



Call for proposals 2019
Erasmus for Young Entrepreneurs
COS-EYE-2019-4-01

Questions and Answers
for the submission of proposals
(new Q&As highlighted)

LAST UPDATE 5/07/19

Includes all questions submitted until 3/07/2019

No further updates will be published.

Submission deadline: 11/07/2019 at 17h00 Brussels time

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IMPORTANT:

Section "6.2 Eligible consortia" of this call stipulates the following:

"It is not allowed that a partner participates in more than one proposal. Nevertheless, if this happens, the respective organisation will be excluded from all the proposals it applied. The respective consortia that will be affected by the exclusion of (a) partner(s) must still fulfil the eligibility criteria as stipulated in 6.1 and 6.2 in order to be considered eligible. In this respect, an explicit declaration will have to be submitted by the coordinator".

The Declaration template is available in Part B of the electronic submission tool. It has to be filled and signed by the proposal coordinator. **Please make sure that all partners in this proposal apply only once under this call** in order to avoid ineligibility of your proposal and others.

A. Information event

A webinar has been organised on the 7th of June, 2019 from 14h00 to 16h00. The recordings and the presentation are accessible via the EASME's call website.

The recordings include

- A presentation about the EYE programme and how it works
- The specific requirements for applicants under the call COS-EYE-2019-4-01
- Practical tips and tricks as regards grant and financial project management

The presentation is available at https://ec.europa.eu/easme/sites/easme-site/files/documents/eye_general_dg_may_2019-last.pdf

Please have a close look before submitting your proposal.

B. Objective(s) – Theme(s) – Priorities - Activities

1. Objectives

1.1. Is the number of at least 150 successful matches of either new or host entrepreneurs to be achieved within the 36 months' timeframe?

A: Yes, exchanges must have finished within the fixed project duration of 36 months.

1.2. Is each consortium requested to manage at least 150 matches?

A: Yes, involving at least 150 entrepreneurs in a successful relationship, either as new or as host entrepreneurs is compulsory. Any proposal containing a lower number of matched entrepreneurs as objective will be considered not respecting the call objectives. At the end of the project, an automatic reduction of the grant might be applied to the consortium which has not met its target (and in particular the minimum defined by the call).

1.3. Should the 150 entrepreneurs be divided in a balanced percentage?

A: The call does not contain a specific requirement in this respect. However, the objective between NEs and HEs should be balanced, but not necessarily at 50%. Bear in mind that a HE could also host more than 1 new entrepreneur (not at the same time though). Any matched entrepreneur, regardless whether new or host, will count towards the overall target of at least 150.

1.4. Can experience abroad of a NE be split in two or more HEs?

A: No, a split of the stay of a New Entrepreneur can be envisaged but not with different Host Entrepreneurs. As a general rule, the exchanges should not be split. However, in some cases it might be beneficial for both the new and the host entrepreneur to do it if this would help both benefit to a maximum from such exchange. Please be aware that the minimum stay of a New Entrepreneur as defined by this programme is 1 month and the maximum is six months. For more details, please consult the Annex to the call (Quality Manual).

1.5. When submitting the application, how can we know how many host and new entrepreneurs will take part in the exchanges?

A: You should estimate the number of NEs and HEs that the Intermediary Organisations will be able to match within the time frame of the action. A reasonable estimation will require a very good understanding and access to the defined target group.

Programme experience shows that the majority of matches last between 3,5 and 4 months, However, shorter and longer ones are possible and cannot be rejected by the IO for reasons linked to the consortium's calculations.

1.6. Should all partners of the consortium be Intermediary Organisations providing support to entrepreneurs and host companies at local level? Do all have to work with both NEs and HEs?

A: Yes, they should all be IOs. All IOs can recruit both the NE and the HE but in any one given match they can only supply one or the other, i.e. you cannot have a match between a host and a new entrepreneur belonging to the same IO (or registered in another IO in the same country).

However, if for a specific reason the consortium believes that a partner will only "recruit" new entrepreneurs or only host entrepreneurs, it is a priori not excluded. In such case, the proposal should clearly explain such choice.

Please also be aware that the matching of entrepreneurs will take place across all IOs involved in the programme implementation. That means that IOs will not only match entrepreneurs within their consortium but with any IO participating in the programme.

1.7. Do the Host Entrepreneurs necessarily have to be the owners of their business or members of the managing board?

A: Please consult the Annex: "Implementation Manual for Intermediary Organisations" published as Annex to the call in the section "Documents": <https://ec.europa.eu/easme/en/cosme/cos-eye-2019-4-01-erasmus-young-entrepreneurs>

1.8. Can a Host Entrepreneur host more than one New Entrepreneur if the NE splits his/her stay?

A: No, the HE must not host more than one NE at a time, until the NE finishes his/her entire exchange (see Quality Manual / Benefits for HEs (p.9)).

1.9 Could the stage abroad be divided in 2 or more period ? For example: 1 month +1 month?

A: Yes it is possible when it is duly justified and not without a previous agreement between the HE and the NE.

1.10 Could the same NE and/or HE participate in 2 or more "mobility relationship" with different partner? If yes, this entrepreneurs count as 1 or as 2?

A: A new entrepreneur can only participate once in the EYE programme. He can however, if fulfilling the eligibility criteria, become a Host Entrepreneur at some stage. A Host Entrepreneur can participate more than once. Each entrepreneur matched counts as 1.

1.11. In case 1 HE hosts 3 NEs over the course of the next 3 years, does it counts as 3 RLTs for the HE and 3 RLT for NEs?

A: Please consult footnote 12 of the Call: 1 entrepreneur matched equals to 1 RLT. Therefore 1 HE who hosted 3 NE will "deliver" 3 RLTs and additional 3 NE are counted as 3 RLT.

1.12. In order to fulfil the minimum requirement of 150 matches, could it be enough for us to successfully match –for example– 75 NE and 75 HE within our EP? In other words, if our partnership manages to identify one NE and one HE, and successfully match them, will that count as 1 match (that is, counting the relationship) or as 2 matches (that is, counting the people) against the required total?

A: Please consult footnote 12 in the Call text. Each matched entrepreneur counts as 1 RLT. Consequently, 2 matched entrepreneurs from one EP count as 2 RLT.

Please note however that the experiences of EYE implementation show that intra-EP RLT are rather marginal and vast majority of the entrepreneurs are matched with entrepreneurs from other EPs.

2. Sector/Specific target groups

2.1. Is it possible to focus a major part of the delivery of the programme on a specific sector or a specific target group, i.e. digital technology entrepreneurs?

A: Yes, it is possible to focus the promotion and recruitment activities on a specific sector or type of entrepreneur, e.g. web entrepreneurs or women entrepreneurs, social entrepreneurship, green economy etc. In your proposal, you have to explain well why this choice is made and what the expected outcomes will be.

However, it is not possible to reserve a part of the budget exclusively for a specific target group. Entrepreneurs interested in the programme cannot be refused, regardless of their belonging or not to those specific target groups. Please bear in mind that the Erasmus for Young Entrepreneurs initiative aims at increasing the mobility of young/new entrepreneurs from all sectors of the economy.

