



# **PRIMA – Partnership for Research and Innovation in the Mediterranean Area – Call 2023**

## **National Rules for Participation – State Aid**

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## 1. Introduction

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Funding Party: Malta Council for Science and Technology for and on behalf of the Foundation for Science and Technology,  
Villa Bighi, Kalkara, KKR 1320  
Malta

### 1.1 Scope and Focus

The Partnership for Research and Innovation in the Mediterranean Area (PRIMA) is an initiative launched by 19 Euro-Mediterranean Countries, including 11 EU States (Croatia, Cyprus, France, Germany, Greece, Italy, Luxembourg, Malta, Portugal, Slovenia and Spain) and 8 non-EU Countries (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Tunisia and Turkey) to participate in a EU joint research and innovation programme.

The PRIMA Programme support research in the fields of Water Management, Sustainable Agriculture and Food Systems. The annual calls are launched inside a unique framework with two sections: Section 1 Calls will be funded from the EU contribution and Section 2 Call will be funded by the National Contributions of PRIMA Participating Countries. These National Rules for Participation are applicable to the Section 2 Calls only.

Please visit the 'Calls for Proposals' section on the [PRIMA](#) website for more information on the description of the topics that are eligible for funding.

Each project proposal must be in accordance with the following:

- The proposed research project has to meet all eligibility conditions described in the call text and in the PRIMA Annual Work Plan
- The proposal should be novel and not correspond with on-going or completed projects funded by other instruments, programmes or projects
- Project consortia must include **at least four independent eligible legal entities from three different participating countries**. At least one must be established in an EU Member State or third country associated to Horizon 2020 participating in PRIMA and not being a Mediterranean Partner Country (MPC) (Cyprus, Croatia, France, Greece, Germany, Italy, Luxembourg, Malta, Portugal, Slovenia and Spain) and at least two must be established in a third country non-EU Participating State bordering the Mediterranean Sea (MPC) considered as a Participating State (Algeria, Egypt, Jordan, Lebanon, Morocco, Tunisia, Israel and Turkey).
- The proposals should strive to be balanced between the countries involved in the project as far as the volume of work and budgets are concerned.
- The tasks undertaken by local applicants should be well described in Section 3.1 of the PRIMA full proposal application.
- In every proposal, one of the entities has to act as the Project Coordinator who has the responsibility for submitting the application on behalf of the Consortium on the submission platform.
- There is no upper limit of eligible consortium size. Consortia may involve as many partners as necessary to achieve the project goals. However, applicants should be aware that a higher number of represented countries in a consortium will not automatically result in a positive evaluation of the proposal. There is no upper limit of partners from the same country, unless stated otherwise in the National Regulations.
- Partners who are not eligible for funding, including partners from countries not participating in this Call may participate at their own expense or if they have their own separate source of funding. The applicants have to prove (letter of intent / commitment) the willingness of other partners to fund their own activities. However, they cannot coordinate a project and their contribution to the project should not be vital. They are not considered in the minimum requirement of eligible partners and countries in the PRIMA eligibility criteria.

- The eligibility of each applicant has to be checked according to the national criteria published in the National Regulations before submission.
- Submission will follow a two-stage procedure. For the first stage, a pre-proposal must be submitted. Successful applicants in the first stage will be invited to submit a full proposal for the second stage.
- The pre-proposal and the full proposal must be submitted by the Project Coordinator correctly and completely before the respective deadlines via the PRIMA electronic submission tool on the PRIMA website ([www.prima-med.org](http://www.prima-med.org)).
- The proposal must be written in English.
- Each proposal submitted correctly and on time will be checked for administrative eligibility by PRIMA and the relevant funding entities. This means that failure of one partner within the consortium to meet the eligibility criteria may cause the entire project to be rejected.
- Funding under this joint initiative is made available on the basis that an Applicant does not benefit from any other grant or financial incentive in respect to the expenses related to the execution of the project.

## 1.2 National Contact Point

Correspondence should be directed to:

The Malta Council for Science & Technology  
Villa Bigli, Kalkara KKR 1320, Malta  
E-mail: [prima.mcst@gov.mt](mailto:prima.mcst@gov.mt)

## 1.3 Definitions

**Applicant** means anyone eligible for participation in a Project in terms of these Rules for Participation and who consequently applies for funding under this joint initiative.

**Arm's length** means that the conditions of the transaction between the contracting parties do not differ from those which would be stipulated between independent enterprises and contain no element of collusion. Any transaction that results from an open, transparent and non-discriminatory procedure is considered as meeting the arm's length principle.

**Council** refers to the Malta Council for Science and Technology.

**Effective collaboration** means collaboration between at least two independent parties to exchange knowledge or technology, or to achieve a common objective based on the division of labour where the parties jointly define the scope of the collaborative project, contribute to its implementation and share its risks, as well as its results. One or several parties may bear the full costs of the project and thus relieve other parties of its financial risks. Contract research and provision of research services are not considered forms of collaboration.

**Eligible direct costs** are those costs incurred directly by the national beneficiaries during the duration of the project and used primarily for the purpose of achieving the objectives of the project. All eligible expenses must be incurred between the Start Date and the End Date of the Project and must be limited to the budgeted value.

**Eligible undertakings** are defined as undertakings planning to carry out Fundamental Research, Industrial Research or Experimental Development projects are eligible to apply for assistance under this scheme. In order to be eligible, applicants must additionally satisfy the following criteria. They must be either: a) a partnership constituted under the Companies Act, being a partnership *en nom collectif*, *en commandite* or a limited liability company; or b) be duly registered as a co-operative society under the Co-Operative Societies Act; c) Professional Body; d) NGOs; e) Non-profit making entities (including Foundations).

'Professional Body' may be an organisation, an association, a chamber, society, institute or a group of professional persons not being enrolled or registered in terms of The Voluntary Organisations Act (Cap. 492 of the Laws of Malta) or not being otherwise recognised in terms of Law, and which is generally recognised and acknowledged by the professional persons it seeks to represent as their representative Body. For the purposes of this Definition, a professional person is one who has undergone a period of study at a university or a recognised institution of higher learning and has obtained the formal qualification entitling the person to practise the respective profession; and who provides a specialised service to the public, based primarily on a fiduciary relationship between herself/himself and the party to whom s/he provides such service on his own personal credibility and responsibility.

'NGO' means any Voluntary or Non-Governmental Organisation set up in accordance with The Voluntary Organisations Act (Cap. 492 of the Laws of Malta).

