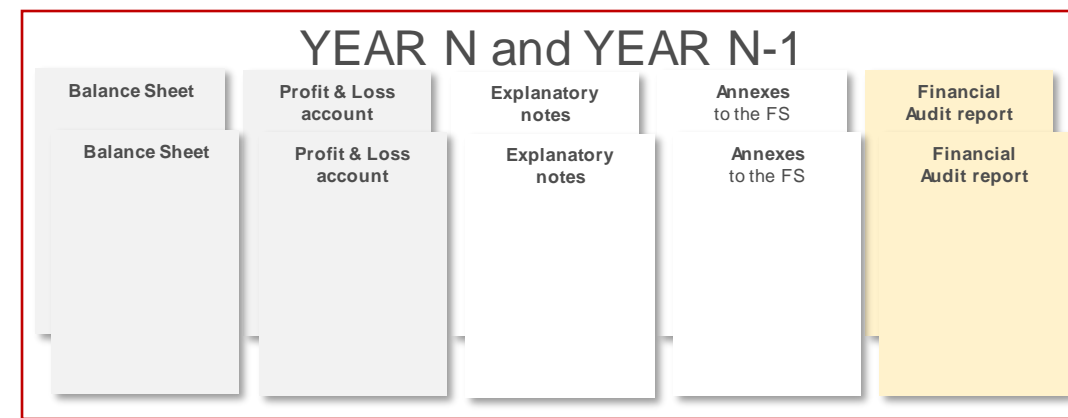
✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

## Newly established entities

✓ Business plan



## For the 2 most recent closed and approved financial years

- official language
- dated
- signed

## Business plan

Forecasts on:

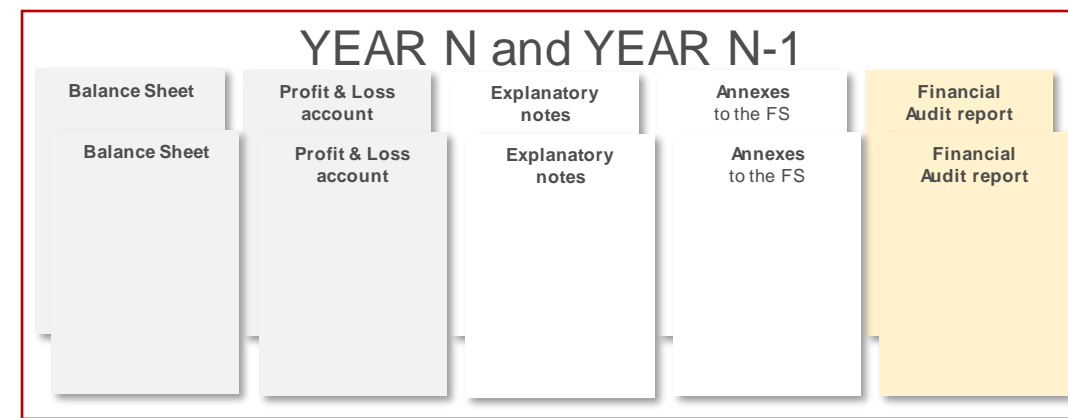
- Sales
- Expenses
  
- Investments
- Financing

sources

- .....

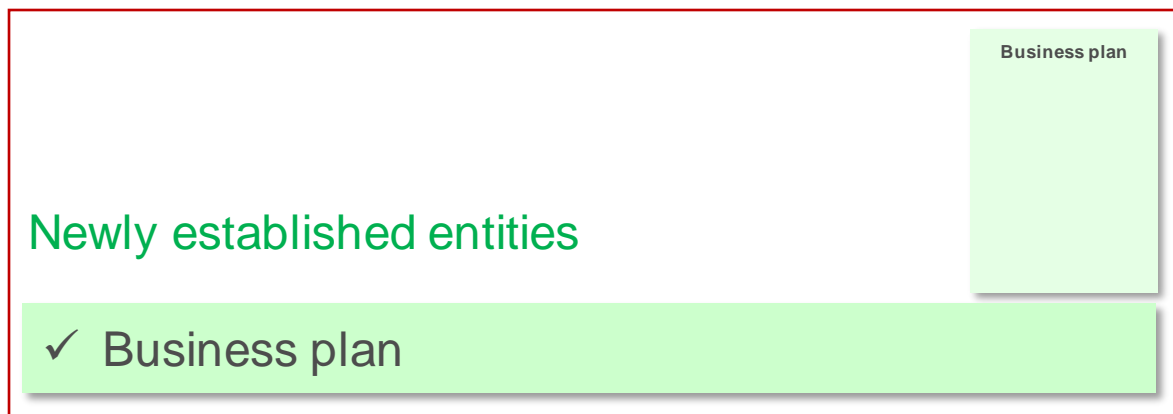
# FCA supporting documents (via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)
- ✓ Financial audit report



**For the 2 most recent closed and approved financial years**

- official language
- dated
- signed



**Once completed, the assessment is valid for 18 months from the closing date**

# Communication

(e.g. request to submit legal documents or to appoint a LEAR)

## All communication to -and from- participants is exclusively managed through the Participant Register

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>

to me ▾

### Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the [Online Manual](#) if you participate in the [programmes managed on the Funding & Tenders Portal](#).

For more information on the roles for e-Procurement, please refer to the [e-Procurement wiki page](#), if you participate in a tender call.

With kind regards,

EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu).