2.2. Does the programme focus exclusively on young entrepreneurs?

A: Please note that 'young' in this programme refers to the length of the person's/organisation's business experience and not to the age. There is no age limit for participation in the programme. Persons aged <18 should not be matched (see Quality Manual).

3. Geographical coverage

3.1. Is there a preference concerning the geographical coverage (old/new EU Member States)?

A: No, there are no specific requirements under this call. However, applicants are encouraged to put forward a balanced proposal in this respect. EASME encourages applicants to form consortia to include in particular applicants from countries/regions that are not yet covered by the EYE

programme (see also footnote 19 of the call text that provides a list of “underrepresented” countries to be targeted in that respect).

Please draft your proposal in full respect of the eligibility criterion specifying the minimum and maximum number of countries and applicants (section 6.2. Eligible consortia).

3.2. Is there any kind of indication concerning regions having already an IO?

A: All Intermediary Organisations implementing the programme are listed on the programme's web page under "Your local contact point": <http://www.erasmus-entrepreneurs.eu/>

The criteria applied during the evaluation are listed in the call section "Award Criteria".

Please be aware that if there is an organisation currently implementing an Erasmus for Young Entrepreneurs project in your region, it means that this project will finish before the end of the project duration under this call for proposals (as it was contracted before).

Thus, selection under the 2019 Erasmus for Young Entrepreneurs call for proposals for an IO in your region does not contradict the intention of extending the "network" of IOs implementing the Erasmus for Young Entrepreneurs programme.

3.3 My organisation is a national business association encompassing SME federation branches at regional level, which in turn represent SMEs proper. Every branch has the confederal name, added to the region/locality/historical name but is in itself an independent legal entity. Therefore, are we allowed to build up a consortium which is led by the nationwide organisation and involves other local branches, still meeting the other criteria - namely 6 legal entities from 4 MSs?

A: Please refer to the section 6 Eligible consortia, i.e. section 6.1 about the eligible applicants and the section 6.2 regarding the composition of the consortium.

4. Activities

4.1. Should the NEs selected by our partners (IOs) realise the exchange in one of the countries of our partners, or is it open to all the countries of the programme?

A: Exchanges of New and Host Entrepreneurs can take place in all COSME countries listed in the Quality Manual at the time of publication of the call, not only those which are covered by your consortium.

4.2. Is the EYE IT tool shared amongst all the IOs managing the programme?

A: The database is accessible to all partners implementing EYE at the same time; cooperation with other IOs which are not part of your consortium is a very important part of the activities.

4.3. Where will a) the Network meetings and b) the meetings with partners take place?

A: a) The Network meetings, listed also in the table under point 3.2 "Indicative timetable" of the call text, will take place in Brussels or and/or in another European location.

b) The location for the meetings with partners will depend on the proposal and on the composition of the consortium. EASME strongly encourages consortia to foresee project meetings outside the frame of the Networking Meeting. Programme experience shows that it is very important that partners meet, discuss, learn from each other etc.

4.4. Will there be specific trainings for Newcomers to the programme?

A: Yes, as specified under point 3.2 "Project implementation period" of the call text, one-day trainings for newcomers will be organised in Brussels (in addition to the Networking Meetings). These mandatory meetings are likely to take place before the Networking Meetings. Thus, the costs for the participation in those meetings should be reflected in your estimated budget.

4.5. We understood that all partners of the consortia should be Intermediary Organisations. Does it mean that all organisations involved in a consortium should be able to make payments to the NE?

A: Yes, a priori all partners are to be involved in all Work Packages, including the payment of allowances to the New Entrepreneurs.

However, please also pay attention to the footnote 26 of the call for proposals.

4.6. The question is about the total events in which all partners have to participate:

- **Newcomers training: will it take place during the 1st networking event? I'm asking for budgetary issues.**
- **Project meetings: can partners organize their meetings during the networking events in order to minimize costs?**

A: The minimum number of events where participation of all consortium partners is mandatory is 6:

Two per year, i.e. Networking Meetings in spring and autumn of 2020, 2021 and 2022.

All consortia are however encouraged to plan other meetings where partners exchange, get to know each other, discuss project implementation etc.

A training for the newcomers (those new to the programme or those not having implemented it for a long time) is likely to be organised not on the occasion of the Networking Meeting in spring 2020 but earlier as a separate meeting in Brussels.

Please refer to the section 3.2 of the call where the above mandatory milestone activities are listed.

4.7 We would like to make a question regarding the eligibility of one of our partners. We have chosen 2 partners from Cyprus in order to complement each other. One has direct contact with NE while the other is a media TV channel. This media TV channel has relevant experience in the field of entrepreneurship and business support, however we would only see them participating from WP1 and WP2. Is that possible to not participate from all WPs? Also, would a media channel be considered as a private entity that provides support to Businesses (as it is specified in point 6.1)?

A: As specified in Section 2.2.1 of the Call "the IOs will engage in all below mentioned activities [Work Packages] that will be implemented via grant agreements".

Regarding the eligibility of the partner please note that such assessment can only be done after the proposal submission. Please also consult reply to question 3.3.

5. Consortium members

5.1. Is there any preference for the consortia members? Either number, profile – combination of public and private, or local municipality, etc. -, or previous cooperation?

A: The minimum requirements are specified in section 6.2 of the call. It would be beneficial if the composition of the consortium demonstrated a reasonable spread of competences among the partners. The focus during the evaluation will be on the quality of the proposal.

5.2. Do you offer any support for the identification of partners to establish suitable consortia?

A:

The Funding and Tenders Portal offers the possibility to applicants to search for partners and to register as an organisation looking for a partner. Access the tool [here](#).

Please note that the Enterprise Europe Network, business support providers located in almost all regions across the EU, might be also of support in this respect. Main websites where you can find useful information in terms of the existing Intermediary Organisations currently implementing EYE:

- Programme site: www.erasmus-entrepreneurs.eu (see section “Local contact points” where you can find a list of entities that have participated in EYE so far)
- Information about EYE projects: <https://ec.europa.eu/easme/en/cosme-data-hub>

5.3. Is there a possibility to join a consortium already registered or, in negative case, if there is a networking point to seek for potential partners?

A: Should existing consortia have the need to replace a partner, they might look for interested new partners. However, the EASME does not manage those processes. Via the call's webpage you can access a partner search tool in order to team up and build a consortium under this call.

5.4. Is it necessary to appoint work packages leaders, since some WPs regard all partners?

A. Yes, please indicate for each Work Package a WP leader as requested in the Description of Action Template (Technical Annex 1). It is available for download in the submission system (Part B).

5.5. Is there a template for the list of projects where the business support competence of every partner is proved?

A: Such list of projects is not requested to provide. All proposal information that is required it to be encoded in the templates for the Technical Annex 1 and Technical Annex 2.