'Non-profit making' is an entity where (a) the statute of the entity contains an express exclusion of the purpose to make profits; and (b) there is express provision in the statute defining the purposes of the entity which do not include the promotion of private interests, other than a private interest which is a social purpose; and (c) no part of the income, capital or property is available directly or indirectly to any promoter, founder, member, administrator, donor or any other private interest. Provided that if a promoter, founder, member, administrator or donor is another enrolled non-profit making organisation, the limitation in paragraph (c) shall not apply provided the availability of such income, capital or property is subject to conditions which are consistent with the general purposes of the grantor entity: Provided further that an organisation shall continue to be deemed as non-profit making notwithstanding that: (i) it obtains a pecuniary gain from its activities when such gain is not received or credited to its members but is exclusively utilised for its established purposes; (ii) it buys or sells or otherwise deals in goods or services where such activities are exclusively related to its principal purposes; (iii) it is established for the general entertainment, pastime, education or other similar benefit only of its members; or (iv) it is established for the promotion of the social role, ethics, education and values of a trade or profession provided it does not promote the private interests of its members.

**End Date** means the date when the Project Period, having commenced on the Start Date, expires. The Project Period is the time required to execute the Project as indicated in the grant agreement.

**Innovation** is defined as the internationally novel scientific/technological development of a technological process, product or service. Also, the definition of innovation within the same context can also be applied to non-novel, yet step-change/ground-breaking enhancement of existing technological processes, products or services, or even the application of existing knowledge to new novel applications of these solutions to deliver step-change competitiveness through such an application.

**Large Undertaking** is an undertaking not fulfilling the criteria laid down in Annex I of the COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Article 107 and 108 of the Treaty.

**Legal Entity** means any entity created within the European Union, having an operating base in Malta and which has legal personality, which may, acting under its own name, exercise rights and be subject to obligations.

**Operating base in Malta** means if the legal entity:

- a. owns, leases, or has been given the right of use by a third party, an adequate premise from where to conduct an eligible economic activity in the region of Malta;
- and
- b. employs at least one person that is based in Malta and is liable to pay income tax in Malta.

**Partner** is defined as a partner in a consortium of a funded transnational project.

**Project Contact Point** is the individual, appointed to act on behalf of the Applicant and who is responsible for communicating with the Council about the Project.

**Personnel costs** means the costs of researchers, technicians and other supporting staff to the extent employed on the relevant project or activity.

**Project Coordinator** is one of the beneficiaries of a transnational project consortium that is appointed as the single point of contact between the PRIMA office and/or the funding bodies and the consortium partners from proposal submission to project end. He/she will have the responsibility of ensuring that all the partners involved in the consortium are eligible and supervises the project workflow with the help of WP leaders. Additionally, he/she will be required to submit the project application on behalf of the consortium and must also compile and submit reports / deliverables to the PRIMA office and/or the funding bodies.

**Principal Investigator** is the local beneficiary of a transnational project consortium. May be the same as the Project Coordinator and/or the Project Contact Point.

**Project Grant** means the granted funding provided.

**Project Value** means the project budget needed by the Applicant to carry out the project tasks, including any co-financing.

**Research and Development** is defined as the systematic investigation, work or research carried out in any field of science or technology through experiment, theoretical work or analysis undertaken in order to acquire new knowledge, primarily directed towards a specific practical aim or objective, and includes:

- a) **Fundamental Research** means experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct commercial application or use in view
- b) **Industrial Research** means the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation
- c) **Experimental Development** means acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services

Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes.

Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements.

**Research and knowledge-dissemination organisation** means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching,

publication or knowledge transfer. Where such entity also pursues economic activities the financing, the costs and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, in the quality of, for example, shareholders or members, may not enjoy preferential access to the results generated by it.

**Single Undertaking** includes all enterprises having at least one of the following relationships with each other:

- i. One enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- ii. One enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- iii. One enterprise has the right to exercise a dominant influence on another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- iv. One enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (i) to (iv) above through one or more other enterprises shall be considered to be a single undertaking.

**Small and Medium Enterprises (SME)** is an undertaking which fulfils the criteria laid down in Annex I of Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

**Start-up Undertaking** shall be defined as an enterprise that has been established for less than five (5) years following its registration. For eligible undertakings that are not subject to registration, the five-year eligibility period may be considered to start from the moment when the enterprise either starts its economic activity or is liable to tax for its economic activity.

**Start Date** means the date which is stated in the grant agreement for the official start of the project.

**Start of Works** means the earlier of either the start of construction works relating to the investment, or the first legally binding commitment to order equipment or any other commitment that makes the investment irreversible. Buying land and preparatory works such as obtaining permits and conducting feasibility studies are not considered start of works. For take-overs, 'start of works' means the moment of acquiring the assets directly linked to the acquired establishment.

**Subcontracted Activity** means any activity related to the project, (including but not limited to consultancy), which is not carried out directly by a Partner or its employees but is carried out by any third party (local or foreign) individual, company, partnership or entity, under whatsoever terms and conditions.

**Undertaking in Difficulty** means an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, 'limited liability company' refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU and 'share capital' includes, where relevant, any share premium.

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, 'a company where at least some members have unlimited liability for the

debt of the company' refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee or has received restructuring aid and is still subject to a restructuring plan.

(e) In the case of an undertaking that is not an SME, where, for the past two years:

1. the undertaking's book debt to equity ratio has been greater than 7.5 and
2. the undertaking's EBITDA interest coverage ratio has been below 1.0.

## 2. Eligibility for Participation

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### 2.1 Partner Eligibility

Any Eligible Undertaking, with an operating base in Malta, as defined in Section 1.3 may apply and will be eligible for funding subject to the terms and conditions laid out in this document and in particular the conditions for eligibility.

Applicants, who fall within the definition of Eligible Undertaking, will be required to provide the following documents which will be considered during the national eligibility check stage (to be included as an Annex to the National Application Form) which will then be considered during the administrative check:

- Memorandum & Articles of Association or another constitutive document.
- Audited financial statements for last 3 fiscal years.

If the Applicant is a start-up, and the above documents are not available, the Applicant shall provide the financial projections for three (3) years signed by an auditor, including:

- an income statement,
- a cash flow statement, and
- a statement of financial position

Applicants, who fall within the definitions of professional bodies and NGOs, will still be required to provide the above financial documents as well as, including but not limited to, a Statute/Deed (Authenticated) and VO certificates.

Other forms of documentation can be requested depending on the nature of the eligible undertaking.

All applications should be accompanied by the relevant declarations duly completed as Annexes to the Application Form.

In the event that the review of these documents may result in too high an exposure risk to the Council, the Applicant will no longer be entitled to participate in the project.

Any Applicant(s) that at the time of proposal submission is considered by MCST to be non-compliant with respect to Grant Agreement obligations on other active projects funded by MCST, may be immediately deemed ineligible at application stage or will not be awarded funding under this programme. This also applies to situations whereby the Applicant is outside approved project timelines on other projects funded by MCST, and where the Applicant is in recognised default.

