



## **PRIMA Proposal Writing Assistance Scheme 2021**

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**National Rules for Participation – Public Entities and Public  
Research and Knowledge Dissemination Organisations that do not  
carry out an economic activity within the meaning of Article 107  
TFEU**

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## Table of Contents

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<b>1. Introduction.....</b>	<b>2</b>
1.1 Scope and Focus .....	2
1.2 National Contact Point.....	2
1.3 Definitions.....	2
<b>2. Eligibility for Participation.....</b>	<b>3</b>
2.1 Applicant eligibility .....	3
2.2 Application eligibility .....	3
<b>3. Submission of Applications .....</b>	<b>4</b>
3.1 Application Process.....	4
3.2 Submission Deadline.....	4
3.3 Budget .....	4
<b>4. Eligible Costs.....</b>	<b>4</b>
<b>5. Evaluation .....</b>	<b>5</b>
<b>6. Post-selection Phase .....</b>	<b>5</b>
<b>7. Interpretation of Rules .....</b>	<b>6</b>
<b>8. Confidentiality of Submissions .....</b>	<b>6</b>

## 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 funding R&I projects in the field of Water Management, Sustainable Agriculture and Food.

This PRIMA proposal writing assistance scheme has been launched to provide opportunities for eligible entities, intending to submit a PRIMA pre- / full proposal as a coordinator of a consortium, to engage a service provider (local or foreign) who can support the applicant through the pre / full proposal writing and/or submission stages.

### 1.2 National Contact Point

Correspondence should be directed to:

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

### 1.3 Definitions

**Applicant** means anyone eligible to apply in terms of these Rules for Participation and who consequently applies for funding under this scheme.

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

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

**Project Coordinator** is one of the beneficiaries of a project consortium that is appointed as the single point of contact between the Lead Agency 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 funding bodies which in turn will relay these documents to the Lead Agency. Can also be referred to as **Principal Investigator**.

**Public Entity** is any Ministry, Department, Entity, Authority, Public Commission, Public Sector Foundation or a similar organisation that does not carry out an economic activity within the meaning of Article 107

TFEU and that exercises public power, or else acts in its own capacity as public authority, where the activity in question forms part of the essential function of the State or is connected with those functions by its nature, its aim and the rules to which it is subject. However, the classification of a particular entity as an undertaking depends entirely on the nature of its activities, and the overriding criterion of consideration is whether it carries out an economic activity or not, e.g. an entity that is formally part of the public administration may nevertheless have to be regarded as an undertaking within the meaning of Article 107(1) of the Treaty. Thus, an entity that carries out both economic and non-economic activities is to be regarded as an undertaking only with regards to the former. In this case, if the economic activity can be separated from the exercise of public powers, than that entity acts as an undertaking in relation to that activity and the financing, the costs and the revenues of that economic activity shall be accounted for separately from the other non-commercial activities.

If an economic activity cannot be separated from the exercise of public power, the activities exercised by that entity as a whole, remain connected with the exercise of those public powers and therefore fall outside the notion of an undertaking.

**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.

## 2. Eligibility for Participation

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### 2.1 Applicant eligibility

Any Public Entity / Public Research and Knowledge-dissemination Organisation, registered in Malta, that does not carry out an economic activity within the meaning of Article 107 TFEU 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.

Funding under this scheme is made available on the basis that the Applicant has not 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 scheme.

Applicants who have other funded projects with the Council and are in default, and/or have gone beyond the timelines of the project, are not eligible to participate.

### 2.2 Application eligibility

An application is considered eligible for funding if:

- The submitted pre- / full proposal is successfully submitted through the PRIMA online submission platform
- The National Application Form is successfully submitted to the Council by the imposed deadline (applicable only to the pre-proposal stage). The National Application Form submitted shall need to be complete and also includes all the relevant supporting documents.