**Messages are notified via e-mail** to the contact person  
(i.e. self-registrant or the appointed LEAR)

# Access lost to non-valid/valid PICs

- In case the self-registrant left the organisation and no one has access to a non-valid PIC – a new PIC needs to be created and REA CVS informed
- If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

<https://ec.europa.eu/research/participants/urf/lear-recovery/request/>

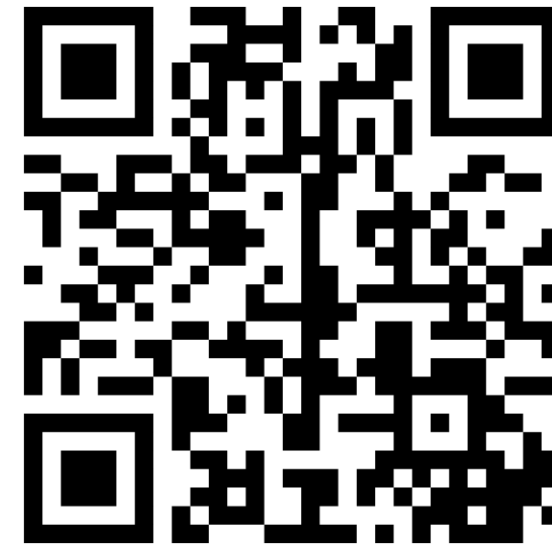
# Guidance documents

- Rules on Legal validation, LEAR appointment and financial capacity assessment:  
[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf)
- How to register in the Participant Register:  
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>

Thank you for your attention!

Questions?

# Join our Survey!



**SCAN THE QR CODE OR  
CLICK THE LINK IN THE CHAT!**





Digital Europe  
Programme: Info Day | 12  
December 2023

**Break**

**We will be back at 14:00**



# DEP Call-5 Lump Sum Topic General Briefing Applicants



HADEA B2-Digital

#DigitalEuropeProgramme

# Why EC uses lump sum funding?

## Significant simplification potential

- Despite all simplification, funding based on reimbursement of incurred costs remains complex and error-prone
- Lump sum project funding removes all obligations on actual cost reporting and financial ex-post audits – i.e. a major reduction of administrative burden
- Access to the programme becomes easier, especially for small organisations and newcomers

## Focus on content

- Less focus on financial management, and more focus on the scientific-technical content of projects

**Lump sum evaluation and grant agreement follow the standard approach with the same:**

- Evaluation criteria
- Pre-financing and payment scheme
- Reporting periods and technical reporting, **though focusing on completion of work packages**

**One lump sum share is fixed in the grant agreement for each work package:**

➤ **Work package completed**  **payment**

- Payments do not depend on a successful outcome, but on the **completion of activities**.
  - Work packages can be modified through amendments (e.g. to take into account new scientific developments)
- No intention and nor basis for judging the performance of lump sum grants more strictly than the performance of other grants.

# Writing a lump sum proposal

- Use the standard Digital Europe Programme proposal template available in SEP submission portal Part A & B.
- Your proposal must describe in detail the activities covered by each work package.
- To define and justify the lump sum, you need to provide a **detailed breakdown of cost estimations (Excel Budget table to be downloaded from FTP\*)**. The estimates must be an approximation of your actual costs and meet the basic eligibility criteria of the Digital Europe Programme.
- The cost estimations are used to generate automatically a breakdown of lump sum shares per work package and per participant (i.e., beneficiaries and affiliated entities, if any).

\*



**Please note that the 'Excel Budget table' is COMPULSORY and NOT TO BE FORGOTTEN!**

## Work packages distribution:



**As many as needed but no more than what is manageable**

A work package (WP) is a major sub-division of the work plan of your project.

- A single activity is not a WP
- A single task is not a WP
- A % of progress is not a WP (e.g. 50 % of the tests)
- A lapse of time is generally not a WP (e.g. activities of year 1)

Work packages with a long duration may be split along the reporting periods (e.g., Management, Dissemination and Exploitation, etc.). In this way, the relevant activities can be paid at the end of the reporting period.

# The most important NOVELTY: Detailed Budget Table-Excel table

- Lump sum proposals must contain a **detailed budget table**:
  - For option 2, to define and justify the amount of the lump sum proposed by applicants
- In this table, you provide **cost estimations for each cost category** per beneficiary and per work package.
- The table automatically generates the **breakdown of the lump sum** per beneficiary and per work package.

The detailed budget table is an **Excel file** (annex to proposal Part B). Applicants must download it from the online submission system.



Filling the Excel file is mandatory for most lump sum proposals.

# What kind of costs are covered by the Detailed budget table?

---

## Cost estimations:

- must be **in line with beneficiaries' normal practices**
- must be **reasonable / not excessive**
- must be **in line with the activities proposed**
- are subject to **the basic eligibility rules of Digital Europe Programme** (cost estimations can be included only if the same cost item / type of cost would be eligible in an actual cost grant)

## Depending on the type of the action, these costs and categories of costs may be the following:

- **Direct personnel costs:** employees or equivalent (resolved by staff category); natural persons under direct contract; seconded persons; SME owners and natural person beneficiaries
- **Direct subcontracting costs**
- **Direct purchase costs:** travel and subsistence; equipment; other goods; work and services
- **Other cost categories:** financial support to third parties; internally invoiced goods and services;



# Detailed budget table: few reminders before filling it in

Digital Europe Programme  
Detailed lump sum budget

Generate the Excel file in m format  
Reads for the online cube

Instructions

Go to Beneficiaries and Affiliated Entities *! Double click buttons !* Go to Work packages

**GENERAL INSTRUCTIONS**

This workbook enables you to present the detailed estimation of costs of your lump sum project and to calculate the lump sum break-down per applicant and per work package. It must be uploaded as an additional document at the 'Proposal forms' step of proposal submission. If you do not upload the Excel workbook, the proposal submission will be blocked. Only this template downloaded from the call should be used for detailing the lump sum budget.

We recommend using Excel 2013 (Windows) / Excel 2016 (Mac OS) or more recent.