Any application submitted by or including the participation of any legal person or legal entity having, in totality or in majority ownership, the same shareholders, partners or persons holding and / or exercising a controlling power in any other legal entity which will have been at any time prior to such application declared

as non-compliant or defaulting on any other contract or agreement entered into with the Council, shall be automatically declared as inadmissible.

### **3. Funding Criteria**

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The funds for the national beneficiaries participating in the project consortium will be made available in accordance with these rules and regulations.

#### **3.1 Project Duration**

Project duration should be a maximum of three (3) years. The earliest possible Start Date for projects will be fixed at the beginning of the contract negotiations with the national funding organisations.

#### **3.2 Application Process**

Applicants are to submit an application for assistance under this scheme before the Start of Works.

The application process consists of a two-stage submission process. The pre-proposal and the full proposal are required to be submitted electronically by the Project Coordinator via the Electronic Submission System that can be accessed *via* the PRIMA website.

Additionally, a National Application Form is to be submitted by each national Applicant via [prima.mcst@gov.mt](mailto:prima.mcst@gov.mt) by the pre-proposal submission deadline (see Section 3.3). It should be noted that emails larger than 20MB shall be automatically rejected by the system. The Applicant may make use of cloud storage.

Only complete National Application Forms accompanied by relevant Annexes shall be considered. All received applications shall be acknowledged by email. No amendments or negotiations are allowed after the submission deadline, unless requested by the Council. Any unapproved deviations will result in the failure of the application during the administrative check.

In Stage 2, as part of the PRIMA Widening initiative, Malta-based partners may be asked to join already-established consortia that have been invited to Stage 2 of the Call process by PRIMA. Prospective Malta-based Applicants to the PRIMA Widening Initiative will need to fulfil all eligibility criteria outlined in these National Rules, similar to any Stage 1 Applicants. In addition, they will have to submit all Stage 1 and Stage 2 documents (and any other documents requested by MCST) by the full proposal submission deadline (see Section 3.3). It should be noted that emails larger than 20MB shall be automatically rejected by the system. The Applicant may make use of cloud storage and should ensure receipt of all documents by MCST, by the submission deadline.

#### **3.3 Submission Deadline**

Deadline for submission of Stage 1/pre-proposal is 29<sup>th</sup> March 2023 (17:00 CET)

Deadline for the submission of National Application Form is 29<sup>th</sup> March 2023 (23:59 CET)

Deadline for submission of Stage 2/full proposal is 13<sup>th</sup> September 2023 (17:00 CET).

Deadline for the submission of National Application Form is 13<sup>th</sup> September 2023 (23:59 CET) (Applicable only to Malta-based partners applying for funding through the PRIMA Widening Initiative at the full proposal stage or to Stage 1 Applicants who are requested to submit Stage 2 documents).

### 3.4 Budget and Grant Value

The total maximum National Budget for this Call is of €500,000.

The maximum amount national partner/s can request per project is €500,000.

Funding for successful project submissions will be based on a periodic cash advance and will be regulated through a contractual agreement establishing the terms and conditions governing the financing of the project.

Funding under this scheme is made available on the basis that an Applicant does not benefit from any other grant or financial incentive in respect of the expenses related to execution of the project.

### 3.5 Project Contact Point

Each national Applicant shall appoint a Project Contact Point. The Project Contact Point shall have the following responsibilities:

- To ensure compliance with their obligations in terms of the Contractual Agreement.
- To compile Periodic Reports and Final Reports and ensure their timely submissions and effective execution of the project.
- To ensure the submission of all required financial reporting as per the Contractual obligations for the partner.
- To execute the project activities according to set timeframes and deliverables.

### 3.6 Deliverables

Deliverables are tangible outcomes of the project and must be submissible. They must be proposed between the start and end date of the project. Deliverables that are not submitted within the stipulated deadlines will not be considered. A milestone refers to a key deliverable or achievement within the project.

The project work plan must give sufficient details of foreseen activities, which are to be included as deliverables in the project proposal. The sub-sections below list the Mandatory deliverables that are required by the Council and a non-exhaustive list of Recommended deliverables that may be considered.

The beneficiaries shall always cooperate with the Council in the promotion of the Programme by delivering presentations about the Awarded Project or through other reasonable means at the request of the Council.

#### Mandatory deliverables

The project plan must give details of certain activities which are required by the Council. These should be included as deliverables in the project proposal and consist of:

1. A showcase of the project to the public by the National project partner through:

- The publication of at least two (2) articles per year in local newspapers, online platforms or magazines. These should not contain intellectual property but should raise awareness about the project and its benefits.
  - The organisation of at least one (1) half-day event to be held at the Council's premises or as otherwise directed by the Council.
2. Reporting on project progress as per the list hereunder in line with the templates provided by the Council;
- End of Stage Technical and Scientific Reports.
  - End of Stage Financial Report;
  - End of Project Technical and Scientific Report;
  - End of Project Audited Financial Report.

The reports are to include sufficient evidence on the achievement of the project objectives as well as the parameters indicated in the Application Form.

Changes to the project objectives, work-packages and all the parameters committed in the applications are to be detailed, justified, and approved by the Council.

### **Recommended deliverables**

Further to the mandatory deliverables, the Council invites applications to also include deliverables as recommended below (if applicable), subject to the nature of the project:

1. Monograph/s and/or peer-reviewed paper/s for accepted publication in international journal/s and/or of repute based on the work carried out throughout the Project. The subscription levels, Impact Factor and open sources should be considered in the selection of journals and conferences. Similar papers published on open access media would also be considered favourably.
2. Oral presentation/s at international conference/s on the work carried out through the Project.
3. The attainment of undergraduate degrees and/or postgraduate degrees and/or post-doctoral research. In cases where the project duration is insufficient for the purpose of submitting a degree, there has to be a commitment to complete the degree outside the duration of the project utilising other sources of funding.
4. Additional project dissemination activities including but not limited to project exhibitions, workshops, and events. Examples include Science in the City, R&I cafes, Enterprise European network events, etc.
5. Registration of a patent or other Intellectual Property Rights stemming from the Project, in Malta as well as in any other country.
6. The formation of any spin-off entities that are envisioned. Kindly highlight if these spin-offs will also be licencing any IP generated.
7. Commercial commitments such as technology innovations to be included in a partner's existing product or service.
8. Commercial commitments such as technology transfer licences.

MCST acknowledges that the attainment of these deliverables may depend on externalities. The Consortium is expected to take these into consideration when submitting their Application Forms. Although

these deliverables are non-compulsory, if quoted as committed deliverables in the Application stage, they must be adhered to.

## 4. List of Eligible and Ineligible Costs

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### 4.1 Eligible Costs

Applicants may opt for **one** (1) of the following two regulations. Applicants are required to indicate their preference within the National application form.

Eligible direct costs are those costs incurred directly by the project partner during the duration of the project and used primarily for the purpose of achieving the objectives of the project.

