

PRIMA – Partnership for Research and Innovation in the Mediterranean Area – MCST- TÜBİTAK 2024 Joint Call for R&I Proposals

National Rules for Participation – For Public Entities and Public Research and Knowledge-Dissemination Organisations that do not carry out an economic activity within the meaning of [Article 107 TFEU](#).

Version: 1

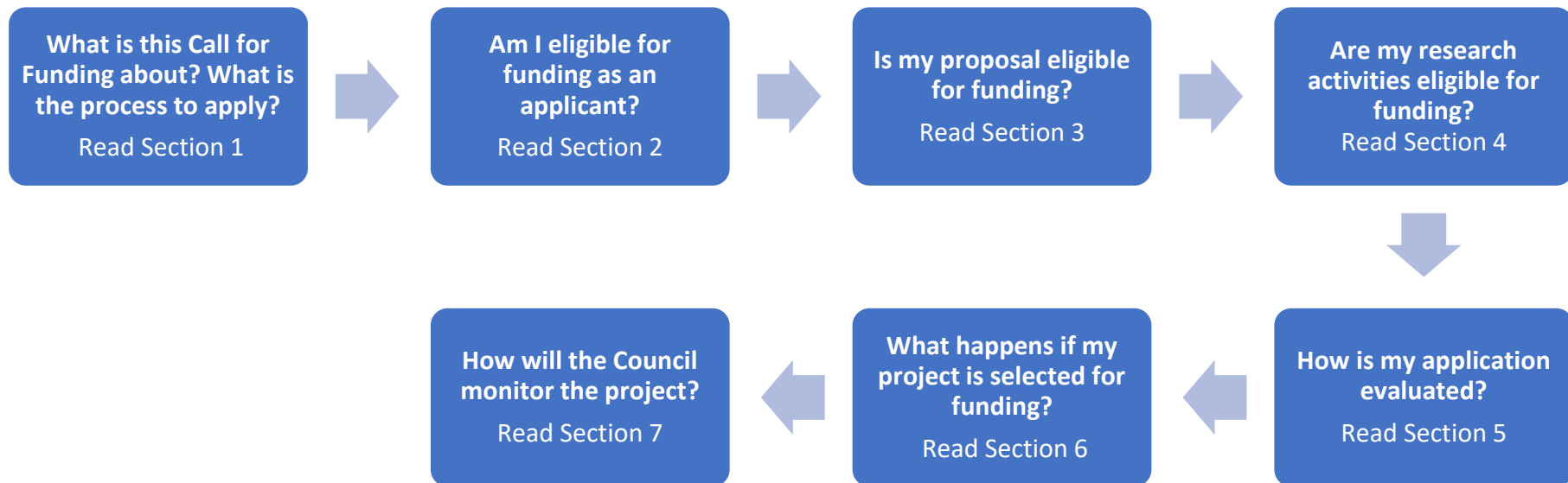
Issue Date: April 2024

Contents

Guide to this document	4
1. Introduction	5
1.1 Definitions	5
1.2 Call Process and Snapshot	9
Proposal	9
Call Snapshot.....	9
1.3 Application Submission Details	10
Submission Documents.....	11
1.4 National Contact Points	12
2. Applicant Eligibility.....	12
2.1 Eligibility of Entity	12
2.2 Funding Consideration.....	12
3. Proposal Eligibility.....	13
3.1 Types of Projects.....	13
3.2 Alignment to Scope.....	13
3.3 Eligibility of Consortium Composition	14
3.4 Budget and Grant Value.....	14
3.5 Project Duration.....	15
3.6 Project Contact Point(s)	15
3.7 Deliverables.....	15
Mandatory Deliverables.....	16
Recommended Deliverables	16
4. List of Eligible Costs and Ineligible Costs.....	17
4.1 Eligible Costs	18
Personnel costs	18
Instruments, Specialised Equipment and Research Consumables	19
Travel and Subsistence.....	20
Costs of IP and Knowledge Transfer Activities.....	20
Subcontracted Activities	20
Overheads and Other Operating Expenses.....	20
Aid Intensity	20
4.2 Ineligible Costs	21
5. Evaluation	22