The only currency used in this workbook is EURO (€).

You must complete the following sheets: 'BEN list' - 'WP list' - 'BEN1' (one sheet for each beneficiary with its being the beneficiary number, 'Depreciation costs' (if any). The appropriate number of individual beneficiary sheets ('BEN1') will be generated automatically with the 'BEN list' and 'WP list' sheets. Please click on "apply changes" every time you add a new beneficiary or work package.

The information in this workbook must correspond to the main proposal. For example, the list of beneficiaries and the list of work packages must be the same. Likewise, the tables in section 3.1 of Part B of the proposal must be in line with this workbook (e.g., table 3.1h 'purchase costs', and table 3.1i 'internally invoiced goods and services').

**BEN LIST**

In the 'BEN list', you can add as many beneficiaries (BEN) and as many affiliated entities (AE) as you need. To add beneficiaries, click "Add BEN" button. To add an affiliated entity, click on the "Add AE" button next to the beneficiary concerned.

For each beneficiary and each affiliated entity, you must select the country and the appropriate funding rate in the drop-down menus. Funding rates are used in the automatic calculation of the lump sum breakdown. The funding rate is indicated in the work programme and call documents.

Once you have completed the 'BEN list' sheet, click the "Apply changes" button to generate the corresponding sheets in the Excel workbook.

To delete a beneficiary from the 'BEN list', click the "Clear BEN" button next to it. Likewise, to delete an affiliated entity, click the "Clear AE" button next to it. The first beneficiary BEN1 cannot be deleted, but its details can be modified. Click "Apply changes" to delete the corresponding sheets from the workbook. Deleted beneficiary sheets then appear as a backup and are excluded from the calculation. Data of deleted entities are not saved as a backup.

**WP LIST**

In the 'WP list', you can add as many work packages as you need. To add work packages, click the "Add WP" button. Once you have completed the 'WP list' sheet, click the "Apply changes" button.

To delete a work package, click the "Clear WP" button next to it and then "Apply changes". The first work package WP1 cannot be deleted, but its details can be modified. There is no back-up for deleted work packages.

You must complete one 'RFMs' sheet per beneficiary. This sheet includes one section for each work package. Each work package has its own 'RFMs' sheet.

Instructions BEN list WP list BEN1 Summ

- We recommend to use Excel 2013 (Windows)/ Excel 2016 (Mac OS) or more recent version.
- The currency used in the Excel template is EURO
- Read the detailed instructions on the first tab of the Excel file
- For your proposal, you must always use the file provided in the online submission system. For information only, the budget table template is embedded in Part B, downloadable from the Funding and Tenders portal submission section.

# Fill in the beneficiaries list ('BE list' tab)

|   | A  | B                        | C              | D              | E                   | F             | G                    | H | I |
|---|--|--------------------------|----------------|----------------|---------------------|---------------|----------------------|---|---|
| 2 | <b>List of beneficiaries and affiliated entities</b> |                          |                |                |                     | <b>Add BE</b> | <b>Apply changes</b> |   |   |
| 3 | <i>BE/AE nr</i>                                      | <i>BE/AE name</i>        | <i>Acronym</i> | <i>Country</i> | <i>Funding rate</i> | <b>Add AE</b> |                      |   |   |
| 4 | BE1  | Beneficiary 1            | BE1            | BE             | 100%                | <b>Add AE</b> |                      |   |   |
| 5 | BE2  | Beneficiary 2            | BE2            | PL             | 100%                | <b>Add AE</b> |                      |   |   |
| 6 | BE2-AE1  | Affiliated entity to BE2 | BE2-AE1        | PL             | 100%                |               |                      |   |   |
| 7 | BE3  | Beneficiary 3            | BE3            | ES             | 70%                 | <b>Add AE</b> |                      |   |   |
| 8 |  |                          |                |                |                     |               |                      |   |   |

- To add a beneficiary, click on the 'Add BE' button to generate an additional line to the table. You can add as many beneficiaries as needed.
- To add a beneficiary, **double click** on the 'Add BE' button.
- To add an affiliated entity, **double click** on the 'Add AE' button on the line of the beneficiary to which the entity is affiliated.

# Fill in the work packages list ('WP list' tab)

| List of Work Packages |                | Add WP | <i>! Double click buttons !</i> | Apply changes |
|-----------------------|----------------|--------|---------------------------------|---------------|
| WP number             | WP name        |        |                                 |               |
| WP1                   | Work Package 1 |        |                                 |               |
| WP2                   | Work Package 2 |        | Clear WP2                       |               |
| WP3                   | Work Package 3 |        | Clear WP3                       |               |
| WP4                   | Work Package 4 |        | Clear WP4                       |               |

- To add a work package, double click on the 'Add WP' button to generate an additional line to the table. You can add as many work packages as needed.
- Once you have completed the 'WP list' sheet, you must double click the 'Apply changes' button: One table per work package will be added to the beneficiaries' individual sheets.