All expenses must be incurred between the Start Date and the End Date of the project and must be limited to the budgeted value as indicated in the Grant Agreement.

Please contact the Council for more information on the implications of these State Aid Rules.

**4.1.1. Eligible Costs under Regulation A:** [Commission Regulation \(EU\) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid \(the de minimis Regulation\)](#) as amended by [Commission Regulation \(EU\) 2020/972 of 2 July 2020, amending Regulation \(EU\) No 1407/2013 as regards its prolongation and amending Regulation \(EU\) No 651/2014 as regards its prolongation and relevant adjustments.](#)

#### a) Personnel Costs

Wages of researchers and technical personnel, and other research supporting staff, to the extent and for the duration that they are directly engaged on the approved research project.

- i. All employees in respect of whom wage costs are claimed must be registered with the competent local authorities and covered by a valid contract of employment in terms of the national legislation on employment.
- ii. Personnel Costs related to Project Management are capped at 10% of the total project value.
- iii. Students can be engaged on the project and paid an annual stipend of €6,000 when reading for a Master's degree or an annual stipend of €8,000 when reading for a Doctoral degree. Note that for every engaged student, a full-time equivalent researcher must be employed by the applicant to specifically work on the awarded research project.
- iv. Personnel costs are calculated as follows:

The hourly rate (z) is calculated using the formula:

$$€ z = (\text{basic salary} + \text{allowances}) / \text{yearly workable hours as per the employee's contract of employment with the applying entity. The total hours worked on the awarded research project by a full-time employee shall not exceed 1720 hours per annum.}$$

Eligible salaries are pinned to the following hourly rates (including National Insurance and Inland Revenue and allowances) and personnel limits per project:

Role in Project	Hourly rates	Limits per project
Management or equivalent	Up to € 52.50/hour	Max. 2 per project
Senior Researcher* or equivalent	Up to € 37.01/hour	Max. 2 per project
Researcher* or equivalent	Up to € 26.51/hour	No limits
Operational, technician, research support assistant or equivalent	Up to € 14.54/hour	No limits

*The rates stated in the table above are for the year 2023. For subsequent years a 5% increase per year is allowed.*

\*The term 'senior researcher' is to be used for a postdoctoral researcher with a specialist and high level of local and international experience in the field. Individuals possessing a high level of experience in industry can still be considered.

\*The term 'researcher' is to be used for a Bachelor's, Master's or a Ph.D. degree holder and hence the hourly rate should be equivalent to the degree held by the relevant individual.

Personnel in salary brackets that are higher than those noted above will still only be reimbursed at the rates of the eligible brackets above depending on their role in the project. In the case of existing personnel, the names of the individuals will have to be noted in the Budget Breakdown Form and their respective CVs need to be submitted. For personnel who are yet to be recruited for the project, Applicants should submit a job description highlighting requirements of the role at the application stage. For personnel engaged by a Research Organisation – as recognized by the Council as per L.N. 212 of 2018 – from third countries, the respective hosting agreement signed between the Research Organisation and the researcher/third country national, is required to be submitted to the Council. The hourly rates and the number of hours on the project per engaged individual, will have to be noted in the Budget Breakdown Form that will be requested if the proposal is invited to Stage 2.

v. Filled time sheets are to be retained for all personnel, including students, as proof of number of hours spent on the project. Documentation of the utilisation of the employees' internally funded research quota for other research activities is to be retained as this evidence may be required by the auditors.

### **b) Specialised equipment and research consumables**

Purchase and/or lease of specialised equipment including software. An explanation of the relevance of the equipment in relation to the project, including specification where applicable, is required. If a specialised laptop/PC is going to be claimed, please specify its usage and specifications.

Purchase of research consumables. The overall value of consumables typically cannot exceed 30% of project value. Proposals with consumables exceeding 30% of the project value need to be discussed at application stage.

### **c) Travel and Subsistence**

For the attendance of consortium meetings, a maximum of 2 persons will be eligible to attend the meeting.

For the attendance of international conferences, a maximum of 2 persons will be eligible to attend per six (6) months.

For 'other' project-related meetings, a maximum of 2 persons will be eligible to attend the meeting. Such meetings should be discussed with the Council at application stage to ensure eligibility.

Eligible costs under this section include the cost of economy flights, public transport and other expenses that have been incurred for the purpose of the project after selection of the most economic solutions. Per diems are payable for travel up to a maximum of 14 days in a row.

**d) Other Operating Expenses**

Other operating expenses incurred directly as a result of the project. These must be approved beforehand by the Council and must not fall under ineligible costs. Details shall need to be provided in the National Application Form and ideally would have been discussed with the Council before submission.

**e) Costs of IP and Knowledge Transfer activities**

Costs of knowledge transfer activities and patents bought or licensed from outside sources at arm's length conditions. Such activities should be discussed with the Council at application stage to ensure eligibility.

**f) Overheads**

Overheads (also known as eligible indirect costs) will be covered at 10% of direct eligible costs.

**g) Subcontracted activities**

Subcontracted activities shall be allowed up to a limit of 25% of the project value and must follow fair procurement procedures. Such activities should be discussed with the Council at application stage to ensure eligibility.

Where a component of the project work is a Subcontracted Activity, the following considerations shall apply:

- The Principal Investigator remains responsible for the timely delivery of the subcontracted tasks;
- The Principal Investigator shall ensure that such a third party is selected in a manner which is transparent, fair and impartial. Partners shall ensure that there is no discrimination between bidders and that all bidders are treated equally and transparently in all calls for quotations.
- The Principal Investigator should ensure that the attainment of any services or goods respect the fair, transparent public procurement criteria.

**Additional Provisions**

Eligible Costs are to conform to the following, and are subject to the final audit scrutiny:

- Any expenses incurred during the course of the project must be consistent with the principles of economy, efficiency and effectiveness.
- In the event of purchases of any value, private entity partners are required to demonstrate adequate marketing testing.
- Any calls for the recruitment of personnel on a project is to be conducted in a strictly transparent manner and is to include a public call in the form of an online advert and interview process.
- Commercial transactions between any applicants or consortium partners, or between any applicants or a consortium partner and a company with similar shareholding to a consortium partner, is not allowed. All transactions need to be carried out in line with the arm's length principle outlined in Section 1.3.

**Aid Intensity**

The financial contribution to an Applicant applying under Regulation A shall be up to 75% of the eligible costs incurred on the project by that Applicant. The Applicant must finance the remaining percentage of the eligible costs. It is not possible for an Applicant to cover the remaining percentage contribution 'in-kind'.

### Applicable State Aid Regulations and Obligations

Assistance provided under Regulation A of these National Rules for Participation is in line with the [Commission Regulation \(EU\) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid \(the de minimis Regulation\)](#), as amended by [Commission Regulation \(EU\) 2020/972 of 2 July 2020, amending Regulation \(EU\) No 1407/2013 as regards its prolongation and amending Regulation \(EU\) No 651/2014 as regards its prolongation and relevant adjustments](#).