6.	Post Selection Process	22
6.1	The Grant Agreement	22
6.2	Start Date and End Date	22
6.3	Grant Amount	23
6.4	Double Funding	23
7.	Funding, Management and Progress Monitoring	24
7.1	Allocation and Disbursement of Funding.....	24
7.2	Dissemination and Externalisation	25
7.3	Reporting.....	25
7.4	Accountability	27
7.5	Project Extensions.....	27
7.6	Budget Transfers	27
7.7	Supervening Circumstances	29
7.8	Default.....	29
7.9	Interpretation of Rules.....	29
8.	Confidentiality of Submissions.....	30

Guide to this document



1. Introduction

The Malta Council for Science and Technology (MCST) and the Scientific and Technological Research Council of Türkiye (TÜBİTAK) (herein referred to as ‘Managing Authorities’), aim to bilaterally support cooperation in Science, Technology and Innovation through a bilateral Call for funding of R&I projects.

This Call is an integral part of the Partnership for Research and Innovation in the Mediterranean Area (PRIMA) Programme, as it aims to support R&I in the three priority areas defined in the [PRIMA SRIA](#) (Strategic Research & Innovation Agenda). This Joint Call 2024 will include the following Research & Development & Innovation (R&D&I) thematic areas for cooperation: PRIMA Programme Thematic Fields (Water Management, Farming Systems, and Agro-food Value Chain), Digital Technologies, Smart Manufacturing, and Health.

Successful R&I projects supported through this Call, will assist researchers and innovators from Malta and Turkey to strengthen their scientific expertise and network, enabling them to collaborate further in future Calls for funding, including annual PRIMA Section 1 and Section 2 Calls. Within the scope of this Joint Call, two types of joint projects will be supported: 1. R&D and 2. R&D&I Projects.

The Call operates through a one-stage submission process. One joint application form is to be filled, and both MCST and TÜBİTAK will need to receive a copy of the submitted application by the designated deadline. Each Managing Authority has its own National Rules & Regulations. Applicants will need to ensure that they abide by their own Managing Authority’s National Rules for Participation.

1.1 Definitions

Applicant	The term refers to any representative of a local entity that is eligible for participation in a Project in terms of these National Rules for Participation and who applies for funding under this joint initiative.
Arm's length	The term 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.
Beneficiary	The term refers to the Applicant whose project has been awarded and hence will be receiving funding.
Council	The term refers to the Malta Council for Science and Technology on behalf of the Foundation for Science and Technology.
Due Diligence	The term refers to an investigation of a business or person prior to signing the Grant Agreement.

Eligible direct costs	The term refers to 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 capped at the approved requested funding value.
End Date	The term refers to the date when the Project Period, having commenced on the Start Date, expires.
Evaluators	The term refers to consultants who responded to MCST's Call for Applications to provide evaluation services for submissions made through this Programme.
Innovation	The term 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.
Legal Entity	The term refers to 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.
Partner	The term is defined as an entity within a consortium of a funded transnational project.
Person Months/Person hours	The term refers to a calculation of "human effort" to evaluate the relationship between the estimated work to be performed and the activities and deliverables to be achieved during the implementation period in months or hours. This is calculated as follows: if 1720 hours are worked in 1 year, equivalent to 215 days of 8 hours each, then 1 person month is equivalent to 143.3...person hours and to circa 17.91days.
Personnel costs	The costs of researchers, technicians and other supporting staff to the extent employed on the relevant project or activity.
Project Contact Point	The term refers to the individual, appointed to act on behalf of the Applicant and who is responsible for communicating with the Council on the Project. The Project Contact Point(s) shall have the following responsibilities: <ul style="list-style-type: none"> • To ensure effective execution of the project according to set timeframes and deliverables, as well as compliance with the obligations in terms of the Grant Agreement. • To compile Periodic and Final Technical/Financial Reports and ensure their timely submissions.
Principal Investigator	The term refers to the lead researcher on behalf of the local Applicant / Beneficiary of a transnational project consortium. May be the same as the Project Coordinator and/or the Project Contact Point.
Project Grant	The term is defined as the granted funding provided by the Council.
Project Period	The term refers to the time required to execute the Project as indicated in the Grant Agreement.