|    | A   | B                            | C                    | D                     |
|----|---|------------------------------|----------------------|-----------------------|
| 1  | <b>BENEFICIARY CALCULATION SHEET</b>  |                              |                      |                       |
| 2  | summary   | BENEFICIARY 1: Beneficiary 1 |                      |                       |
| 3  | <b>COST CATEGORY</b>  | <b>UNITS</b>                 | <b>COST PER UNIT</b> | <b>BE TOTAL COSTS</b> |
| 4  | <b>COSTS WORK PACKAGE 1: Work Package 1</b>   |                              |                      |                       |
| 5  |   |                              |                      |                       |
| 7  | <b>A. DIRECT PERSONNEL COSTS</b>  |                              |                      |                       |
| 8  | <b>A.1 Employees (or equivalent)</b>  |                              |                      |                       |
| 9  | SENIOR SCIENTISTS (or equivalent in the private sector)   |                              |                      | 0,00                  |
| 10 | JUNIOR SCIENTISTS (or equivalent in the private sector)   |                              |                      | 0,00                  |
| 11 | TECHNICAL PERSONNEL (or equivalent in the private sector)   |                              |                      | 0,00                  |
| 12 | ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)  |                              |                      | 0,00                  |
| 13 | OTHERS  |                              |                      | 0,00                  |
| 14 | <b>A.2 Natural Persons under direct contract</b>  |                              |                      | 0,00                  |
| 15 | <b>A.3 Seconded Persons</b>   |                              |                      | 0,00                  |
| 16 | <b>A.4 SME owners and natural person beneficiaries</b>  |                              | 5.080,00             | 0,00                  |
| 17 | <b>B. DIRECT SUBCONTRACTING COSTS</b>   |                              |                      |                       |
| 18 |   |                              |                      | 0,00                  |
| 19 | <b>C. DIRECT PURCHASE COSTS</b>   |                              |                      |                       |
| 20 | <b>C.1 Travel and subsistence</b>   |                              |                      | 0,00                  |
| 21 | <b>C.2 Equipment (complete 'Depreciation costs' sheet)</b>  |                              |                      |                       |
| 22 | Equipment   |                              |                      | 0,00                  |
| 23 | Infrastructure  |                              |                      | 0,00                  |
| 24 | Other assets  |                              |                      | 0,00                  |
| 25 | <b>C.3 Other goods, works and services</b>  |                              |                      |                       |
| 26 | Consumables   |                              |                      | 0,00                  |
| 27 | Services for meetings, seminars   |                              |                      | 0,00                  |
| 28 | Services for dissemination activities (including website)   |                              |                      | 0,00                  |
| 29 | Publication fees  |                              |                      | 0,00                  |
| 30 | Other (shipment, insurance, translation, etc.)  |                              |                      | 0,00                  |
| 31 | <b>D. OTHER COST CATEGORIES</b>   |                              |                      |                       |
| 32 | <b>D.1 Financial support to third parties (if applicable in the topic specific conditions)</b>                                    |                              |                      | 0,00                  |
| 33 | <b>D.2 Internally invoiced goods and services</b>   |                              |                      | 0,00                  |
| 34 | <b>D.3 Transnational access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)</b> |                              |                      | 0,00                  |
| 35 | <b>D.4 Virtual access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)</b>       |                              |                      | 0,00                  |
| 36 | <b>D.5 PCP/PPI procurement costs (if mentioned as eligible in the topic specific conditions)</b>                                  |                              |                      | 0,00                  |
| 37 |   |                              |                      |                       |
| 38 | <b>TOTAL DIRECT PERSONNEL COSTS AND PURCHASE COSTS (A+C)</b>  |                              |                      | 0,00                  |

- Complete **one 'BEx' sheet per beneficiary**. This sheet includes one separate section for each work package. For each work package, enter the cost estimations under each cost category used.
- Enter only the **number of units** and the **cost per unit** for each cost category (yellow cells). The total costs per cost category is calculated automatically.
- For the cost per unit, enter only **whole numbers** (integers)
- If the beneficiary does not contribute to a specific work package, leave the cells empty.

# Fill in the individual beneficiary sheets ('BEx' tab) – affiliated entities

| BENEFICIARY CALCULATION SHEET                                  |  |  |          | BENEFICIARY 2: Beneficiary 2 |               |                | Affiliated Entity: Affiliated entity to BE2 |               |                |                   |
|--|--|--|----------|------------------------------|---------------|----------------|---|---------------|----------------|-------------------|
| summary  |  |  |          | UNITS                        | COST PER UNIT | BE TOTAL COSTS | UNITS                                       | COST PER UNIT | AE TOTAL COSTS | BE+AE TOTAL COSTS |
| <b>COSTS WORK PACKAGE 1: Work Package 1</b>                    |  |  |          |                              |               |                |   |               |                |                   |
| <b>A. DIRECT PERSONNEL COSTS</b>                               |  |  |          |                              |               |                |   |               |                |                   |
| <b>A.1 Employees (or equivalent)</b>                           |  |  |          |                              |               |                |   |               |                |                   |
| SENIOR SCIENTISTS (or equivalent in the private sector)        |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| JUNIOR SCIENTISTS (or equivalent in the private sector)        |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| TECHNICAL PERSONNEL (or equivalent in the private sector)      |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| ADMINISTRATIVE PERSONNEL (or equivalent in the private sector) |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| OTHERS   |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| <b>A.2 Natural Persons under direct contract</b>               |  |  |          |                              |               |                |   |               |                |                   |
| <b>A.3 Seconded Persons</b>                                    |  |  |          |                              |               |                |   |               |                |                   |
| <b>A.4 SME owners and natural person beneficiaries</b>         |  |  |          |                              |               |                |   |               |                |                   |
|  |  |  | 3 581,40 |                              |               | 0,00           |   |               | 3 581,40       | 0,00              |
| <b>B. DIRECT SUBCONTRACTING COSTS</b>                          |  |  |          |                              |               |                |   |               |                |                   |
| <b>C. DIRECT PURCHASE COSTS</b>                                |  |  |          |                              |               |                |   |               |                |                   |
| <b>C.1 Travel and subsistence</b>                              |  |  |          |                              |               |                |   |               |                |                   |
| <b>C.2 Equipment (complete 'Depreciation costs' sheet)</b>     |  |  |          |                              |               |                |   |               |                |                   |
| Equipment  |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| Infrastructure   |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| Other assets   |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| <b>C.3 Other goods, works and services</b>                     |  |  |          |                              |               |                |   |               |                |                   |
| Consumables  |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| Services for meetings, seminars                                |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| Services for dissemination activities (including website)      |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| Publication fees   |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| Other (shipment, insurance, translation, etc.)                 |  |  | 0,00     |                              |               |                |   |               | 0,00           | 0,00              |
| <b>D. OTHER COST CATEGORIES</b>                                |  |  |          |                              |               |                |   |               |                |                   |

- If a beneficiary has an affiliated entity, columns for this entity are generated automatically in the 'BE sheet'.
- Enter the cost estimations of the affiliated entity in the same way as for the main beneficiary.