The total amount of *de minimis* aid granted to a single undertaking shall not exceed the amount of €200,000 over any period of three consecutive fiscal years. The total amount of *de minimis* aid granted to a single undertaking performing road freight transport for hire or reward shall not exceed €100,000 over any period of three fiscal years. Applicants should ensure and declare that they are eligible for the requested grant under State Aid rules before applying.

This aggregate maximum threshold applies in principle to all economic sectors with the exception of the road transport, agriculture and fisheries sectors for which different thresholds and criteria apply. This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this aid scheme and any other State aid measure granted under the *de minimis* rule including that received from any entity other than the Malta Council for Science and Technology. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The *de minimis* declaration form must be filled in and submitted together with the National Application Form. For successful applications, an updated declaration form shall be provided at the time of the signing of the Grant Agreement, ensuring that the applicant remains eligible for funding under the State Aid regime.

Assistance approved under this aid scheme is NOT:

- i. Aid granted to undertakings active in the fishery and aquaculture sector, as covered by Council Regulation (EC) No. 104/2000.
- ii. Aid granted to undertakings active in the primary production of agricultural products.
- iii. Aid granted to undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
  - a. Where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned.
  - b. Where the aid is conditional on being partly or entirely passed on to primary producers.
- iv. Aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity.
- v. Aid contingent upon the use of domestic over imported goods.
- vi. Aid for the acquisition of road freight transport vehicles granted to undertakings performing road freight transport for hire or reward.

Where an undertaking is active in the sectors referred to in points (i), (ii) and (iii) above as well as in other sectors falling within the scope of the *de minimis Regulation*, the Council will ensure a separation of the activities or distinction of costs. Only those sectors eligible for assistance under the *de minimis Regulation* will be assisted. Activities in the sectors excluded from the scope of the *de minimis Regulation* will not benefit from assistance under this aid scheme.

In terms of Article 5 of the *de minimis Regulation*, *de minimis* aid granted under this initiative may be cumulated with *de minimis* aid granted in accordance with Commission Regulation (EU) No 360/2012 up to the ceiling laid down in that Regulation. It may be cumulated with *de minimis* aid granted in accordance

with other *de minimis regulations* up to the relevant ceiling fixed in terms of these National Rules for Participation.

*De minimis aid* approved under this initiative shall not be cumulated with State aid in relation to the same eligible costs or with State aid for the same risk finance measure, if such cumulation would exceed the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption regulation or a decision adopted by the European Commission. *de minimis aid* which is not granted for or attributable to specific eligible costs may be cumulated with other State aid granted under a block exemption regulation or a decision adopted by the Commission.

**4.1.2. Eligible Costs under Regulation B:** [Commission Regulation \(EU\) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty](#), as amended by [Commission Regulation \(EU\) No 2017/1084 of 14 June 2017 amending Regulation \(EU\) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation \(EU\) No 702/2014 as regards the calculation of eligible costs](#), by [Commission Regulation \(EU\) 2020/972 of 2 July 2020 amending Regulation \(EU\) No 1407/2013 as regards its prolongation and amending Regulation \(EU\) No 651/2014 as regards its prolongation and relevant adjustments](#), and by [Commission Regulation \(EU\) 2021/1237 of 23 July 2021 amending Regulation \(EU\) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty](#), and as may be subsequently amended.

#### a) Personnel Costs

Wages of researchers and technical personnel, and other research supporting staff, to the extent and for the duration that they are directly engaged on the approved research project.

- i. All employees in respect of whom wage costs are claimed must be registered with the competent local authorities and covered by a valid contract of employment in terms of the national legislation on employment.
- ii. Personnel Costs related to Project Management are capped at 10% of the total project value.
- iii. Students can be engaged on the project and paid an annual stipend of €6,000 when reading for a master's degree or an annual stipend of €8,000 when reading for a Doctoral degree. Note that for every engaged student, a full-time equivalent researcher must be employed by the applicant to specifically work on the awarded research project.
- iv. Personnel costs are calculated as follows:

The hourly rate (z) is calculated using the formula:

$$\text{€ } z = (\text{basic salary} + \text{allowances}) / \text{yearly workable hours as per the employee's contract of employment with the applying entity.}$$
 The total hours worked on the approved research project by a full-time employee shall not exceed 1720 hours *per annum*.

Eligible salaries are pinned to the following hourly rates (including National Insurance and Inland Revenue and allowances) and personnel limits per project:

Role in Project	Hourly rates	Limits per project
Management or equivalent	Up to € 52.50/hour	Max. 2 per project
Senior Researcher* or equivalent	Up to € 37.01/hour	Max. 2 per project

Researcher* or equivalent	Up to € 26.51/hour	No limits
Operational, technician, research support assistant or equivalent	Up to € 14.54/hour	No limits

*The rates stated in the table above are for the year 2023. For subsequent years a 5% increase per year is allowed.*

\*The term 'senior researcher' is to be used for a postdoctoral researcher with a specialist and high level of local and international experience in the field. Individuals possessing a high level of experience in industry can still be considered.

\*The term 'researcher' is to be used for a Bachelor's, Master's or a Ph.D. degree holder and hence the hourly rate should be equivalent to the degree held by the relevant individual.

Personnel in salary brackets that are higher than those noted above will still only be reimbursed at the rates of the eligible brackets above depending on their role in the project. In the case of existing personnel, the names of the individuals will have to be noted in the Budget Breakdown Form and their respective CVs need to be submitted. For personnel who are yet to be recruited for the project, Applicants should submit a job description highlighting requirements of the role at the application stage. For personnel engaged by a Research Organisation – as recognized by the Council as per L.N. 212 of 2018 – from third countries, the respective hosting agreement signed between the Research Organisation and the researcher/third country national, is required to be submitted to the Council. The hourly rates and the number of hours on the project per engaged individual, will have to be noted in the Budget Breakdown Form that will be requested if the proposal is invited to Stage 2.

- v. Filled time sheets are to be retained for all personnel, including students, as proof of number of hours spent on the project. Documentation of the utilisation of the employees' internally funded research quota for other research activities is to be retained as this evidence may be required by the auditors.

## **b) Specialised equipment and research consumables**

The costs and/or leasing of specialised equipment (including specialised software), to the extent and for the period used for the project, may be eligible. An explanation of the relevance of the equipment in relation to the project, including specification where applicable, is required. If a specialised laptop/PC is going to be claimed, please specify its usage and specifications.

Where such costs are not used for their full life for the project, only the depreciation costs corresponding to the life of the project, as calculated on the basis of generally accepted accounting principles are considered as eligible. The depreciation costs must be verified by a Certified Public Accountant.