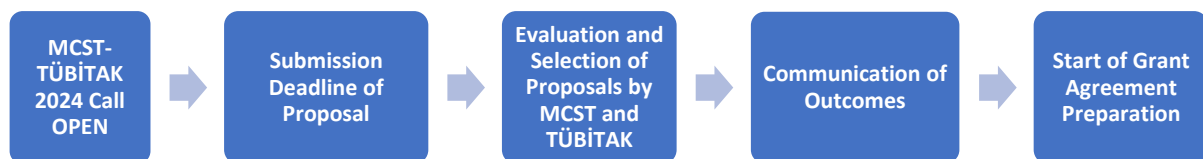
Project Value	The term refers to the project budget needed by the Applicant to carry out the project, including any co-financing.
Public Entity	<p>The term refers to any Ministry, Department, Entity, Authority, Public Commission, Public Sector Foundation or a similar organisation that does not carry 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, then 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.</p> <p>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.</p>
Research and Development	<p>This term 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 to acquire new knowledge, primarily directed towards a specific practical aim or objective, and includes:</p> <ol style="list-style-type: none"> <li data-bbox="464 1368 1401 1536">i. 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. <li data-bbox="464 1547 1401 1984">ii. 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 aimed at bringing about a significant improvement in existing products, processes or services including digital products, processes or services, in any area, technology, industry or sector (including, but not limited to, digital industries and technologies, such as super-computing, quantum technologies, block chain technologies, artificial intelligence, cyber security, big data and cloud technologies). It comprises the creation of components parts of

	<p>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.</p> <p>iii. 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 in any area, technology, industry or sector (including, but not limited to, digital industries and technologies, such as for example super-computing, quantum technologies, block chain technologies, artificial intelligence, cyber security, big data and cloud or edge technologies). This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services.</p> <p>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.</p>
<p>Research and Knowledge-Dissemination Organisation (RKDO)</p>	<p>The term refers to 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.</p>

Start Date	The term refers to the date stated in the Grant Agreement for the official start of the project.
Start of Works	The term refers to the earlier of either the start of 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	The term refers to 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.

1.2 Call Process and Snapshot

The Call process consists of one (1) stage as per the flow chart below:



Proposal

Malta-based Lead Applicants are required to follow the latest version of the National Rules and Call text 2024 and check their eligibility as Applicants ([Section 2](#)), check the eligibility of their project proposal ([Section 3](#)) and costings ([Section 4](#)) and to submit a National Administrative Form accompanied by the relevant documentation ([Section 1.3](#)).

N.B: Applications must be submitted before the Start of Works (see definition in [Section 1.1](#)).

The project proposal will be evaluated, and Applicants will be duly informed whether their proposal was successful or not.

The selection and funding of proposals under this Programme shall be on a competitive basis.

Call Snapshot

Call Website	https://mcst.gov.mt/funding-opportunities/
Project Consortia	At least one eligible legal entity operating in Malta and one eligible entity in Turkey.

Research areas	<ul style="list-style-type: none"> • PRIMA Programme Thematic Fields (Water Management, Sustainable Farming Systems, Agro-food value chain) • Digital Technologies • Smart Manufacturing • Health
TRL levels supported	1-7
Project Duration	Up to 24 months
Max. funds that can jointly be requested by Maltese national partner/s per project	€100,000
Submission deadline of Proposal	14 th June 2024, 23:59 CET
Submission MCST email	prima.mcst@gov.mt

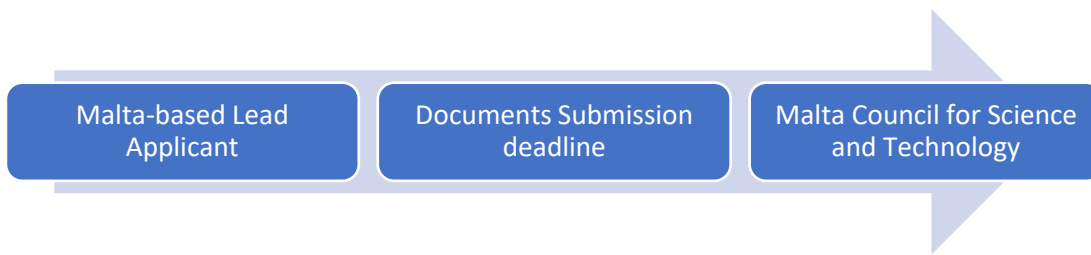
1.3 Application Submission Details

The Applicant should ensure complete compliance to these ‘Rules for Participation’ prior to applying to this Call. No amendments or negotiations are allowed after submission, unless requested by the Council. Any unapproved deviations will result in the failure of the application during the administrative check. The content of the Joint Application Form will be directly appended to the Grant Agreements for successful applicants and will constitute the Grant Agreement technical obligations.