5.6. We wish to take part to a Consortium to answer the present call (COS-EYE-2019-4-01).

XX is an association with a long experience in mobility projects and we are in touch with YY a Group of young Entrepreneurs (...).

We wonder how do you suggest us to establish contacts and structures to answer this call:

- Is it possible for us to both participate to a consortium as partners? which other ways are in place? Could XX furnish personnel as consultants for YY?
- How we could get in touch with other entities in Europe to build up a consortium?

A: Please check the answer to question 5.2.

6. Deliverables

6.1. How many reports in total should be sent in the framework of the project?

A: In accordance with section 13 of the call, selected projects must submit 2 technical progress reports (months 10 and 28), 1 interim report including financial statements linked to a request for payment (month 20) as well as a final technical implementation report including financial statements. The reports will have to be sent to the EASME through the Funding and Tenders Portal.

6.2 Could you please explain the difference among the following deliverables included in the table A.2.2 List of Deliverables from the Description of the proposal:

X success stories (collection)

X success stories (further collection and impact analysis of 1st collection)

X success stories (full collection including impact analysis)

A: Each success stories collection will be a separate deliverable to be uploaded by different deadlines set. The success stories will be updated by the Consortium during the project implementation. There are different deadlines for each deliverable which means that the success stories should not only be updated in the course of the project, but should also include impact analysis of the collection.

C. Indicative timetable

Is the timetable indicated in the Call for project proposal immovable or is it just a suggestion?

A: You can expect that the main meetings with the beneficiaries will take place on the dates as specified in the section 3.2. "Project implementation period". Thus, the organisation of meetings by your consortium at local/regional level should take these dates into consideration when planning their activities. The starting date of the project is fixed and is 01/02/2020.

D. Budget available

1. Does the maximum grant per project (EUR 750 000) include VAT?

A: As mentioned in "section 12.2" of the call, when non-deductible by the beneficiary, VAT is considered as an eligible cost. The EU covers up to 100% of financing for the NE exchanges and up to 75% of the "programme management" costs.

2. Could the grant be revised during the project, i.e. if some additional actions are necessary?

A: There is some flexibility, however only within the scope given by the grant agreement. The max. grant as agreed after the evaluation will be absolute maximum.

3. The EU contribution to a project is up to 75% of the management costs + up to 100% of the financial contribution to the third parties. That means that a remaining % have to be co-financed. Can the NEs themselves contribute financially to their stay as a form of co-financing?

A. The programme foresees that the entrepreneur is supported by the IO via means of a sub-grant. The ceilings per destination country are specified in Annex 1 of the Quality Manual. The necessary costs for the stay of the New Entrepreneurs are paid by the IOs. These costs are eligible to 100% for co-financing.

Please be aware that this is a contribution (!) from the EU to the costs of new entrepreneurs during their stay. Cases might occur where those contributions will not cover all the costs of a new entrepreneur abroad. In such cases, the new entrepreneurs have to contribute themselves.

4. Is there a maximum hourly rate for the staff, depending on their CV or country?

A: There is no maximum rate depending on CV or country. No recommendation for hourly rates can be made. Eligibility criteria need to be complied with. The grant agreement specifies in "Direct personnel costs/Calculation" how the hourly rate should be calculated.

5. How do we proceed with costs incurred in other currencies, when we do not know future exchange rates during the exchange period?

A.: Please see the answer to question 1.13 in section "K. Financial provisions/1. Funding forms".

6. How many projects will be selected? What is the corresponding maximum amount of the grant for each awarded project?

A: As specified in the call text (section 4. Budget available and funding of projects"), it is expected that approximately 10 projects can be funded. The precise number will depend on the

amount per proposal put forward by applicants. The maximum grant per project is set to 750 000 Euro.

7. We are preparing the application and the budget for the new EYE call for proposal 2019. We will have a Serbian partner in our consortium and we would like to prepare the budget according to the solution we have found to overcome the legal restrictions for contracting present in Serbia. According to these restrictions, the IO can only make employment contract with the NE, paying more taxes and so significantly decreasing the amount of money addressed to the exchange. Moreover, such employment contracts do not permit to send the employee abroad for more than 40 days. In order to overcome this issue, as LIO we would like to contract and pay the Serbian NEs instead of the Serbian partner. So can we design the budget plan accordingly?

A: Yes, if you can foresee those difficulties of implementation at this stage reflect it appropriately in the proposals budget. Please also elaborate on this particular point in your proposal, e.g. in the Technical Annex 1 where you provide your strategy, methodology etc. (provide example(s) of your experience in that respect).

8. The maximum grant per project, as stated in the call point 4.2 is 750.000 euro. Could you confirm that the "max EU contribution" on the template could surpass this ceiling?

A: Yes, the maximum contribution can be higher, as it is calculated against the all project costs encoded by the applicant.

E. Admissibility Requirements

1. Can we submit our application in another EU language than English?

A: According to the section 5. "Admissibility requirements" of the call for proposals, applications must be drafted in one of the official EU languages. However, the COSME Guide for Applicants ("section III. Proposal submission") requires in such cases to submit a summary of the proposals in English. If you do so, please encode the summary in English in the Technical Annex 1 – Description of Action template in "Section A: Project Summary". Please also ensure that all partners understand the language in which the project is written.

2. Is there a page limit for the Description of Action for either of the sections?

A: Please stick to the limits whenever indicated and use the default font of the template when drafting your proposal.

F. Eligibility Criteria

1. Eligible applicants

1.1 Is the whole consortium considered to be the applicant or just the coordinator? Can we submit an individual application?

A: For this call, you have to submit a proposal as a consortium. Each partner in a consortium is considered as an applicant (= project partners in a so-called European Partnership). However, a lead partner (= coordinator of the consortium) has to submit the application on behalf of all partners. That means that in the logic of the electronic submission tool SEP, the proposal coordinator is considered to be the applicant. In the terminology of the EYE programme, the coordinator will be the Lead Intermediary Organisation (LIO).

1.2 Could you confirm whether universities can submit a proposal under this call? Can they submit the proposal without a legal entity?

A: In principle, universities and other institutes of higher education are eligible. However, the consortium as a whole must demonstrate sufficient capacity and knowledge in providing business support and reaching out to entrepreneurs.

All the partners need to have a legal entity; without legal entity a partner cannot be regarded as eligible for funding. No grant agreement can be signed with a consortium that contains a partner without valid PIC (as specified in the Funding and Tenders Portal).

Please see the call section 6 "Eligibility Criteria" for details.

1.3 I would like to know if an association of social promotion (no-profit) without legal personality can be an eligible applicant?

A: as stated here above, all the partners of the consortium must have a legal entity. Please see the call section 6 "Eligibility Criteria" for details.

1.4 This COSME call fits perfectly as complement for our programme, but, as far as we are not a chambre of commerce, nor a business support organisation, nor a business association, we would like to know that we are an eligible partner. Could we play also the coordinator role?

A: In principle, any private or public body can apply under this call if it fulfils the eligibility conditions set out in section 6. "Eligibility Criteria". Further to your eligibility, your operational capacity will be evaluated. In that respect, your activities and your bond with the target (SMEs) must be demonstrated in the Description of Action.