The costs incurred to purchase research consumables. The overall value of consumables typically cannot exceed 30% of project value. Proposals with consumables exceeding 30% of the project value need to be discussed at application stage.

## **c) Costs of IP and Knowledge Transfer activities**

Costs of knowledge transfer activities and patents bought or licensed from outside sources at arm's length conditions. Such activities should be discussed with the Council at application stage to ensure eligibility.

## **d) Other Operating Expenses**

Other operating expenses incurred directly as a result of the project. These must be approved beforehand by the Council and must not fall under ineligible costs. Details shall need to be provided in the National Application Form and ideally would have been discussed with the Council before submission.

#### e) Overheads

Overheads (also known as eligible indirect costs) that are incurred directly as a result of the project will be covered at 10% of direct eligible costs.

#### f) Subcontracting Activities

Subcontracted activities shall be allowed up to a limit of 25% of the project value and must follow fair procurement procedures. Such activities should be discussed with the Council at application stage to ensure eligibility.

Where a component of the project work is a Subcontracted Activity, the following considerations shall apply:

- The Principal Investigator remains responsible for the timely delivery of the subcontracted tasks;
- The Principal Investigator shall ensure that such a third party is selected in a manner which is transparent, fair and impartial. Partners shall ensure that there is no discrimination between bidders and that all bidders are treated equally and transparently in all calls for quotations.
- The Principal Investigator should ensure that the attainment of any services or goods respect the fair, transparent public procurement criteria

#### Aid Intensity

The aided part of the research and development project shall completely fall within one or more of the following categories:

- a) Fundamental research
- b) Industrial research
- c) Experimental development

The aid intensity for each beneficiary shall not exceed the following thresholds:

Type of Research	Small Undertaking	Medium Undertaking	Large Undertaking
Fundamental Research	100%	100%	100%
Industrial Research	70%	60%	50%
Industrial Research with an effective Collaboration and/or results are widely disseminated	80%	75%	65%
Experimental Development	45%	35%	25%
Experimental Development with an effective collaboration and/or results are widely disseminated	60%	50%	40%

The project involves effective collaboration if at least one of the following (a or b) requirements is satisfied:

- a. Project is being undertaken between undertakings among which at least one is an SME, or is carried out in at least two Member States, or in a Member State and in a Contracting Party of the EEA Agreement, and no single undertaking bears more than 70% of the eligible costs,

or

- b. Between an undertaking and one or more Research and Knowledge-dissemination Organisation/s, where the latter bear at least 10% of the eligible costs and have the right to publish their own research results.

For the results of the project to be considered as widely disseminated, this must be done through conferences, publications, open access repositories, or free or open-source software. The activities to be undertaken to satisfy these criteria must be clearly made visible in the National Application Form and in Section 3.1 (Work-plan) of the full proposal submitted to the PRIMA Secretariat.

The amount of assistance granted to participants will not exceed the thresholds laid down in Article 4(1) (i) of Commission Regulation (EU) No 651/2014.

#### Additional Provisions

Eligible Costs are to conform to the following and are subject to the final audit scrutiny:

- Any expenses incurred during the course of the project must be consistent with the principles of economy, efficiency and effectiveness.
- In the event of purchases of any value, private entity partners are required to demonstrate adequate marketing testing.
- Any calls for the recruitment of staff on a project is to be conducted in a strictly transparent manner and is to include a public call in the form of an online advert and interview process.
- Commercial transactions between any Applicants or consortium partners, or between any Applicants or a consortium partner and a company with similar shareholding to a consortium partner, is not allowed. All transactions need to be carried out in line with the arm's length principle outlined in Section 1.3.

#### Applicable State Aid Regulations and Obligations

The terms and conditions set out in Regulation B of these National Rules for Participation are in line with the [Commission Regulation \(EU\) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty](#), as amended by [Commission Regulation \(EU\) No 2017/1084 of 14 June 2017 amending Regulation \(EU\) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation \(EU\) No 702/2014 as regards the calculation of eligible costs](#), by [Commission Regulation \(EU\) 2020/972 of 2 July 2020 amending Regulation \(EU\) No 1407/2013 as regards its prolongation and amending Regulation \(EU\) No 651/2014 as regards its prolongation and relevant adjustments](#), and by [Commission Regulation \(EU\) 2021/1237 of 23 July 2021 amending Regulation \(EU\) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty](#), and as may be subsequently amended.

Assistance will not be granted if the aid is:

- i. related to export activities towards third countries or Member States, namely aid directly linked to quantities exported, to the establishment and operation of a distribution network or to the other current expenditure linked to export activity.
- ii. contingent upon the use of domestic in preference to imported goods.
- iii. granted in the sector of processing and marketing of agricultural products, in the following cases:

- i. where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;
  - ii. where the aid is conditional on being partly or entirely passed on to primary producers.
- iv. granted in favour of a beneficiary which is subject to an outstanding recovery order following a previous Commission decision declaring an aid granted by Malta illegal and incompatible with the internal market.
  - v. granted in favour of an undertaking in difficulty defined in terms of the Commission Regulation (EU) No 651/2014 of 17 June 2014, unless the undertaking was not in difficulty on 31 December 2019 but then became an 'undertaking in difficulty' in the period from 1 January 2020 to 31 December 2021.

Aid approved by the Corporation in terms of these National Rules for Participation will be suspended until the undertaking has reimbursed old, unlawful and incompatible aid that is subject to a recovery.

Rules on *cumulation of aid* shall be in line with Article 8 of the Commission Regulation (EU) No 651/2014 of 17th June 2014.

In determining whether the notification thresholds and the maximum aid intensities are respected, the total amount of State aid for the aided activity or project or undertaking shall be taken into account.

Where Union funding centrally managed by the institutions, agencies, joint undertakings or other bodies of the Union that is not directly or indirectly under the control of the Member State is combined with State aid, only the latter shall be considered for determining whether notification thresholds and maximum aid intensities or maximum aid amounts are respected, provided that the total amount of public funding granted in relation to the same eligible costs does not exceed the most favourable funding rate laid down in the applicable rules of Union law.

Aid granted under this incentive may only be cumulated with:

- a) any other State aid, as long as those measure concern different identifiable eligible costs,
- b) any other State aid, in relation to the same eligible costs, partly or fully overlapping, only if such cumulation does not exceed the highest aid intensity or aid amount applicable to the aid under Commission Regulation (EU) No 651/2014.

Aid awarded under these Incentive Guidelines shall not be cumulated with any *de minimis* aid in respect of the same eligible costs if such cumulation would result in an aid intensity exceeding those laid down in these Incentive Guidelines.