The PI of each country shall be responsible to submit the Joint Application Form to its respective Managing Authority.

A Joint Application Form, together with a complete National Administrative Form and relevant Annexes must be submitted by the Malta-based Lead Applicant on behalf of the local consortium on prima.mcst@gov.mt by the imposed submission deadline. Malta-based project partners may choose to submit their own Annexes directly to the Council.

It should be noted that attachments larger than 20MB shall be automatically rejected by the system without notification. The Applicant may make use of cloud storage transfer, but it is up to the Applicant to check that all documents have been received by the Council within the deadline. It is the responsibility of the Applicant to ensure that a confirmation of receipt is provided. Failure by any of the Principal Investigators to submit the application form to the national funding agency will render the entire proposal ineligible.



Deadline for Documents submission:
14/06/2024, 23:59 CET

Submission Documents

- Only complete National Administrative Form submitted by the deadline shall be considered.
- All documentation submitted must be in English.
- Each proposal will be checked for administrative eligibility before it is considered for scientific evaluation. This means that failure of one of the consortium partners to meet the eligibility criteria may cause the entire project to be rejected.
- In case of multiple submissions of the same application in the same selection round the last version submitted before the deadline will be that considered for evaluation.

Applicants need to submit a **National Administrative Form** accompanied by the necessary **declarations** in the form of Annexes to the Administrative Form. These documents will be reviewed during the administrative eligibility check, and consist of the following:

- A complete Joint Application Form in MS Word (.docx) and PDF format.
- A complete National Administrative Form and relevant Annexes in MS Word (.docx) and signed scanned copies in PDF format.
- Declarations that the eligible Applicant is a public entity or public RKDO, that does not carry out an economic activity within the meaning of Article 107 TFEU. Where applicable, declarations of any indirect state aid, when an eligible undertaking (as defined in [Section 1.1](#) of the National Rules for Participation – State Aid) is a partner in the same project consortium as a public entity and/or public research and knowledge dissemination organisation, that does not carry out an economic activity within the meaning of Article 107 TFEU.
- *Curricula Vitae* of Principal Investigator and other key researchers highlighting R&I related experience. These should clearly establish that the Consortium has the potential to carry out the assigned project tasks/activities.
- Detailed Budget Breakdown Form.
- Approved Cooperation Agreement signed by all partners and an approved IP agreement signed by all partners.

Other forms of documentation can be requested during the Call Process or during the Grant Agreement Preparation phase.

Changes to the submitted proposal are not allowed, unless requested and/or approved by the Council.

1.4 National Contact Points

Correspondence from **Malta-based** entities should be directed to:

Annalisa Cartabia, Call Manager

E-mail: prima.mcst@gov.mt

Tel: +356 23602152

Correspondence from **Turkey-based** entities should be directed to:

Dr. Kamil Öncü ŞEN, Scientific Programs Chief Expert

Email: oncu.sen@tubitak.gov.tr

Tel: +90 312 298 1809

For escalated matters kindly contact Dr. Maria Azzopardi – Deputy Director (Internationalisation) on maria.azzopardi.2@gov.mt

2. Applicant Eligibility

2.1 Eligibility of Entity

Any Public Entity or 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.

Any applicants that are non-compliant with respect to Grant Agreement obligations, or outside approved project timelines, on other active projects funded by the Council, may be immediately deemed ineligible at application stage. Similarly, should applicants become non-compliant during the call process, they will not be awarded funding under this programme.

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 (Malta-based or otherwise) which will have been at any time declared as non-compliant or defaulting on any other contract or agreement entered with the Council and remained in default, shall be automatically declared as inadmissible.

2.2 Funding Consideration

The financial contribution to a Partner where State Aid is not applicable shall be 100% of the eligible costs incurred by that Partner.

All applications should be accompanied by the relevant declaration forms. Applicants should quantify any possible indirect State aid to undertakings through public research and knowledge dissemination organisations and public entities in cases of collaboration with undertakings or contract research or research services on behalf of undertakings.

3. Proposal Eligibility

The following criteria are mandatory and must be fulfilled when applying for this Call, in addition to eligibility conditions described in the [Call Text 2024](#).