1.5 We have no prior experience with this call for proposals. Are we eligible?

A: In principle, any private or public body can apply under this call if it fulfils the eligibility conditions set out in section 6. "Eligibility Criteria". Having no experience in the Erasmus for Young Entrepreneurs programme is not a rule-out criterion, of course. Just bear in mind that each partner in the consortium needs to prove sufficient capacity to implement the Erasmus for Young Entrepreneurs programme, as stipulated in the call.

1.6. We are an IO that won the last call for proposal with our office in city X. Would it be possible for us to participate in this year's call for proposals with our main office in city Y (other office, other staff available and other area of competence)?

A: Yes, in principle you would be eligible to apply if you fulfil all eligibility conditions. The two offices must be different legal entities.

1.7 We are an organization in 3 different countries with 3 different legal entities, but the same owner. Can we all be in the same consortium, qualifying for 3 out of 5 necessary participants?

A: According to section 6 of the call, consortia should be composed of at least 6 independent legal entities. Thus if each organisation is a different legal entity, the requirements of section 6 are in principle fulfilled.

1.8. We just learned that another company, which is going to merge with our company in the coming months, is involved in another consortium which is also applying for this call, as a partner. Does this prevent our participation in our proposal?

A: If, at the time of submitting the proposal, your organisations are two independent legal entities, each may participate as a partner in their respective proposals.

However, if these organisations later merge, this one beneficiary may receive only one grant from the budget. This is the principle of non-cumulative award, whereby each action may give rise to the award of only one grant from the budget to any one beneficiary.

1.9 Can a company 100% owned by another one participate as a partner in a project proposal if the owner company is participating within another project proposal in the same call?

A: One legal entity can apply only once under this call. In your scenario, it seems the entities would be both different (i.e. two different legal entities owned by the same person). Thus, in principle both would be eligible to apply.

1.10 We are currently participating in the Erasmus for Young Entrepreneurs programme as Host Entrepreneur. Can we apply for this call?

A: This call is intended to select intermediary organisations implementing the programme. If your organisation has the knowledge and capacity to become an IO you are free to apply. However, once you have been selected as an IO you are not allowed anymore to act as an HE in the programme as this would constitute a conflict of interest.

1.11 Can some of the partners be in the same region as other consortium partners?

A: Yes, it is possible as far as this complies with the eligibility conditions set out in section "6. Eligibility Criteria". This call aims at establishing transnational consortia.

1.12 Can one of the applicants be established for only one year?

A: As an applicant or partner as far as this complies with the eligibility conditions set out in section "6. Eligibility Criteria". Private bodies must be properly constituted and registered under national law and the core activity must be in the field of business support. For newly created organisation (less than a year) the assessment is based on the business plan. The project duration is 36 months. Thus, it is expected that all consortium partners operate during this period.

1.13 We were part of a proposal for the last call and were on the reserve list. Could we improve our proposal and reapply for this call?

A: You can reapply, of course. All proposals that underwent the evaluation of a call for proposal received an evaluation report highlighting the strengths and weaknesses of the proposal. However, bear in mind that you will be competing with new set of applications therefore there is no guarantee that improved proposal will be selected since there might be other ones of even better quality.

1.14 Could a public body be considered as HEs if the experience there will be useful to acquire managerial skills?

A: In accordance with the Quality Manual for IOs (section 1.2.3.5 Assessing Host Entrepreneur applications), only an owner-manager of a company or a person directly involved in the decision-making process at SME management board level is eligible to the programme as HE. Moreover, the HE's application is done on a personal basis, meaning that it is not the company applying to participate in the programme but the host entrepreneur.

1.15 Who qualifies as a host entrepreneur?

A: Host entrepreneurs are defined as successful and experienced entrepreneurs, owners of an SME or people directly involved in the decision-making process at SME management board level. They must fulfil the following criteria to participate in the programme: Be successful and experienced: although the number of years of activity is not specifically prescribed, at least 3 years of activity should be considered as a minimum for an HE and; Run a micro, small or medium-sized enterprise in one of the participating countries according to the EU definition of an SME as owners or members of the Board (not employees). The business can be in any sector.

1.16 Can one organisation be included in more than one consortium?

*A: **No**, section "6.2 Eligible consortia" of this call stipulates that **it is not allowed that a partner participates in more than one proposal.***

The coordinator has to sign a declaration that all partners in the consortium apply only once. Declaration template is available in Part B of SEP (last page of the template Technical Annex 1). It has to be filled and signed by the proposal coordinator.

Please make sure that all partners in this proposal apply only once under this call in order to avoid ineligibility of your partners, possibly your proposal and others.

1.17 Can the affiliated participant receive the contribution and where should they be included in the proposal?

A: Any legal entity applying under this call is entitled to receive funding as long as it complies with the eligibility criteria set out in this call.

Affiliated entities have to be encoded as partner like any other in Part A and Part B documents.

1.18 Does the ineligibility of a partner affect the whole consortium and make it ineligible?

A: Consortia should be composed of at least 6 independent legal entities (see section 6 of the call). If one of the partners constituting your consortium is ineligible, your consortium can still be eligible if it meets the criteria of this call.

1.19 We have implemented an EYE project some time ago. Can we apply?

A: Yes, if you are not implementing EYE as part of a Framework Partnership Agreement (FPA) concluded in 2016. All those organisations are excluded from this call for proposals.

All IOs implementing EYE as part of existing FPAs are covered by the list of local contact points on the programme's web page.

1.20 One of our local branches is already an intermediary organisation of EYE. Will this jeopardise the application?

A: It is not allowed that an organisation participates in more than one proposal. Please refer in that sense to the section 6.2. Please also note that by the date of the submission deadline of this call for proposals, legal entities implementing Erasmus for Young Entrepreneurs as part of an EYE Framework Partnership Agreement (FPA) are not eligible to apply.

1.21 Should the LEAD partner be from an EU country?

A: The consortium leader, the so-called coordinator or Lead Intermediary Organisation (LIO) can be from any COSME participating country. Programme experience shows, that it is beneficial if the coordinator has some experience in the management of EYE implementation or, more generally, of international or EU projects.

1.22 Our association is part of consortium under different cycles of the programme, e.g. under cycle 11 (SGA-2). Our association has 10% of the shares of XXX (limited company, different company from our association). Can this last one (i.e. the limited company) take part in the new call as partner of a consortium?

A: Any applicant has to comply with the eligible criteria of the call as laid out in section 6. In this case, it seems that the limited company is a separate legal entity independent from your association.

1.23. At the present time we have identified a group of entities all across Europe that would like to get together to participate in this call. However, we would like to understand clearly what a Consortium means from a legal standpoint. Do we need to build an ATS? Is the consortium just a temporary association between the partners?

A: The consortium is a partnership of a number of legal entities cooperating to implement a project until its closure. In order to clarify all partners' rights and obligations and specific working methods, a consortium agreement is mandatory.