# Fill in the individual beneficiary sheets –

## personnel costs

|    | A  | B                                   | C                    | D                     |
|----|--|-------------------------------------|----------------------|-----------------------|
| 1  | <b>BENEFICIARY CALCULATION SHEET</b>                           |                                     |                      |                       |
| 2  | summary  | <b>BENEFICIARY 1: Beneficiary 1</b> |                      |                       |
| 3  | <b>COST CATEGORY</b>   | <b>UNITS</b>                        | <b>COST PER UNIT</b> | <b>BE TOTAL COSTS</b> |
| 4  |  |                                     |                      |                       |
| 5  | <b>COSTS WORK PACKAGE 1: Work Package 1</b>                    |                                     |                      |                       |
| 6  |  |                                     |                      |                       |
| 7  | <b>A. DIRECT PERSONNEL COSTS</b>                               |                                     |                      |                       |
| 8  | <b>A.1 Employees (or equivalent)</b>                           |                                     |                      |                       |
| 9  | SENIOR SCIENTISTS (or equivalent in the private sector)        | 1,00                                | 7000,00              | 7.000,00              |
| 10 | JUNIOR SCIENTISTS (or equivalent in the private sector)        | 2,00                                | 3500,00              | 7.000,00              |
| 11 | TECHNICAL PERSONNEL (or equivalent in the private sector)      |                                     |                      | 0,00                  |
| 12 | ADMINISTRATIVE PERSONNEL (or equivalent in the private sector) |                                     |                      | 0,00                  |
| 13 | OTHERS   | 0,50                                | 3000,00              | 1.500,00              |
| 14 | <b>A.2 Natural Persons under direct contract</b>               |                                     |                      | 0,00                  |
| 15 | <b>A.3 Seconded Persons</b>                                    |                                     |                      | 0,00                  |
| 16 | <b>A.4 SME owners and natural person beneficiaries</b>         |                                     | 5.080,00             | 0,00                  |

- Enter the **total number of units and the average cost per unit** for each category of personnel costs
- **1 unit = 1 person-month**
- For 'A4. SME Owner and natural person beneficiaries', the cost per unit is predefined

- **Personnel costs** represent more than **60%** of the costs in an average similar programmes grants.
- To help you to assess if the lump sum budget is reasonable and non-excessive, we provide a [personnel cost dashboard](#).
- It shows the distribution of **participants' average personnel costs in actual cost grants**. This information can be resolved by country and by organisation type.
- In this way, you can compare the personnel costs included in a lump sum budget with accepted actual personnel costs in similar programmes. If acceding justifications should be provided in the proposal.

[DASHBOARD FOR PERSONNEL COST HERE](#)

# Fill in the individual beneficiary sheets – subcontracting costs

|    |                                       |      |          |           |
|----|---------------------------------------|------|----------|-----------|
| 17 | <b>B. DIRECT SUBCONTRACTING COSTS</b> |      |          |           |
| 18 |                                       | 1,00 | 30000,00 | 30.000,00 |

- There is one line for subcontracting per beneficiary and work package (i.e., the amount entered covers all subcontracting activities for the beneficiary in a work package).
- Enter the number of subcontracted tasks for a given beneficiary and a given work package as number of unit. The cost per unit will be an average of the costs of all subcontracted. No more detailed information is required in the Excel file.
- The tasks to be subcontracted and their costs must be described and justified in the **table 3.1g in the part B of the application form**

**Table 3.1g: 'Subcontracting costs' items**

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

| Participant Number/Short Name |          |  |
|-------------------------------|----------|--|
|                               | Cost (€) | Description of tasks and justification |
| Subcontracting                |          |  |

The costs entered here must match the costs entered in the Excel file



# Fill in the individual beneficiary sheets - direct purchase

|    |  |      |         |          |
|----|--|------|---------|----------|
| 19 | <b>C. DIRECT PURCHASE COSTS</b>                                  |      |         |          |
| 20 | <b>C.1 Travel and subsistence</b>                                | 2,00 | 650,00  | 1.300,00 |
| 21 | <b>C.2 Equipment (complete 'Depreciation costs' sheet)</b>       |      |         |          |
| 22 | <i>Equipment</i>   | 1,00 | 450,00  | 450,00   |
| 23 | <i>Infrastructure</i>  |      |         | 0,00     |
| 24 | <i>Other assets</i>  |      |         | 0,00     |
| 25 | <b>C.3 Other goods, works and services</b>                       |      |         |          |
| 26 | <i>Consumables</i>   | 4,00 | 1000,00 | 4.000,00 |
| 27 | <i>Services for meetings, seminars</i>                           | 1,00 | 3000,00 | 3.000,00 |
| 28 | <i>Services for dissemination activities (including website)</i> |      |         | 0,00     |
| 29 | <i>Publication fees</i>  | 2,00 | 1000,00 | 2.000,00 |
| 30 | <i>Other (shipment, insurance, translation, etc.)</i>            |      |         | 0,00     |