3.1 Types of Projects

- The types of projects that are eligible within this Call encompass Fundamental Research, Industrial Research and Experimental Development, as defined in Section 1.1.
- Proposals must directly address the aim of the Call and needs to clearly align with at least one of the thematic areas of this Call.
- Each side (Malta-based partners and Turkey- based partners) must adhere to their respective National Rules for Participation, to ensure eligibility. Ineligibility of one side of the consortium, will result in an ineligible proposal overall.
- The proposed research project should be novel and not correspond with ongoing or completed projects funded by other instruments, programmes, or projects.
- The proposed research project should strive to be balanced between the countries involved in the project as far as the volume of work is concerned and preferably be balanced in terms of the requests for funding.
- Only proposals that have an approved cooperation agreement signed by all partners and an approved IP agreement signed by all partners will be considered. Furthermore, proposals on either side must bear matching thematic areas and the applications on either side are to be complementary.
- Proposals must be written electronically and in English.

3.2 Alignment to Scope

The proposal should be consistent with the scope and objectives of [this Call 2024](#) (Refer to [Section 1](#)). The proposed project must relate to one (1) or more Research Areas.

Sub-topics listed should be considered as a non-comprehensive list of areas that can be addressed in project proposals:

1. PRIMA Programme Thematic Fields

- Water Management
- Farming Systems
- Agro-food Value Chain

2. Digital Technologies

- Artificial Intelligence
- Big Data and Data Analytics
- Cloud Computing
- Distributed Ledger Technologies (DLT-Blockchain)
- Internet of Things
- Digital Games

3. Smart Manufacturing

- Sustainable manufacturing
- Flexible automation

4. Health

- Health Technologies
- Biotechnological drugs/Pharmaceuticals
- Advanced materials in health
- Artificial Intelligence in health
- Big Data and Cloud Computing in health
- Cybersecurity of health data
- Epidemiology

PRIMA Programme Thematic Fields will encompass environmental dimensions, including climate change, biodiversity, and water treatment technologies, aligning closely with the objectives outlined in the PRIMA SRIA.

3.3 Eligibility of Consortium Composition

- The Turkish and Maltese applicants shall need to form a project consortium and prepare a joint scientific project proposal. Unilateral project applications shall not be accepted.
- Project consortia consisting of **at least one eligible legal entity operating from Malta and one eligible entity from Turkey** can apply for funding.
- Each collaborating side must have **one Principal Investigator (PI)**, representing the proposal consortium for each country. The PI from each country shall assume the role of Lead Applicant and will be responsible to submit the application form to the Managing Authority of his/her country.
- Applicants are eligible to submit more than one proposal under the Call. However, for proposals that have the same PI, and in the event that both are chosen for funding, only one of the projects will proceed to be funded.

3.4 Budget and Grant Value

- The National Budget for this Call is of **€500,000**.

- The maximum amount that national partner/s can jointly request per project is **€100,000**.
- Awarded proposals will receive periodic financing that will be regulated through a Grant Agreement establishing the terms and conditions governing the financing and implementation of the project. Refer to [Section 7](#).
- Based on the respective bilateral agreement between TÜBİTAK and MCST, each party will cover the costs of their own national Beneficiaries.
- While submitting the project proposal form, the costs which are requested for the scope of the project must be stated in detail and justified. In the case of any exchange of researcher to be made within the scope of the projects, the sending party meets all the travel expenses.

3.5 Project Duration

The maximum project duration is **24 months**.

3.6 Project Contact Point(s)

The Lead Applicant shall appoint a Project Contact Point. The Project Contact Point(s)'s responsibilities are as defined in [Section 1.1](#).

3.7 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 not submitted within the stipulated deadlines will not be considered. If the project is awarded, evidence should be submitted for each deliverable mentioned in the application form to ensure that it has been attained successfully. A milestone refers to a key deliverable or achievement within the project.

It is recommended that file storing and synchronization service e.g., Google Drive or Dropbox, is set up and shared with the Council to support the project monitoring process. The shared folder should reflect the structure of deliverables provided in the application form i.e., every deliverable should have its own sub-folder with evidence saved within.