By signing the Grant Agreement, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and conditions it sets out.

1.24. I got a question from a university in "country X" that is participating as a consortium member in the EYE Call : it appears that two different departments at the University have been approached to participate in different consortia and would like me to clarify point 6.2 in the call.

Are we correct in our understanding that only one of the departments can apply for the call in line with point 6.2 of the COS-EYE-2019-4-01 call? As far as I understand only one legal entity can apply only once under this call, so as long as the both departments are members of the same university they are the same legal entity.

A: Your understanding is correct. If both departments operate as part of the same legal entity, in case of a double application both would be regarded as ineligible.

1.25. One of our potential partner informed us that the owner of the company is also a shareholder in a different company. This company will be also involved but in a different Consortium. Is this considered as a double application?

A: As long as both entities are different legal entities, properly registered under national law, it will not be considered as double application.

1.26. - Among the eligible criteria on page 14 of the call it is mentioned that the applicants can be public and private entities offering business support services. This means that ISO certification services provided to other companies can be interpreted as business support services? Thus the projects undertaken for its clients (ISO certification services) can be mentioned in the attached list of previous projects and activities performed and connected to the policy field of the call for proposals or to the actions to be carried out? In other words can ISO certification services be perceived as relevant experience?

A: This call is addressed to organisations that offer a range of business support services, as a core activity. A non-exhaustive list of those organisations is provided in the call. It is up to you to assess whether your organisations can be considered having relevant experience in the requested areas.

- As for the linked third parties mentioned on page 14, may take part in the action as individual partners. Do they have the same obligations as the rest partners of the partnership?

A: Linked partners must be encoded as partners in the application. They will have exactly the same rights and obligations as other partners. The consortium agreement should specify those.

- If the partners of the partnership are based in Greece, Italy and Germany this means that in every country there will be established a local contact point?

A: Yes, local contact point is the synonym for Intermediary Organisation.

1.27. Looking at the "call for proposals" we find the following information:

"By the date of the submission deadline of this call for proposals, legal entities implementing Erasmus for Young Entrepreneurs as part of an EYE Framework Partnership Agreement (FPA) are not eligible to apply."

Our main planned coordinating organization is now participating from an EYE consortium which finishes next January 2020. Does it mean that they wouldn't be able to apply as leading partners nor even as regular partners from the application?

A: If this organisation is participating in the programme under a Framework Partnership Agreement, then the organisation is indeed ineligible, as set by the section 6.2 of the call for proposals. However, as you mentioned January 2020 as an end-date for the project they are involved in, this organisation is most probably implementing EYE as an IO selected under the COS-EYE-2017-4-01, and as such would, a priori, be eligible to apply – as leader or as partner.

2. Geographical eligibility

2.1. How can applicants know whether their country participates in the COSME programme?

A: Participating countries are listed in the footnote #18 of the call for proposals (section 6). You can as well download the document for which a hyperlink is provided.

2.2. We would like a clarification regarding the Non-EU Participants in the COSME Programme. In particular, we are including in the consortium for our proposal 2 Eastern Neighbourhood (ie Moldova and Armenia) countries who signed an International Agreement but don't participate in the COSME financial instruments. What does it mean for the financing of our project and for the budget distribution of our proposal?

A: Participating countries are listed in the footnote #18 of the call for proposals (section 6). Moldova, Armenia, as well as Ukraine, participate in the COSME Programme, hence are eligible. This means that the financial provisions as set by the programme fully apply to these countries.

2.3. Are the EU's Outermost Regions eligible for a) funding and b) to receive the maximum monthly allowance per New Entrepreneur?

A: Outermost Regions are eligible and are entitled to receive the maximum monthly allowance for the financial support to New Entrepreneurs. This is specified in the Quality Manual, e.g. Annex 1 to the Quality Manual lists the monthly allowance for New Entrepreneurs travelling to and from Outermost regions.

2.4 Although Switzerland is not among the COSME Countries, the Call for Proposal in the section 6.2 Eligible Consortia seems to indicate the possibility for Swiss entities to participate in a consortium.

A: Switzerland not being a country participating in COSME means that Swiss legal entities are not eligible to receive funding under this call for proposals.

2.5 Is it appropriate to be two institutions from same country in a consortium for Cosme EYE call?

A: Any proposal has to respect fully the eligibility criteria as stipulated in section 6 of the call.

2.6. Can you please indicate which the core countries sought to implement IOs in the upcoming call?

A: The programme does not define any core country. However, it does specify a number of "underrepresented" countries the participation of which would be welcome, in general.

2.7 Are organizations from the following countries eligible to participate? Palestine? Lebanon? Egypt?

A: Those countries are not participating in COSME and, thus, their entities are not eligible to receive funding.

2.8. One of our partner is now located in the country X, but in a short period of time (we are speaking about the 1 year, maybe half a year) they will transfer officially to Country Y. Can we consider them as an eligible partner? They will start working on the matches in the Country X, and when the change will come they will switch in the matchmaking of Country Y entrepreneurs?

A: Any proposal has to fully respect the eligibility criteria throughout the project duration as stipulated in section 6 of the call for proposals. Partnership changes or move of legal entities can occur, but you must ensure that it would not affect eligibility of the consortium.

2.9 Is it possible to participate in the project to new entrepreneurs from Belarus by submitting documents to the national focal point (IO) in Ukraine? If so, what is the mechanism for reviewing documents and funding travel of NE in this case? Other words, can Intermediate Organization in Ukraine recruit of entrepreneurs from Belarus? Can the receiving enterprise (HE) be located in Belarus?

A: Please consult the list of non EU COSME countries:

<https://ec.europa.eu/docsroom/documents/34263>

Belarus is not listed among them, consequently it does not take part in COSME-funded projects. The Belarussian nationals could take part only in case they are legal residents of one of COSME countries e.g. of Ukraine and fulfil relevant project criteria.

2.10 Are entities from Norway eligible applicants? Although Norway is not a COSME participating country, footnote number 18 is not fully clear to us.

A: Please consult the list of non EU COSME countries:

<https://ec.europa.eu/docsroom/documents/34263>

Norway is not listed among them, consequently it does not take part in COSME-funded projects.

G. Exclusion Criteria

1.1. Will you provide us with template forms of declarations of honour in order for us to meet the requirements as mentioned in 7.4 at a later stage?

A: No, it is not necessary to fill in a template and submit a declaration of honour in the electronic submission tool (SEP) in the Funding and Tenders Portal. All partners of projects recommended for funding will be required to submit such declarations at a later stage (during the Grant Preparation Process).

However, at the time of **submission** the coordinator will be requested to confirm, in the electronic submission tool, that none of the partners is in a situation as described in section 7 of the call. He confirms on behalf of the whole consortium.

Consequently, we strongly encourage the proposal coordinator to receive appropriate reassurance, prior to submission, that none of the partners is in such situation.