- Enter the **total number of units** and the **average cost per unit** for each relevant cost category.
- The cost per unit will be an average of the prices of all items in the given category for a given beneficiary and a given work package. No more detailed information is required in the Excel file.
- If purchase costs exceed 15% of the personnel costs of a given beneficiary, this beneficiary must complete table **3.1h of Part B of the proposal template**

Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

| Participant Number/Short Name                  |          |               |
|--|----------|---------------|
|  | Cost (€) | Justification |
| Travel and subsistence                         |          |               |
| Equipment                                      |          |               |
| Other goods, works and services                |          |               |
| Remaining purchase costs (<15% of pers. costs) |          |               |
| <b>Total</b>                                   |          |               |

TOOL: DEPRECIATION COSTS LIST

| BE nr | Beneficiary name | WP nr | Work Package name           | Type of Equipment | Short name of the equipment       | Date of purchase (real or planned date of purchase) | Purchase cost | % used for the project | % of useful life of the equipment in the project | Charged depreciation costs per investment | Justification: Needed info for depreciation |
|-------|------------------|-------|-----------------------------|-------------------|-----------------------------------|---|---------------|------------------------|--|---|---|
| 1     | BE1 name         | 1     | Communication               | Infrastructures   | Description of the infrastructure | 10-01-22  | € 20.000,00   | 100%                   | 40%  | € 8.000,00                                |   |
| 2     | BE2 name         | 2     | Design and delivery of modu | Equipment         | Description of the equipment      | 15-03-22  | € 2.500,00    | 50%                    | 60%  | € 750,00                                  |   |
|       |                  |       |                             |                   |                                   |   |               |                        |  | € -                                       |   |

- For the category ‘equipment’ (equipment, infrastructure, other assets) you must enter the **depreciation costs** in the individual beneficiary tabs.
- Use the ‘**Depreciation costs**’ tab to calculate the depreciation costs:
  - Fill in the information about the beneficiary, the work package, the resource type, the name of the investment and the date of purchase
  - Encode the (estimated) price of the equipment in the column ‘Purchase cost’
  - Encode the percentage of usage of the equipment for the project in the column ‘% used for the project’
  - Complete the column “% of useful life of the equipment in the project”. To obtain the correct value, divide the period (in months) during which the equipment is used for the project by the depreciation period (in months) for the equipment. Multiply the result by 100%.

|   |      |          |                  |
|---|------|----------|------------------|
| <b>D. OTHER DIRECT COSTS</b>  |      |          |                  |
| D.1 Financial support to third parties (if applicable in the topic specific conditions) | 1,00 | 6.000,00 | 6.000,00         |
| D.2 Internally invoiced goods and services  |      |          | 0,00             |
| <b>TOTAL DIRECT COSTS (A+B+C+D)</b>   |      |          | <b>70.500,00</b> |
| <b>E. INDIRECT COSTS (7% * (A+B+C+D))</b>   |      |          | <b>4.935,00</b>  |
| <b>F. TOTAL COSTS (A+B+C+D+E)</b>   |      |          | <b>75.435,00</b> |

Certain types of costs can be entered only if they are **explicitly allowed for in the specific conditions of your topic**:

- Financial support to third parties and Internally invoiced goods and services – to be described in part B of the proposal in the Other cost categories table.
- Indirect costs are calculated automatically.

# Digital Skills & Jobs Platform **Lump sum breakdown**

- The lump sum breakdown table is **generated automatically**. It displays the lump sum shares per beneficiary/affiliated entity and per work package
- It applies the funding rate you have chosen in the BE list.
- In the part A of the application (online forms), you have to fill in the 'Budget for the proposal' table, entering the requested grant amount for each participant. To do so, please use the total amounts per beneficiary in the table 'Estimated breakdown of the lump sum per work package and per beneficiary' in the Excel file.

**Excel file**

| ESTIMATED BREAKDOWN OF THE LUMP SUM PER WORK PACKAGE AND PER BENEFICIARY |                   |                  |                  |                  |                   |        |
|--|-------------------|------------------|------------------|------------------|-------------------|--------|
| BENEFICIARIES  | Work Package 1    | Work Package 2   | Work Package 3   | Work Package 4   | Totals            | Pct    |
| Beneficiary 1  | 62.812,50         | 9.250,00         | 9.750,00         | 46.125,00        | <b>127.937,50</b> | 33,3%  |
| Beneficiary 2  | 11.625,00         | 18.750,00        | 28.750,00        | 17.500,00        | <b>76.625,00</b>  | 25,9%  |
| Affiliated entity to BE2   | 16.312,50         | 0,00             | 7.000,00         | 11.625,00        | <b>34.937,50</b>  | 11,8%  |
| Beneficiary 3  | 10.762,50         | 14.568,75        | 19.206,25        | 11.681,25        | <b>56.218,75</b>  | 19,0%  |
| <b>Totals:</b>   | <b>101.512,50</b> | <b>42.568,75</b> | <b>64.706,25</b> | <b>86.931,25</b> | <b>295.718,75</b> | 100,0% |
| <b>Pct:</b>  | 34,3%             | 14,4%            | 21,9%            | 29,4%            | 100,0%            |        |

