

**Application Form – IPAS+ - PRIMA Call**

**Option D – PRIMA Proposal Writing Assistance Scheme**

**Application Form**

 Version: 1

 Issue Date: January 2023

**Notes to Applicants**

1. The official National Rules for Participation can be downloaded from the [Council’s website](http://mcst.gov.mt/). Kindly ensure that this national application form is filled in with reference to the National Rules for Participation 2023 for this scheme.
2. The application form and any attached documents will be treated as confidential throughout and after the appraisal process.
3. Only application forms which are complete and that include all relevant supporting documents will be evaluated.
4. Only electronically filled in application forms will be accepted. Should the application be hand-written or should the format of the application form be altered, the application form will not be evaluated.
5. All responses must be clearly explained and substantiated.
6. A complete application form must be submitted to the Malta Council for Science and Technology (MCST) via email on prima.mcst@gov.mt
7. Deadline for submission of the application form is **1st of March 2023 (23:59 CET) for PRIMA Section 1 proposals and 8th of March 2023 (23:59 CET) for PRIMA Section 2 proposals**. Applicants under this Call must keep in mind that service provider engagement and work on the proposal writing cannot start before the Letter of Intent is signed by the Council, as otherwise the costs will be rendered ineligible. Thus, it is advisable that the application is sent well in advance in order to offer enough time for the engaged service provider to provide the desired outcome. Any submissions received after the respective date will be rejected.
8. This national application form will be evaluated as per the National Rules for Participation 2023. The Council reserves the right to request further information should this be required.

**Section one: Applicant’s Details**

*Please fill in all sections of the form.*

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| **Applicant Details** *(Please include details of the Malta-based entity applying for the Call)* |
| **Applicant Information** | *Name:* Click or tap here to enter text.*Designation:* Click or tap here to enter text.*Contact Number:* Click or tap here to enter text.*E-mail address:* Click or tap here to enter text. |
| **Name of Academic Institution / Private Entity**  | Click or tap here to enter text. |
| **Name of Department/Institute/Centre** | Click or tap here to enter text. |
| **VAT number** (not applicable to public entities) | Click or tap here to enter text. |
| **Registration/Identification number** (not applicable for public entities) | Click or tap here to enter text. |

**Section two: Proposal details**

In this Section, the Applicant (i.e., Project Coordinator) needs to give information on the PRIMA pre-/full proposal on behalf of the project consortium to be evaluated. Kindly refer to the National Rules for Participation 2023 associated with this Call to ensure eligibility of participation.

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| **Pre-/full Proposal Title**  | Click or tap here to enter text. |
| **Pre-/full Proposal Acronym**  | Click or tap here to enter text. |
| **List of Partners in the Project Consortium** (if already identified) | Click or tap here to enter text. |
| **Start of Proposal Writing**  | [ ]  I confirm that the writing of the PRIMA pre-/full proposal will not start before the Letter of Intent is signed by the Council, as otherwise costs will be rendered ineligible.  |
| **Start of Works**  | [ ]  I confirm that Start of Works will commence after Grant Agreement signature |

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| **Technical details***Please provide the necessary information in relation to the below four (4) evaluation criteria (any additional documentation to substantiate claims must be sent together with the application form).* |
| 1. The proposed project idea is in line with one of the eligible PRIMA call topics and regulations of the 2023 Call (Section 1 or Section 2).
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| Click or tap here to enter text. |
| 1. Profile of pre-identified consortium partners (if already identified), including their track record in relation to R&I projects as well as the diversity amongst the consortium partners (i.e., a healthy mix of academic, public and private partners). *If consortium partners have been identified, letters of support need to be attached to this application form.*
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| Click or tap here to enter text. |
| 1. Applicant profile / track record in relation to previously undertaking R&I projects and evidence of participation in international collaborative R&I projects.
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| Click or tap here to enter text. |
| 1. Suggestion of at least three (3) potential proposal writers or consulting services providers (depending on the level of assistance required) together with their proven track record including a list of other European funded projects that they have supported in the past.

