



TEN-T Info Day Cyprus AP and MAP Calls 2012

Application process: step by step

TEN-T Info Day Cyprus
5 December 2012

Objective

- *Give you insight to the application forms and the application process !*

Structure

- *Structure and purpose of Application Form (AF)*
- *The application procedure*
- *The Guide for Applicants (GfA)*
- *Advice for improving your application*

Application form Part A

- *Essential information on the applicant (general) and the proposal (content and finance) (electronic submission)*

Application form Part B1

- *Administrative information and information on compliance with EU law (in particular environment, state aid and transport mode specific) (Word doc)*

Application form Part B2

- *Technical information describing the proposed action and its activities in detail (Word doc)*
- *Structure reflects the four blocks of award criteria*
- *Ensures that all information needed by the external evaluators and the Commission for a fair and comprehensive evaluation is provided*

Annexes

- *Environmental certificates, cost benefit analysis, etc.*
- *No obligation for translation*

How do I submit a proposal?(1/2)

- *Submit Application Form Part A electronically using the TENtec tool*
- *Attach Part B1 (including its annexes and if applicable the Financial Capacity Check Form) in the TENtec tool*
- *Attach Part B2 including annexes in the TENtec tool*
- *All parts (A, B1 and B2) **must** also be submitted in hard copy for a proposal to be complete!*

How do I submit a proposal?(2/2)

- *Send - via courier or hand delivery - the complete proposal (including a non-rewritable CD-ROM or DVD-R disk)*
- *Deadline for submission:*
28 February 2013, 16:00 (EC Central Mail) **N.B. Keep proof of sending**

Guide for applicants (1/2)

- *Provides clear guidance to applicants on how to complete the application forms and submit a proposal*
- *Provides information on the meaning of each selection criterion*
 - ✓ Where necessary, specific interpretations of the criteria are provided in the call text
- *Lists a set of prompting questions specific to each criterion that the external evaluators must answer for each proposal*

Guide for applicants (2/2)

- *Contents: who decides on calls for proposals, available funding, who can apply, how to apply, evaluation procedure, checklist*
- *Annex 1: Guidelines to complete AF, Part B2bis – ongoing actions*
- *Annex 2: Guidelines to complete AF, Part B1*
- *Annex 3: Guidelines to complete AF, Part B2*
- *Annex 4: Information on translations*
- *Annex 5: Glossary and Acronyms*

Language of submission

- *The working language of the external evaluators is EN. You are highly recommended to submit proposals in EN!*
- *Translation costs are reimbursed up to €2500 (subject to conditions!)*
- *Read carefully the detailed reimbursement procedure and formal requirements in the GfA section 4.2 and its Annex 3*
- *Fill Part A4 of the Application Form*
- *Requests for reimbursements: by 31 May 2013*

How to improve your proposal

- *Read the work programme, call text and Guide for Applicants very carefully*
- *Start early (especially for MS endorsement and multi-applicant proposals)*
- *Take the guidelines seriously, especially on formal, selection and award criteria*
- *Anticipate competition and oversubscription*

How to improve your proposal

- *Re-read your proposal and ask yourself*
 - ✓ Is it clear and does it cover all points the evaluators need to know?
 - ✓ Does it make the case for why it should receive EU funding above others?
- *Provide enough detail*
 - ✓ Objectives and the means to achieve these
 - ✓ Realistic planning & reliable financial data
- *Use the application check list & consult the FAQ regularly for updates*

Useful e-mail addresses:

MAP helpdesk:

tenea-helpdesk-call-MAP-2012@ec.europa.eu

AP helpdesk:

tenea-helpdesk-call-annual-2012@ec.europa.eu

Translation reimbursements:

tenea-translations-calls-2012@ec.europa.eu



European
Commission

**Thank you
&
good luck!**