**Part A (online forms)**

| No | Name of Beneficiary | Country | Requested grant amount |
|----|---------------------|---------|------------------------|
| 1  |                     |         | 0.00                   |
|    |                     | Total   | 0.00                   |

| SUM OF ALL BENEFICIARIES (including AFFILIATED ENTITIES) FOR ALL THE WORK PACKAGES |  |                |                         |                |   |                          |                   |
|--|--|----------------|-------------------------|----------------|---|--------------------------|-------------------|
| COST CATEGORY  | ALL BENEFICIARIES<br>(without affiliated entities) |                | ALL AFFILIATED ENTITIES |                | ALL BENEFICIARIES<br>(with affiliated entities) |                          | BE+AE TOTAL COSTS |
|  | UNITS  | BE TOTAL COSTS | UNITS                   | AE TOTAL COSTS | UNITS<br>(TOTAL)                                | AVERAGE COST<br>PER UNIT |                   |
| <b>COSTS WORK PACKAGE 1 Work Package 1</b>   |  |                |                         |                |   |                          |                   |
| <b>A. DIRECT PERSONNEL COSTS</b>   |  |                |                         |                |   |                          |                   |
| <b>A.1 Employees (or equivalent)</b>   |  |                |                         |                |   |                          |                   |
| SENIOR SCIENTISTS (or equivalent in the private sector)                            | 3,00   | 17.000,00      | 0,50                    | 2.750,00       | 3,50  | 5.642,86                 | 19.750,00         |
| JUNIOR SCIENTISTS (or equivalent in the private sector)                            | 3,50   | 10.500,00      | 1,00                    | 2.500,00       | 4,50  | 2.888,89                 | 13.000,00         |
| TECHNICAL PERSONNEL (or equivalent in the private sector)                          | 0,00   | 0,00           | 0,00                    | 0,00           | 0,00  |                          | 0,00              |
| ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)                     | 0,00   | 0,00           | 0,00                    | 0,00           | 0,00  |                          | 0,00              |
| OTHERS   | 0,50   | 1.500,00       | 0,00                    | 0,00           | 0,50  | 3.000,00                 | 1.500,00          |
| <b>A.2 Natural Persons under direct contract</b>                                   | 0,00   | 0,00           | 0,00                    | 0,00           | 0,00  |                          | 0,00              |
| <b>A.3 Seconded Persons</b>  | 0,00   | 0,00           | 0,00                    | 0,00           | 0,00  |                          | 0,00              |
| <b>A.4 SME owners and natural person beneficiaries</b>                             | 0,00   | 0,00           | 0,00                    | 0,00           | 0,00  |                          | 0,00              |
| <b>B. DIRECT SUBCONTRACTING COSTS</b>  |  |                |                         |                |   |                          |                   |
|  | 1,00   | 30.000,00      | 0,00                    | 0,00           | 1,00  | 30.000,00                | 30.000,00         |
| <b>C. DIRECT PURCHASE COSTS</b>  |  |                |                         |                |   |                          |                   |
| <b>C.1 Travel and subsistence</b>  | 10,00  | 6.500,00       | 2,00                    | 1.200,00       | 12,00   | 641,67                   | 7.700,00          |

| TOTAL PERSON/MONTHS FOR ALL BENEFICIARIES (INCLUDING AFFILIATED ENTITIES) PER WP |                   |               |               |              |               |
|--|-------------------|---------------|---------------|--------------|---------------|
| WORK PACKAGES  | Beneficiary 1     | Beneficiary 2 | Beneficiary 3 | Total        | Percentage    |
| Work Package 1   |                   | 3,5           | 3,0           | 2,0          | 25,3%         |
| Work Package 2   |                   | 1,3           |               | 1,5          | 4,8           |
| Work Package 3   |                   | 1,0           | 5,0           | 2,0          | 23,8%         |
| Work Package 4   |                   | 5,0           | 5,0           | 2,3          | 12,3          |
| <b>Total</b>   |                   | <b>10,8</b>   | <b>15,0</b>   | <b>7,8</b>   | <b>33,6</b>   |
|  | <b>Percentage</b> | <b>32,1%</b>  | <b>44,6%</b>  | <b>23,2%</b> | <b>100,0%</b> |

- The 'Summary per WP' and 'BE-WP person months' table are produced automatically.
- They will be used by evaluators during the evaluation of your proposal.

# Lump Sum topic Submission in SEP

## Part A + Part B + Excel Budget Table-1

Progress bar: Login (✓), Topic selection (✓), Create proposal (📍), Participants (○), Proposal forms (○), Submit (○)

### Create proposal

**Deadline**  
17 May 2022 17:00:00 Brussels Local Time  
65 days left until closure

**Warning:** Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. **You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version will replace the previous one.

**Call data:**  
Call: DIGITAL-2022-DEPLOY-02  
Topic: DIGITAL-2022-DEPLOY-02-EBSI-SERVICES  
Type of action: DIGITAL-SIMPLE  
Type of MGA: DIGITAL-AG

**Warning:** Topic and type of action can only be changed by creating a new proposal.

**Find your organisation**  
PIC:  Short name:

**Download Part B templates**

### Part B

Zip File

Word documents

Comprising of:

- **Part B (inc. List of previous projects table to upload)**
- **Excel budget table compulsory for this Topic**



### Part A

Online Form

Comprising of:

- **Details of the coordinator & consortium partners**

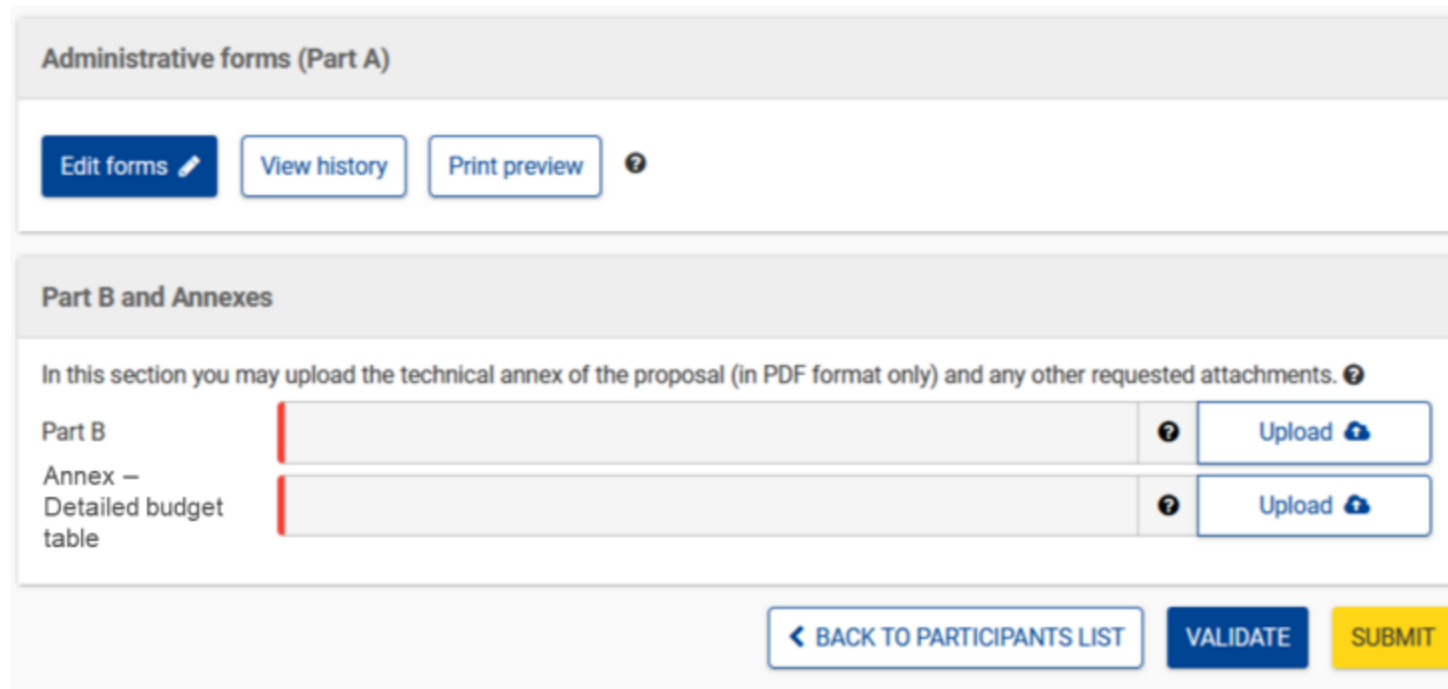
- **Standard Budget Table**
- **Fill in the security table (compulsory for this call)**



# Lump Sum topic Submission in SEP

## Part A ⇄ Part B ⇄ Excel Budget Table-2

- Once you completed the detailed budget table, **upload it in the online submission system**, as annex to the part B template.



The screenshot shows a web interface for submitting forms. It is divided into two main sections: 'Administrative forms (Part A)' and 'Part B and Annexes'. The 'Administrative forms (Part A)' section contains three buttons: 'Edit forms' (with a pencil icon), 'View history', and 'Print preview' (with a question mark icon). The 'Part B and Annexes' section contains a text instruction: 'In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.' Below this, there are two rows of upload fields. The first row is for 'Part B' and the second row is for 'Annex – Detailed budget table'. Each row has a text input field, a question mark icon, and an 'Upload' button with a cloud icon. A red arrow points to the 'Upload' button for the 'Detailed budget table' row. At the bottom of the form, there are three buttons: 'BACK TO PARTICIPANTS LIST' (with a left arrow), 'VALIDATE', and 'SUBMIT'.

The format of the Excel template is .xlsm because it uses macros. While you work on it, always save it as .xlsm.



Upload the Excel file in .xlsx or .xls format. For security reasons, you cannot upload the file in .xlsm format.

Always keep a copy of the original .xlsm file.

# Evaluation of lump sum proposal-1

- Your proposal will be evaluated by independent experts against the **standard evaluation criteria**:

| Award criteria        | Minimum pass score | Maximum score |
|-----------------------|--------------------|---------------|
| Relevance             | 3                  | 5             |
| Implementation        | 3                  | 5             |
| Impact                | 3                  | 5             |
| Overall (pass) scores | 10                 | 15            |



- Significant shortcomings in the lump sum budget lead to a **lower score** under the implementation criterion (e.g., a flawed budget structure or a clearly overestimated or underestimated lump sum). Some corrections to individual cost estimations should not affect the score.



- If the experts find overestimated costs, this is recorded in the **Evaluation Summary Report**.

Following the recommendations of the experts, the requested grant amount might be decreased. However, the requested grant amount cannot be increased.

- This will be reflected in a modified lump sum amount in the

## Grant Agreement

- The overall lump sum is fixed in the grant agreement.
- The breakdown of lump sum shares per beneficiary and per work package is included in the grant agreement (Annex 2). The detailed cost estimations from your proposal do not become part of the grant agreement.
- Once the lump sum is fixed in the grant agreement, the costs actually incurred are not relevant.



**The end slide**

**Thank you**



# Pitching Sessions

➔ 15:00 – 16:00

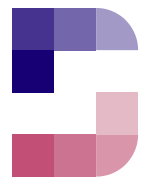
- [DIGITAL-2023-SKILLS-05-SPECIALLEDU - Specialised Education Programmes in Key Capacity Areas](#)
- [DIGITAL-2023-SKILLS-05-CYBERACADEMY - Cybersecurity Skills Academy](#)
- [DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU - Specialised Education Programmes in Key Capacity Areas - Advanced digital skills analysis](#)



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# Thank you.

**And now, it is the time to find  
partners & join a consortia!**

**Continue the discussion online in the Partner for  
DIGITAL Skills Networking Group, then dive into  
the dedicated discussions to pitch your  
organisation and connect with new partners!**

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to go to the group!](#)**