*Please attach the documents required as part of this application form.* |
| Click or tap here to enter text. |

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| **Total amount of funds requested** (please include the relevant quotations with this application form) | €       |

**Section three: Applicable State Aid Regulation**

For applicants that qualify as undertakings that carry out an economic activity within the meaning of Article 107 TFEU, the PRIMA Proposal Writing Assistance Scheme under this Call will be implemented in line with the *de minimis* Regulation *[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 (OJ L 352/1, 24.12.2013), 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 (OJ L 215/3, 7.7.2020)]*. More information is provided in the rules for participation and the Council can also be contacted for further clarifications. Applicants must make sure to submit an updated *de minimis* declaration form along with this application form (Annex I).

If you deem that State Aid is not applicable, a justification will need to be provided. If the activities undertaken by the Applicant are found to have State Aid implications, the applicant would need to follow State Aid rules (see appendix I).

Please provide justification below:

Justification for applicant(s) who deem that State Aid is not applicable:

**Section four: Declaration**

**4.1 Personal Data Protection**

1. Contact email address of the Data Protection Officer: dpo.mcst@gov.mt
2. The legal basis and purpose of processing:

The personal data collected by the Malta Council for Science and Technology (hereinafter ‘the Council’) via this written application for the aid and its subsequent processing by the Council to evaluate data subject’s request for aid under the Call is in line with:

1. The relevant National Rules for the Call;
2. 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 (*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, where applicable;
3. 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).

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’*.

1. Data retention period:

The data collected by the Council as submitted by the data subject via this written application for aid will be retained for a period of ten (10) years from the last aid granted to the Entity represented by the data subject in relation to this written application for aid, in line with the Scheme’s National Rules for Participation and Article 6 of the *de minimis* Regulation (where applicable).

1. Pursuant to General Data Protection Regulation (GDPR), you have the right to access the personal data, rectify inaccurate personal data, request to erase personal data and request the Council to restrict the processing of personal data.
2. To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.
3. Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:
* Render one or more cost items or the Entity ineligible for assistance under the Scheme or render void the Letter of Intent issued in favour of the Entity for assistance under the Scheme in relation to this written application for aid;
* Lead the Council to enforce a recovery of aid granted to the Entity as part of this written application for aid.
1. Sharing of data where strictly necessary and required by law:

For the purpose of processing this written application for aid in line with the National Rules for Participation and the ‘*de minimis* Regulation’ (where applicable), the Council may share the data provided via this application with other Government Entities, subject that such processing satisfies at least one of the grounds listed under Regulation of the GDPR.

1. For the purpose of monitoring of aid in line with Article 6 of the de minimis Regulation or where legally required, any data provided as part of this written application for aid may be shared with the European Commission.
2. If you feel that your data protection rights have been infringed, you have the right to lodge a complaint with the Information and Data Protection Commissioner.
3. Authorisation to engage with the Council on matters related to this application.

I the undersigned, as legal representative of the Applicant Entity, authorise the following Legal Bodies and/or Natural Persons to act on my behalf with the Council with respect to matters related to this written application for aid and any subsequent documentation exchanged between the two parties in relation to the same written application for aid.

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| **Name of Legal Entity** | **Name and Surname of Natural Person granted authorisation(1)** | **E-mail address of party granted authorisation(2)** |
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Note 1: Leave empty if authorisation is intended to any natural person engaged with the Legal Entity. Otherwise specify the name and surname of the person(s) working for the Legal Entity to whom the authorisation is intended.

Note 2: Written communication with the Legal Entity and/or Natural Person granted authorisation via email will only be accepted via the email address specified in the table above. The Undersigned should be copied (via the email address specified in this application) in any communication between the Council and the Person granted authorisation as per above table.