For any individual aid awarded in excess of €500,000 (or for beneficiaries active in primary agricultural production, each individual aid award for such production exceeding €60 000 and for beneficiaries active in the fishery and aquaculture sector, each individual aid award exceeding €30 000), the details of the beneficiary, the aid awarded, and the project details shall be published as provided for in Article 9 of the General Block Exemption Regulation.

## 4.2 Ineligible Costs

The following expenditure shall be considered as ineligible costs:

- Expenses related to loans, interest, etc.
- Recoverable value added tax.
- Expenses which are recoverable through other funding mechanisms.
- Re-purchase of equipment originally procured through other funding mechanisms.
- Purchase of equipment and services from partners or their subsidiaries.

- Opportunity costs related to foregone production and production downtime arising from the allocation of resources to the Project.
- Any activity related to the reproduction of a commercial product or process by a physical examination of an existing system or from plans, blueprints, detailed specifications, or publicly available information.
- Standard office equipment/stationery.
- Personnel hours for travelling and/or overtime.
- Any cost incurred before the Start Date and after the End Date of the project.
- Travel and Subsistence and Dissemination-related expenses are ineligible costs in relation to applications submitted under Regulation B (GBER).
- Any other costs not listed down in Section 4.1.1 and 4.1.2. Any line items not seen to be compliant with the nature of the programme will be subtracted from the grant.

## 5. Evaluation

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Pre-/Proposal applications will be checked for eligibility by both the PRIMA secretariat as well as the individual participating funding entities. Apart from the overall proposal submission done by the Project Coordinator through the Electronic Submission System that can be accessed via the PRIMA website, National partners will be required to submit a **National Application Form** (and any other documents that the Council may request during the call process) to the Council which may be downloaded from the [Council's website](#) or by contacting the Council. Any discrepancies will result in the overall proposal being ineligible.

The Council may undertake a due diligence exercise through its contractors for the purpose of administrative compliance. Further assurances, such as bank guarantees, may be required at the discretion of the Council.

Pre-/Proposals that pass the eligibility check will then be scientifically evaluated by PRIMA in accordance with their stipulated evaluation criteria (following Horizon 2020 evaluation rules). For applications submitted under Regulation B of these National Rules for Participation, expert evaluators shall be appointed to confirm, or otherwise, the proposed Research and Development type chosen by the applicant, as per the respective definitions of Fundamental Research, Industrial Research and Experimental Development. Definitions can be found in Section 1.3 of these National Rules for Participation. The aid intensity and grant amount will be awarded accordingly.

## 6. Post Selection Process

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### 6.1 The Grant Agreement

For each project approved for funding, individual **Grant Agreements** will be signed between the successful Applicant and the Malta Council for Science and Technology. This Agreement will act as the basis for project funding and will regulate the transfer of funds to National beneficiaries based on these regulations. Hard copies of the Grant Agreement must be signed by the beneficiary within fifteen (15) days from the date on which the beneficiary receives them. The beneficiary must ensure that the respective legal representative/s are available to endorse the Grant Agreement within fifteen (15) days' timeframe. Failure to endorse the Grant Agreement within the stipulated timeframe may result in a withdrawal of the offer for funding.

The Project Coordinator has to decide with the project partners on a common Start Date for the project and send this information to all the funding bodies involved in funding this project in order to ensure that the National Contracts are synchronised in time to cover all the periods of the project.

The Council reserves the right not to proceed with signing any National Grant Agreement in the event that it results that doing so would be too high an exposure risk to the Council.

The Project Contact Point must provide two (2) images related to the project and an abstract upon signing the Grant Agreement. These will be used to publicise the award.

## **6.2 Start Date and End Date**

The project will start on a pre-determined date as agreed by all the respective parties and determined in the Grant Agreement, in line with Section 3.1 of the National Rules for Participation.

In view of the particular nature of the Grant Agreement, the said agreement will not be signed simultaneously by all parties but will be signed by all the parties separately. Each party will signify the date of signing and the Grant Agreement will come into force on the date on which the final signature is made thereon (hereinafter the "Agreement Date").

Between the Agreement Date and the Start Date, the Project Contact Point should ensure that all activities required for a smooth project start are completed.

To be eligible for funding, all expenses must be incurred between the Start Date and the End Date of the Project.

## **6.3 Double Funding**

Funding under this joint initiative is made available on the basis that the Beneficiary would not have benefited and will not benefit from any other grant or financial incentive of whatever nature, applied for and/or utilised for the same scope as that subject of the funding requested under this joint initiative. Provided that, in the case where the application covers work that is part of a larger project, the Applicant must submit a table as an appendix to the application form that shows a comprehensive list of the items of work and the source of funding for each item.

The Applicant will be required to sign a declaration to this effect and authorising the Council to exchange essential information related to the project with other funding agencies, both local and overseas, for any necessary checks. Any occurrence of double funding should be communicated in writing to the Unit Director prior to the signing of the Grant Agreement.

## **6.4 Project Extensions**

Time extension requests are unlikely to be accepted unless these are due to extenuating circumstances that are deemed by the Council as having been unavoidable by the partners following all efforts and best practice project management. In exceptional cases, even though the Council may deem a request for extension as valid, this would need to be communicated by the Project Coordinator and all other funding agencies shall need to be in agreement. PRIMA secretariat must also be informed of such extensions and approval sought. If a common agreement is not reached between the funding bodies, the request will automatically be declined.

All projects shall need to be finalised as indicated in the Grant Agreement of awarded projects in order to ensure that funding remains eligible.

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## 7. Funding, Management and Progress Monitoring

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### 7.1 Allocation and Disbursement of Funding

Following the termination of the project or expiry of the Grant Agreement, the Project Contact Point will be required to submit a Final Technical Project Report for the whole project, thus covering the work undertaken.

For the purpose of funding and reporting, a project submission shall be divided into a number of Stages. Each Stage shall be of twelve (12) months duration. Funding for any one Stage shall not exceed 80% of the total project financial contribution due. Total financial contribution over the lifetime of the project shall not exceed the funding limit as established in the Grant Agreement, irrespective of actual expenditure.

The periodic funding will be allocated according to the following schedule:

1. For the first Stage, the Council will make an initial advance payment of 100% of the due financial contribution in relation to that particular Stage. This will be calculated on the Applicant's component of projected expenditure for that Stage and include both direct and indirect costs.

In the case of a single-Stage project (one 12-month period), the Council will make an advance payment to the applicant equivalent to 80% of the due financial contribution calculated on the projected costs. This will include both direct and indirect eligible costs.

2. At the end of each Stage, the Project Contact Point will be required to submit a Technical Stage Report and a Financial Stage Report to the Council with details of actual expenditure over the past stage, together with an updated forecast of projected expenditure for the following stage.

Both stage reports have to be approved by the Council before moving to the next stage. This should be in line with the templates for stage and final reports as provided by the Council and annexed to the Grant Agreement.