1.2 At application stage, only the lead applicant has to sign the declaration on honour?

A:

At the application only the coordinator signs on behalf of the whole consortium (see previous question). However, if your proposal will be proposed for funding and if the grant preparation leads to successful end, all partners will be requested to sign the grant and to sign a declaration on honour. This will be done electronically. The declaration will be available as soon as the grant preparation opens.

1.3. Do the rules in Exclusion Criteria «they are bankrupt...» concerns what occurred in the past?

A: The situations of exclusion enumerated in call section 7 "Exclusion criteria" do not refer to the past but only to the present and to the grant award procedure course.

H. Selection criteria

1. Will you provide us with template forms of declarations of honour in order for us to meet the requirements as mentioned in 8.1 and 8.2 at a later stage?

A: Yes, a form will be made available to those projects that are recommended for funding. Such declaration will be made available during the electronic grant agreement preparation process (after the evaluation and notification to applicants).

2. What do you expect as evidence of "financial capacity"?

A: The financial capacity of applicants is assessed on the basis of the balance sheet of the last financial year for which the accounts were closed; for newly created entities the assessment is based on the business plan; for non-profit organisations it is based on the annual budget of the last two years. For private entities that request a grant higher than EUR 60.000, a financial capacity check will be performed.

It is very important that all applicants upload their financial data on the Funding and Tenders Portal as soon as possible (e.g. even at the time of submission). Should financial data not be available for some partners during the grant preparation phase, please be aware that it is very likely to have a serious impact on the duration of the grant preparation, meaning delay of grant agreement signature and consequently the pre-financing. Also, please consider that the earlier the EASME knows about the financial situation of applicants, the faster we can inform the project leaders about the situation and the measures to be taken.

3. What happens if the financial capacity is assessed weak?

A: Should the financial capacity not be satisfactory, the EASME might request in accordance with section 8.1 of the call the concerned beneficiary to provide a financial guarantee. No pre-financing can be made before the receipt and approval of the financial guarantee.

However, the consortium is requested to deliver on their commitments from day 1 of the project (even in the absence of the pre-financing). Thus, it is very important to provide each beneficiary's financial data on time.

Please note that the costs of providing a financial guarantee can be charged as eligible costs under the "Other direct costs" category of the project.

4. To prove the financial capacity for grants over 60.000€, is it necessary to provide the declaration on honour and supporting documents for all partners, or just the main applicant?

A: In the point 8.1 Selection criteria of the call text it is specified that in case of an application grouping several applicants (consortium), the thresholds apply per applicant. However, as stated above, the financial capacity check will be done only for projects recommended for funding.

5. Is there any other document we should provide at this stage with the application?

A: At the submission stage on the Funding and Tenders Portal the proposal coordinator will be asked to

-fill an administrative form with proposal-related information (called PART A).

-submit other documents (so-called PART B) such as the

- detailed budget,*
- the description of action, including the declaration as to the submission of one proposal per organisation only.*

Only applications recommended for funding will be requested to send a formal declaration (during the grant preparation process).

Please note that in the electronic submission tool SEP per each of these document categories mentioned above (PART B), only ONE document can be uploaded.

Please make sure that the PART B documents are CONVERTED into PDF before upload (do not print and scan documents) in submission tool.

6. Where can we upload the CVs?

A: No CVs are requested. Should CVs be submitted, they will not be taken into consideration. Instead in the template "Technical Annex 1 – Description of the Action" a list of staff including their role and qualifications is to be provided.

7. The Call for Proposals Erasmus for Young Entrepreneurs COS-EYE-2019-4-01 (point 8.1 Financial capacity) demands - for Grants for an action ≥ EUR 750 000 – “an audit report

produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory report is required by law". We are a LTD and we are going to submit a Proposal as Consortium Coordinator: are we required to prepare the audit report as described?

A: In general, a single organisation requesting a grant of EUR 750.000 or higher must provide an audit report. However, the mentioned threshold applies per applicant organisation, i.e. for your single legal entity. Given the fact that the max. grant for the entire consortium under this call is set to EUR 750.000, it seems practically not possible that this threshold will be relevant for you.

I. Award criteria

The award criteria are specified in section 9 "Award criteria" of the call text document.

J. Legal commitments

N.A.

K. Financial provisions

Please consult the **COSME financial guidelines** (GUIDELINES TO FINANCIAL REPORTING for Coordinators and Beneficiaries of the COSME Grant Agreements (2014-2020): https://ec.europa.eu/easme/sites/easme-site/files/cosme_guidelines_financial_reporting_may_2018_0.pdf

1. Funding forms:

1.1. How can we calculate the exact amount of money we will pay to the NE if we do not know how long they will stay abroad? Who will pay the exchange costs of the NE, the New Entrepreneur's IO (NIO) or the Host Entrepreneur's IO (HIO)?

A: You should calculate on the basis of averages. As indicated in section 12.2 "Funding forms" of the Call: min. 250.000 euro per project proposal must be foreseen to cover the assistance to the NEs, keeping in mind that the maximum contribution for one NE comes to 6.600 euro (the figure comes from multiplying the maximum duration of 6 months by a monthly allowance available for the most expensive country i.e. 1100 EUR). Averaging out the foreseen contributions is one of the ways to calculate the financial assistance - with average expected lump sum and average duration based on average country. The budget in the proposal is an estimate; the final EC contribution will be calculated on the basis of the actual costs incurred, within the maximum budget proposed. The changes in the planned budget are possible as far as foreseen by the general conditions of the grant agreement.

Only the New Entrepreneurs receive a monthly allowance and it should be made by the NIOs ("sending" IO).

The template "Technical Annex 2 – Detailed budget" allows you to specify the amounts for NEs that are fixed amounts as stipulated in Annex 1 of the Quality Manual.

1.2. Do consortium members also receive some funding to develop some activities in the framework of the project?

A: The funding conditions are set out in section 12.2 "Funding forms" of the call. They apply equally to all partners of a consortium.

1.3. Are personal costs for training, language, individual mentoring of NE eligible direct costs?

A: These costs could be considered eligible provided that they are necessary for the implementation of the project of your consortium and should be charged under programme management costs. Further details would need to be provided. Language training costs are not

covered because the participating entrepreneurs are expected to have sufficient command of the language to be used during the exchange.

1.4. Are phone charges and office renting direct costs?

A: No, phone costs which can be regarded as chargeable to the project are considered eligible indirect costs (overheads). For these a flat-rate amount of 7% of the total eligible direct costs of the action is applied. Office rent is an indirect eligible (overhead) cost.

1.5. Can we work with an in-house consultant?

A: There are 2 possible ways of classifying the costs of in-house consultants (in any case costs will only be eligible if they fulfil the conditions listed in the Grant Agreement). Please consult the COSME financial guidelines and therein section 3.1.3. "Calculation of personnel costs.

1.6. Can we insert commissions for international bank transfer in the budget?

A: Costs of transfers from the EASME charged by the bank of a beneficiary are ineligible costs. Other commissions for international bank transfers are included in the indirect costs (flat rate).

1.7. Could the contribution of applicants come from an in-kind contribution and co-financing of project (10%) comes from third parties (external sources)?