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| **Name and Surname of person giving authorisation:** |       |
| **E-mail address of person giving authorisation:** |       |
| **Signature of person giving authorisation:** |       |
| **Designation:** |  |
| **Date:** | Click here to enter a date. |
| *The person giving authorisation should correspond to the data subject of personal data contained in this application as well as represent the Applicant Entity as its legal representative.* |
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**4.2 Cumulation of Aid (where State Aid rules apply)**

The undersigned declares that aid approved under this Call is in line with the terms and conditions set out in the National Rules for Participation and in line with the rules on cumulation outlined in Article 5 of the *de minimis* Regulation.

**4.3 Double Funding**

The undersigned confirms that there has not been any approval or has been granted any public funding, financing or fiscal benefit in respect to the cost items included in this request for aid and will not seek funding or fiscal benefits for these cost items through other **National** and/or **European Union** measures.

**4.4 Transparency Obligations**

By submitting this application, I hereby acknowledge that the Council shall abide with any applicable transparency rules and may publish and make available to third parties’ information as required by such rules.

* 1. **Additional declarations:**

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| **I confirm that:**The information given on this form is accurate to the best of my knowledge. I understand that if it is later established that I misrepresented myself and I am not eligible for this Call then I will be required to pay for the services received. | I agree [ ]  |
| I accept and confirm that the personal data and project/activities proposal content information can be passed on to the Malta Council for Science and Technology to be used solely for the purposes of administering, processing, and review of the application. | I agree [ ]  |
| I accept and confirm that the personal data and proposal content information can be passed on to third parties i.e., the Partner Organisation/s with whom I will be carrying out this project, solely for use in said project/activities, and that any misuse of the data or provision of data to parties outside this agreement will incur legal action.  | I agree [ ]  |
| I have read and I accept the terms and conditions stipulated within the declarations above and the National Rules for Participation 2023 and confirm that I agree with the eventual publication of personal data and project proposal content information of successful applicants, including name of entity, project contacts, title of proposal and abstract. | I agree [ ]  |
| I have never been found guilty by any competent Court in Malta or elsewhere of any crime[[1]](#footnote-1) and that I have never been adjudged bankrupt or insolvent by, or filed an application for insolvency before, any competent Court in Malta or elsewhere. | I agree [ ]  |
| I have never been disqualified[[2]](#footnote-2) or excluded from participation in any Public Tender either by the Government of Malta or by the European Union or by any public entity in Malta. | I agree [ ]  |
| I have never been disqualified[[3]](#footnote-3) or excluded from participation in any Public and/or European Union funding scheme. | I agree [ ]  |

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| **Signature & Stamp of the Applicant:***The applicant needs to have sufficient authority to ensure the adequate degree of commitment and support for the activities.* | **Date:****Sign:****Stamp:** |
| **Signature & Stamp of CEO / Chairman / Rector of Applicants Entity:***Applications should be endorsed by the applicant’s CEO/Chairman/Rector, as the case may be.* | **Date:****Sign:****Stamp:** |

Appendix I - Non-State Aid Applications shall need to abide by either or of the below justifications:

**Non-State Aid justifications for – PUBLIC RESEARCH AND KNOWLEDGE DISSEMINATION ORGANISATIONS**

**Eligibility**

Eligible public research and knowledge dissemination organisations (RO) are those whose main activities are education which is not offered for remuneration and independent research whose results are widely disseminated on a non-discriminatory basis.

**Justifications**

The entity is aware of the requirements of Article 107 of the Treaty on the Functioning of the European Union in connection with State aid, and hereby declares that the activities being undertaken by it under this application for funding do not, by their nature, constitute an economic activity, in view of the fact that the entity is hereby procuring services hereunder, and is not providing a service/product for remuneration to third parties.