3. For the second and subsequent Stage, the Council will calculate the due financial contribution in relation to that particular Stage based on the Financial Stage Report submitted. This contribution will be calculated as forecast eligible expenditure, adjusted for any overspend or underspend of the preceding Stage.
4. Except for the final Stage of the project, the Council will make an advance payment equivalent to 100% of the due financial contribution in relation to that particular Stage, calculated as in bullet (3) above.
5. For the final Stage of the project, the Council will make an advance payment of up to 80% of the due financial contribution calculated as in bullet (3) above. However, the Council shall retain 20% of the total project grant to be transferred only upon successful completion of the project.
6. Following the termination of the project or expiry of the Grant Agreement, the Project Contact Point will be required to submit a Final Technical Project Report together with a Final Financial Report for the whole project, thus covering the work and expenditure undertaken. The Final Financial Report needs to be audited by a certified auditor appointed by the Applicant and approved by the Council once submitted. The audit should determine the total eligible costs and compare these to the funds forwarded. The Council reserves the right to appoint an auditor to audit the Project

Financial Audit as submitted. Failure to submit a timely audited Financial Report may result in the Council recovering all funds disbursed across the project.

7. As soon as the verifications and audits are finalised and cleared, the Council will release the retention money due. In the case of overpayment, the Applicant will be required to refund the under-spend amount to the Council within a specific timeframe, or as agreed to with the Council.

The Council reserves the right to alter the funding parameters as deemed appropriate.

## 7.2 Dissemination & Externalisation

Any articles and text material related to the project should include the words:

*'Project <Project Name> is financed by the Malta Council for Science and Technology through the PRIMA initiative of Member States, Associated Countries and Participating Countries that is in turn supported by the European Union'*

Any websites or printed material related to the project should also include the Council logo, the PRIMA logo and the European Commission Logo.

During the term of Agreement and for five (5) years thereafter, the Applicant shall include and prominently feature the Council and PRIMA in any publicity related to the project.

All publicity material shall be vetted and approved by the Council before publication and should make mention of the initiative and the Council. In the case where printed material is published without a mention of the initiative and the Council, the Applicant shall be obliged to publish a correction at its own expense in the subsequent issue of the publication.

## 7.3 Reporting

The first report required to be submitted is the six-month report. This is a brief report giving an overview of the project status mid-Stage. The six-month report is then requested in the 6<sup>th</sup> month of every subsequent stage.

On the last day of a stage, an End of Stage Technical Report is to be presented to the Council. An End of Stage Financial Report is then to be submitted within one month from the end of the stage.

On the last day of the project, the Project Contact Point is required to submit a Final End of Project Technical Report. The final End of Project Audited Financial Report covering the work and expenditure undertaken during the entire project shall need to be submitted by not later than eight (8) weeks from the stipulated end of project date.

The Council reserves the right to request additional project-related information.

Approval of the stage reports allows the beneficiary to proceed with the next stage of the project. Approval of the final reports permits the release of the retention.

In the event that a project is found to be in breach of the Grant Agreement or to materially depart from the submitted application, the Council reserves the right to discontinue the award and the applicant may be required to refund the Grant in part or in full. In any such event, the Council may also exclude an applicant from participating in future calls.

The Project Contact Point shall set a schedule for quarterly progress meetings with the Council to take place as part of the reporting work package.

The templates provided by the Council should be used to develop the End of Stage Technical and Financial Reports as well as the Final Technical and Financial Reports.

The End of Stage Technical and Financial Reports shall contain the following details:

- (i) An overview of project activity and achievements over the past stage compared with the originally submitted application.
- (ii) An account of actual expenditure over the past stage compared with the originally submitted budgeted expenditure. All financial reports must be signed by the person responsible for the financial management and assembled as per the instructions in the Grant Agreement.
- (iii) An updated forecast of project activity and projected achievements for the following stage.
- (iv) An updated forecast of projected expenditure for the following stage.

The beneficiary shall appoint an auditor to conduct a detailed financial audit, following the completion of the project. The audit will consist of, at least, the following checks:

- Accounts
- Physical inventory
- Timesheets and payslips / employee contracts
- Receipts for all equipment and consumables
- Bank statements for the Project Account

The Council reserves the right to appoint an auditor to audit the Project Financial Audit as submitted.

## 7.4 Accountability

The beneficiaries shall open a specific project bank account and records, clearly distinguishable from their other accounting records. All relevant expenses must be recorded in these accounts. All funding payments by the Council must be deposited in the project bank account.

Eligible expenses must have been determined in accordance with the usual accounting and management principles and practices of the applicant. Direct eligible costs must be backed up with the relevant documentation as specified in the Grant Agreement.

## 7.5 Supervening Circumstances

The Project Contact Point is obliged to immediately advise the Council of any internal or extraneous significant event which might affect the validity or implementation of the project. This obligation applies to the entire period between the submission of the Project Application and the completion of the project.

The Council, at its own discretion, shall either give such directives as it deems necessary for the furtherance of the project or re-assess the project in its entirety accordingly.

Failure on the part of the Project Contact Point to respect this obligation may lead the Council to suspend or terminate funding for the project and request a refund of funds already paid out.

If during the course of a project a partner withdraws from the Project Consortium, the Applicant will immediately advise the Council. In this event, the relevant articles of the Project Consortium Agreement and the National Grant Agreement shall apply.

## 7.6 Default

If the implementation of a project becomes impossible or if the Applicant fails to implement it, the Council shall be entitled to collect refunds of money already paid out.

## 7.7 Interpretation of Rules

This document endeavours to establish comprehensive and unambiguous rules governing participation in this initiative. However, should circumstances arise where the rules are inadequate, unclear, ambiguous, or conflicting, the Council shall exercise its discretion in the interpretation of the rules through the setting up of an *ad hoc* committee.

## 8. Confidentiality of Submissions

Unless otherwise indicated, all project application submissions except for the abstract shall be treated in strict confidence.

The data collected by the Council via the application for the aid and its subsequent processing by the Council to evaluate data subject's request for aid under the Scheme is in line with:

- i. The National Rules for Participation;
- ii. Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs, by Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, and by Commission Regulation (EU) 2021/1237 of 23 July 2021 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, and as may be subsequently amended (hereinafter referred to as the 'General Block Exemption Regulation' (for projects implemented in line with Regulation B of these National Rules for Participation).
- iii. For projects implemented in line with Regulation A of these National Rules for Participation, COMMISSION REGULATION (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (the *de minimis* Regulation). This has now been amended by Commission Regulation (EU) 2020/972 of 2 July 2020, amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments.
- iv. Data Protection Act, Chapter 586 of the Laws of Malta and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).
- v. The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for aid is Regulation 6 (1)(b) of the General Data Protection Regulation ("GDPR"), as 'processing is necessary in order to take steps at the request of the data subject prior to entering into a contract'.

Further information may be found within the National Application Form.