A: According to section "12. Financial Provisions" of the call, in-kind contributions provided by third parties are ineligible costs.

1.8. What are 'management costs', and how do we calculate the reimbursement rate?

A: Eligible direct costs, other than costs of financial support to 3rd parties, are considered to be programme management costs. The EU contribution shall not exceed 75 % of those costs. The EU contribution for financial assistance to third parties is 100% within the limit of 750.000 EUR (max. grant amount). The rate of Union co-financing shall be up to 90% of the total of all eligible costs. For reference please see the table under section "12.2 Funding Forms" of the call for proposals.

1.9. Are indirect costs included in the programme management costs?

A: According to section 12.2.E. "Eligible indirect costs (overheads)" of this call, a flat-rate amount of 7% of the total eligible direct costs of the action is eligible under indirect costs. Thus, they are part of the programme management costs.

1.10. How should I calculate the costs of a partner from a non-Euro country? Where could I find the exchange rate to be applied?

A: Please consult article "15.6 Currency for financial statements and conversion into euro" of the COSME Multi-Beneficiary Model Grant Agreement at

1.11. Could you please explain what is the Full Time Equivalent? Please explain how we should calculate it. Also, this FTE of at least 0,5 asked for project coordinators (mentioned in annex B) is referring only to the Lead organization or to the persons from all the partners involved as coordinators of the project, at partner level?

A: A Full Time Equivalent (FTE) is a unit that is used to express the hours worked by one employee on a full-time basis during a year. An FTE of 1.0 (or 100%) is equivalent to a full-time worker, while an FTE of 0.5 (or 50%) signals half of a full work. The precise calculation has to be based on the applicable national law.

In addition, the COSME Guidelines to Financial Reporting provide useful information (link see above).

Regarding the question of 0,5 FTE, the template for DoA refers to the "project coordinator" in the Lead organisation. However, programme experience shows that it is very useful that all partners have sufficient FTE allocation.

1.12 We don't understand what you mean with "project coordinators should not dedicate less than 0.5 FTE to the project" in the Technical Annex 1 (Description of Action template). If a member of staff will work at least 50% in the project it means about 1800 hours in the project and it sounds too much. 1800 = total amount of hours of work (about 1800) X 3 years of duration of the project at 50% ? Thinking like this we will have a total amount of hour (as coordinator) of about 7.200 (because we will have 4 staff involved).

A: Please see answer to question 1.14. If in your country, the FTE per year means 1.800 hours, the overall hours, for one year for all staff members will indeed add up to 7.200 if each of the members will dedicate 50% of her/his time to the project. However, you might want to reflect if it is the most optimal allocation of resources in your organisation to put 4 staff members on the management of the project.

1.13 Can you please confirm we can include trainees costs ? Shall the amount be included in the Other Good and Services heading of costs? What about the EASME approval? Is this something we can ask for at the proposal stage ?

A: Costs of trainees are indeed, in general, eligible costs to be encoded in the cost heading "Other direct costs". The Technical Annex 1 template includes a section where you can elaborate why those costs are necessary.

1.14 Does the amount per month in the Annex 1 include also international travel costs and assurance?

A: It is assumed that this question refers to the Quality Manual's Annex 1. That one contains fixed financial contributions to new entrepreneurs, per month. They are considered a contribution from the EU's budget to the costs of the new entrepreneur abroad during the stay. That monthly allowances is intended also, and above all, to cover travel expenses.

1.15 In case we want the total budget for our project to be higher than EUR 750 000 including our contribution with the EU grant contribution amount of less than EUR 750 000, should we provide the audit report? If yes, should only the Lead partner provide it or all partners? Will we be also obliged to provide it for the next 3 financial years?

A: According to the Call text (4.2) the max. grant amount is EUR 750 000. Therefore, the audit report can only be requested (at the later stage) if the EU grant allocation for 1 of the partners is EUR 750 000, as the provisions of Section 8 apply to the partners (beneficiaries). Regarding the audits that might be requested during/after project implementation, please consult Section 12.2 of the Call (Calculation of final grant amount).

1.16 If the "project coordinator" in the Lead organisation has to work at least the 50% in the project that means:

- the 50% per year. It means in our case 1760 divided per 2: 880 hours and multiplied for 3 years? 2640?**
- and the same procedure must be applied to all employees of the lead applicant?**

Or, this means that we have to allocated at least 0.5 employee to the coordinator during the 3 years. If we work 1760 hours per year, that means 1.0 FTE and we have to allocate 1760 divided by 2 at least in the project has to spend minim 880 hours? This 880 hours (minimum) but can be more, can be divided by the 3 staffs?

A: Please consult questions 1.11 and 1.12. 0.5 FTE refers to the project coordinator in the LIO, not to each employee of the LIO.

1.17 Regarding the calculation of FTE, we want to make sure we understood correctly the calculation/project:

If one of the partner organization has 1450 total hours/project for three years, is the FTE rate: $1450 \text{ total project hours} / (3 \text{ years} * 1760 \text{ hours}) = 0.27$? 1760 hours being the 100% FTE for the country of the partner.

A: If the FTE equivalent in given country (organisation) is 1450 hours per year, than 0.5 FTE should be result of multiplying 1450 by 3 years and dividing by 0.5.

2. Subcontracting

2.1. What is the difference between subcontracts and implementation contracts?

A: In order to perform the action/project, beneficiaries can use implementation contracts or subcontracting, respecting the conditions as set up in the Grant Agreement. In case of implementation contracts, tasks are assigned to a unique contractor; in case of subcontracting only part of the tasks are assigned to another party known as a subcontractor (section 12.1.e) Implementation contracts/subcontracting).

2.2. In the Budget template, how can we fill in the name of the sub-contractor if the public procedure of selection has to take place beforehand?

A: It is suggested that you compose your consortium in a way that you can add at a later stage the precise name of the subcontractor (section. 12.1 e Financial Provisions.

2.3. What type of tasks could be subcontracted as IO (coordinator or consortium partner)?

A: An IO could theoretically resort to subcontractor, but only for Work Package 2 (Promotion of the programme and recruitment of entrepreneurs) or no core tasks. Subcontracting is not possible for the quality and the evaluation of the matching process between New and Host Entrepreneurs. Work Packages 1, 3 and 4 are core business of the call and cannot be subcontracted. However, please also be aware that under WP 2 the "recruitment of entrepreneurs" is a task that will, for practical reasons, not be beneficial to be managed by subcontractors as every IO is supposed to recruit suitable entrepreneurs from their defined target groups and those are supposed to be matched.

L. Submission of proposals

1. Call documents:

1.1. In previous calls other call documents had to be filled. Are these no longer valid?

A: Please be aware that since 2014 the Erasmus for Young Entrepreneurs calls for proposals are launched by the EASME and the procedures for submission, evaluation etc. are aligned to the

corporate electronic tools provided for the programme Horizon 2020. Thus, not only the documents have changed, some forms are not needed anymore, and some parts of data you encoded in documents in previous calls will have to be encoded directly in the electronic submission tool SEP.