- The submitted pre- / full proposal shall need to be coordinated by an entity that satisfies the eligibility criteria of Section 2.1
- The submitted pre-/ full proposal shall need to satisfy the eligibility criteria found in both the National Rules for the Section 2 2021 Calls, the eligibility criteria imposed by the PRIMA secretariat as well as that of the other foreign partners in the consortium.

## 3. Submission of Applications

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### 3.1 Application Process

The Proposal Writing Assistance Scheme Application form is to be submitted via [prima.mcst@gov.mt](mailto:prima.mcst@gov.mt). All the relevant annexes will need to be submitted with the application form for the form to be considered for further processing.

### 3.2 Submission Deadline

Deadline for submission of the application form coincides with the deadlines imposed by PRIMA for the submission of the pre-proposal. However, applicants under this scheme must keep in mind that service provider engagement and work on the proposal writing cannot start before the Letter of Intent signed by the Council as otherwise the costs will be rendered ineligible. Thus, it is advisable that the application is sent well in advance of the deadline in order to offer enough time for the engaged service provider to provide the desired outcome.

### 3.3 Budget

The total maximum budget available for the running of this scheme is €25,000. If the budget is exhausted prior to the submission deadline/s, the scheme will be automatically closed for the year. The amount of funds provided to per pre- / full proposal to a service provider, must be equivalent to the current market prices for such a service (quoting separately for the pre-proposal and full proposal respectively). The applicant shall need to provide the Council with three quotations for the service. The cheapest option will need to be chosen (except for specific scenarios where the cheapest option is not possible. In such cases, a justification shall need to be provided and is subject to prior approval from the Council.)

## 4. Eligible Costs

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Eligible costs under the PRIMA proposal writing assistance scheme are the costs related to the fees of service providers for proposal writing and / or consulting services fees.

The grant shall be equal to 100% of the costs incurred and will be provided through a re-imburement process. The costs incurred for the writing of the pre-proposal and full proposal need to be quoted separately. The re-imburement of each stage will take place separately subject to the following confirmations for each stage:

- Pre- / full proposal is submitted and coordinated by a National entity
- Pre- / full proposal has met the eligibility criteria of PRIMA Call 2021 National Rules for Participation (not applicable for Section 1 submissions)
- Pre- / full proposal has met the eligibility criteria of the National Rules of the other participating countries (not applicable for Section 1 submissions)

- Pre- / full proposal has met the eligibility criteria of the PRIMA secretariat

The beneficiary must follow procurement regulations and must also provide evidence that the services were value for money e.g. three quotations and track record of selected service provider.

The applicant must need to consider that no conflict of interests exists with the chosen proposal writer/s or consulting service. A conflict of interest (COI) exists if the appointed service provider/s;

- Has already been involved in
- stands to benefit directly if the proposal is positively evaluated. Providing market research information to the applicant will not be considered a COI
- has a family / personal relationship with any person representing the applicant
- is a director / trustee / partner of the applicant or involved in the management of the applicant's entity or is an employee of the same entity

To apply under these National Rules, the Applicant needs to adhere to the justifications found in the Application Form as to why the activities to be undertaken do not meet the criteria of Article 107(1) of the Treaty on the Functioning of the European Union (i.e. not falling under State Aid implications).

## 5. Evaluation

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The applications received will be evaluated on the following criteria:

- Proposed project idea is in line with one of the eligible PRIMA call topics and regulations of the 2021Call
- 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 sent together with the application form
- A proposal of at least 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
- Applying entity profile / track record in relation to the undertaking of R&I projects
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## 6. Post-selection Phase

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Once an application is selected for funding, a Letter of Intent will be signed between the successful Applicant and the Malta Council for Science and Technology. This Agreement will act as the basis for issuing of funding and the corresponding regulations that need to be abided by the successful Applicant.

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

The re-imburement for the pre-proposal assistance costs will be disbursed to the successful Applicant once the eligibility criteria have been satisfied.

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## 7. Interpretation of Rules

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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

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Unless otherwise indicated, all application submissions shall be treated in strict confidence.

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

- i. The National Rules for Participation;
- ii. 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).
- iii. The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for funding 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 application form.