The planned research activity is to be carried out in the context of its activities as a “research and knowledge dissemination organisation” as defined in the Commission Framework for State aid for research and development and innovation (2022/C 414/01) paragraph 16(ff), which carries out a non-economic activity in line with the following:

1. primary activities of research organisations and research infrastructures, in

particular:

* education for more and better skilled human resources which is not offered for remuneration.
* independent R&D for more knowledge and better understanding, including collaborative R&D where the research organisation or research infrastructure engages in effective collaboration;
* wide dissemination of research results on a non-exclusive and non-discriminatory basis, for example through teaching, open-access databases, open publications or open software;
1. knowledge transfer activities, where they are conducted either by the research organisation or research infrastructure (including their departments or subsidiaries) or jointly with, or on behalf of other such entities, and where all profits from those activities are reinvested in the primary activities of the research organisation or research infrastructure. The non-economic nature of those activities is not prejudiced by contracting the provision of corresponding services to third parties by way of open tenders.

The Entity will intend to:

1. publicise widely the results of the research;
2. license on non-discriminatory terms any Intellectual Property Rights (IPRs) resulting from the research at the market price for the said IPR;
3. any income from the licensing of IPR shall be reinvested in the primary educational and research activities of the Beneficiary;
4. appropriate procedures shall be established to prevent the direct or indirect support of economic activity in the meaning of chapter 2 of the Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (2016/C 262/01).

The Entity understands that, should the eventual R&I activities be found to be in breach of the conditions for being exempt from State Aid rules, the Council will enforce the retrieval of funds provided under this Call with interest, in part or in full, as the case may necessitate.

The Beneficiary undertakes to comply faithfully and immediately with any decision of the European Commission or a Maltese judicial authority declaring Article 107(1) TFEU to be applicable to this Agreement.

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**Name of Entity**

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**Signature & Stamp of CEO / Date**

**Chairman / Rector of Applicants Entity:**

**Non-State Aid Justifications for public entities whose activity DOES NOT CONSTITUTE AN ECONOMIC ACTIVITY IN THE MEANING OF ARTICLE 107 OF THE TREATY ON THE FUNCTIONING OF THE EUROPEAN UNION (EXCLUDING PUBLIC RESEARCH AND KNOWLEDGE DISSEMINATION ORGANISATIONS)**

**Eligibility**

Eligible public entities are those that do not offer goods or services on a market for remuneration.

**Justifications**

Any secondary economic activities of the public entity must consume exactly the same inputs (such as material, equipment, labour and fixed capital) as the non-economic activities and the capacity allocated each year to such economic activities must not exceed 20% of the relevant entity’s overall annual capacity. Where this is not the case, and the same entity carries out activities of both economic and non-economic nature, the public funding of the non-economic activities will not fall under Article 107(1) of the Treaty if the two kinds of activities and their costs, funding and revenues can be clearly separated so that public funding of non-economic activities does not cross-subsidise any economic activities.

The planned research activity being undertaken is claimed by the public entity not to constitute an economic activity within the meaning of Article 107 of the Treaty of the Functioning of the European Union.

The public entity will intend to:

a) publicise widely the results of the research;

b) license on non-discriminatory terms any Intellectual Property Rights (IPRs) resulting from the research at the market price for the said IPR;

c) any income from the licensing of IPR shall be reinvested in the primary educational and research activities of the Beneficiary;

d) ensure that no funds provided by this Agreement cross-subsidises any economic activities that may be carried out by the Beneficiary, other partners in the project, or third parties.

The public entity understands that, should the eventual R&I activities be found to be in breach of the conditions for being exempt from State Aid rules, the Council will enforce the retrieval of funds provided under this Call with interest, in part or in full, as the case may necessitate.

The public entity also undertakes to comply faithfully and immediately with any decision of the European Commission or a Maltese judicial authority declaring Article 107(1) TFEU to be applicable to this Agreement.

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**Name of Entity**

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**Signature & Stamp of CEO / Date**

**Chairman / Rector of Applicants Entity:**

1. *This Declaration does not extend to any traffic related offences where these have been made.* [↑](#footnote-ref-1)
2. *This Declaration does not extend to disqualification of any tender proposal due to technical reasons.* [↑](#footnote-ref-2)
3. *This Declaration does not extend to disqualification of any tender proposal due to technical reasons.* [↑](#footnote-ref-3)