Documents and tools to be used for this year's call are available at

<https://ec.europa.eu/easme/en/cosme/cos-eye-2019-4-01-erasmus-young-entrepreneurs>

No other documents than requested in the submission tool must be used for the submission of a proposal (see section 16 of the call text document).

1.2. The template for financial support to 3rd parties contains a column to indicate "COSME country". What does this mean?

A: It is indeed sufficient to encode "COSME country".

Programme experience shows that when submitting a proposal you cannot not know exactly where the NEs will go on their exchanges. Thus, in order to allow you some flexibility, you should fill the number of "estimated" participants (expected number of entrepreneurs) and the "estimated" number of months of their stay in total values (Expected average duration of the stay, in months).

Averaging out the foreseen contributions is one of the ways to calculate the financial assistance - with average expected monthly allowances and average duration.

Changes in the planned budget are possible as far as foreseen by the general conditions of the grant agreement. Please note that New Entrepreneurs are entitled to receive monthly allowances specified in the Quality Manual, Annex 1.

1.3 We do not know if we are able to submit any project before the 11th of July. Therefore, we would like to know if a similar call is planned next year.

A: No information is available at this moment about the COSME Work Programme 2020.

1.4. In the *Funding and Tenders Portal* the link to the "Guide for applicants" does not lead to a document. Where could I find it?

A: The Guide for Applicants is available on the EASME call website.

1.5 As regards the request for the partners to list the previous projects carried out in the field of the call, the call text refers to a template to fill in. However, apparently there is no template in the template package on the EC Portal. Can you pls let us know whether we have to use a template and where to find it?

A. You can list your projects in the section "B.2.1 Organisational structure" of the Description of Action (Technical Annex 1 of the Part B) under the last bullet point. This template (MS Word) is available for download in the submission system.

1.6 "B.3 Work Plan" (8 pages) : the template provided states that B.3 shall not exceed 8 pages, however it is not clear whether the 8 pages are for each WP or for the entire section (which would be quite hard to stay stick with since just the 4 empty tables cover 2 pages per each WP).

A: The 8 pages are an indicative limit for the entire section B.3 Work Plan. Please try to stick to that limit. If however you need a page or two more, it will be accepted as well.

2. Electronic submission of proposals:

2.1. How shall proposals be submitted?

Submission of the proposal will have to be done through an online submission system by the coordinator of the consortium. The access to the tool is provided by the Funding and Tenders Portal via the call webpage:

<https://ec.europa.eu/easme/en/cosme/cos-eye-2019-4-01-erasmus-young-entrepreneurs>

The tool will request you to fill 2 parts: Part A (Administrative form) and Part B (upload documents).

Part A: *The coordinator has to encode*

(1) General information - including a short abstract of the proposal and declarations on behalf of the consortium partners;

(2) Administrative data of participating organisations;

(3) Budget for the proposal (per partner: total estimated eligible costs/€ and Requested Grant/€). Please make sure that the amounts fully correspond to those in the detailed budget!

Part B: *The coordinator has to download, fill and upload (as PDF) the following documents:*

(1) Description of Action (Technical Annex 1), including a Declaration regarding the submission of ONE proposal only

(2) Budget template (Technical Annex 2)

2.2. Can an organisation with a username and PIC number access the call e-form and other documents directly?

A: Yes, when you click the link that leads you to the electronic submission set you will be requested to log on (EU login account). After that, you can start drafting your proposal in the electronic system and upload the relevant documents. If you have not yet registered, you will be required to create an account.

Further information on the registration: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/registration-of-organisation_en.htm

2.3. Is there an IT Helpdesk for the submission of proposals?

A: For all questions concerning the registration of your organisation you should get in touch with the Helpdesk of the Funding and Tender Portal: <http://ec.europa.eu/research/participants/api/contact/index.html>

2.4. Is there a list of the awarded proposals under the previous calls and the amount of the EC contribution for each proposal?

A: Please consult the following web page: <https://ec.europa.eu/easme/en/cosme-data-hub>

2.5. Shall we already provide supporting documents or submit a consortium agreement?

A: No, applicants do not have to sign documents at the stage of electronic submission nor to provide supporting documents. If recommended for funding, you might be asked to submit other supporting documents if needed. However, in order to ensure a proper functioning of the consortium, the grant agreement stipulates that all partner organisations conclude a consortium agreement establishing their rights and obligations between all partners involved.

It does not have to be provided at the submission stage. However, it is recommended that you reflect on the content already before submitting the proposal so that all partners have a common understanding of their rights and obligations.

2.6. Does a public body (partner) have to submit a declaration of honour like all the partners?

A: In respect of section 8.1 of the call, which relates to the applicant's financial capacity to carry out the work; the verification of the financial capacity does not apply to natural persons in receipt of scholarships, to natural persons most in need and in receipt of direct support, to public bodies or international organisations, irrespective of the value of the grant.

In respect of section 8.2 of the call, which relates to the applicant's operational capacity to carry out the work, the EASME may, depending on a risk assessment, waive the obligation to verify the operational capacity of public bodies or international organisations.

All partners in a consortium recommended for funding will have to submit a declaration of honour during the Grant Preparation Phase, i.e. after having been selected.

2.7. Our consortium organisations do not have online activity reports as requested in the Technical Annex 1 template (Description of Action). What could we provide instead?

A: You could present some basic information (copy/paste) in the above mentioned template, if available, regarding your organisation. The template also suggests providing the link to your webpage (assuming that your organisation has one). If not submitted at the time of submission, the EASME might ask for separate submission of those files from applicants after the submission deadline.

2.8. Do you plan to accept late submission for some documents?

A: As a general rule, only proposals that have been submitted via the SEP tool are accepted by the EASME. The EASME might request completing the file of those applicants where the submission set is not complete. However, please make sure that upon submission the proposal is complete. Incomplete proposals might be considered inadmissible and thus excluded from evaluation.

2.9 I would like to ask if it is possible to attach to the application form some letters of intent from relevant stakeholders who would like to contribute to the project's promotion at local level.

A: The submission system does not foresee letters of intent and they will also not be considered for the evaluation of proposals.

2.10 In the e-Tool for submission of the proposal, Section 1 - General information, there is a question:

"This proposal or a similar proposal (similar content or partnership) has been submitted under Horizon 2020 or other EC Programme in the last 2 years?"

Considering the previous call for EYE (COSME-EYE-2017-4-01) deadline was 24 months and 15 days ago, and we submitted a proposal currently under implementation, should we say yes or not? Proposals for EYE Programme could have similarities, due to some structured tools and methodologies to be used to reach set objectives. Even if the concept of "similar" is subject to various interpretation.

If yes the format requested for the contract number (xxxxx-x) does not match with our contract/GA number and there is no possibility to input the call number.

"No"- could be because the deadline of the previous call was more than 24 months ago?

A: As indicated in the instruction, if the proposal was submitted more than 24 months ago than please click NO.