The project work plan must give sufficient details of foreseen activities and 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

- Publish **at least two (2) articles per year** in local newspapers, online platforms, or magazines including an acknowledgement to the Council and any other acknowledgements as stipulated in [Section 7.2](#). These should not contain intellectual property but should raise awareness about the project and its benefits. A copy of this/these should be presented to the Council within two weeks of publication. Other forms of publications may be considered.
- Actively participate in research conferences / events possibly organized by the Council, to disseminate the project results and the experience of obtaining funding from the Council. **A budget of €3,000, will be deducted from the total project grant for the beneficiary/ies's participation in such conferences.** In the case of multiple beneficiaries, a breakdown showing how the €3,000 are divided across the partners should be shown in the budget breakdown form.
- Report on project progress through reports and meetings as per [Section 7.3](#) and in line with the templates provided by the Council.

Recommended Deliverables

- During the duration of the project, publish at least one (1) peer-reviewed research paper based on the work carried out throughout the Project in an open-access journal. The paper is to include an acknowledgement to the Council and any other acknowledgements as stipulated in [Section 7.2](#).
- Oral presentation/s at international conference/s on the work carried out through the Project.
- 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).
- Additional project dissemination activities including but not limited to project exhibitions, workshops, and events (preferably open access). Examples include Science in the City, R&I cafes, Enterprise European Network events, project exhibitions and so on.
- Registration of patents or other Intellectual Property Rights stemming from the Project, in Malta as well as in any other country, on the work carried out throughout the project (or any tangible outcomes during the patenting process).
- The formation of any spin-off entities that are envisioned. Kindly highlight if these spin-offs will also be licencing any IP generated.
- Commercial commitments such as technology innovations to be included in a partner's existing product or service.
- Commercial commitments such as technology transfer licences.

In the case of publications, these should take place during the duration of the project, and where available and possible, deposited in the entity's repository, including an acknowledgement to the Council. In cases where open access-fees were budgeted for, it is the

responsibility of the beneficiary to account for the time it would take for the invoicing and payment of that fee.

Provided further that if the Beneficiary claims that such an attempt to publish this research paper will have been unsuccessful, the Beneficiary must prove to the satisfaction of the Managing Authority and through the submission of sufficient and adequate documentary evidence that such an attempt to publish a research paper in terms of the requirements of this Clause was in fact made. Sufficient and adequate documentary evidence includes evidence that the paper was actually submitted for publication and documentary evidence that the paper was rejected for publication. If the Managing Authority is satisfied with the evidence provided, then the Beneficiary will not be held in breach of this particular obligation.

A copy of all publications must be presented to the Council before any retention is disbursed.

The Council appreciates 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 Costs and Ineligible Costs

A grant must not exceed the overall amount which is established at the time of the project selection based on the estimated eligible costs indicated in the budget breakdown form.

Eligible costs are costs actually incurred directly by the applicant during the lifetime of the project, and claimed by the beneficiary of a grant which meet all the following criteria:

- They are incurred between the Start Date and the End Date of the project.
- They are necessary for the implementation of the project as outlined in the project proposal which is the subject of the grant.
- They are identifiable, verifiable and being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of Malta and according to the usual cost accounting practices of the beneficiary.
- They comply with the requirements of applicable tax and social legislation. They are reasonable, justified and comply with the principle of sound financial management, regarding economy and efficiency.
- 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 within the Definitions ([Section 1.1](#)).

- Any expenses incurred during the course of the Project must be consistent with the principles of economy, efficiency and effectiveness. Any purchases must be carried out at "arm's length" conditions. Commercial transactions between Beneficiaries within the same Project are not allowed.

4.1 Eligible Costs

Eligible direct costs are those costs incurred directly by the project partner during the duration of 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.

Personnel costs

Personnel costs include wages of employees (researchers, technical staff, other research supporting staff) directly engaged by the Applicant to the extent and for the duration of the proposed research project.

- All employees in respect of whom 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 to employment.
- The total claimed hours worked by a full-time employee shall not exceed 1720 hours *per annum*. Person hours dedicated to the project can be claimed while respecting this maximum capping. Attention should be paid not to exceed this capping, particularly if researchers work on other funded projects. **Timesheets are to be completed and 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 since this evidence may be required by the auditors.
- Annual stipends of € 6,000 for students reading for a master's degree or € 8,000 for students reading for a doctoral degree. In the case of a part-time post-graduate degree, the respective stipend will be calculated pro-rata and at the discretion of the Council. For every engaged student, a full-time equivalent researcher(s) must be employed by the Applicant.
- Personnel costs related to Project Management are capped at 10% of the total project value **and such effort should be allocated to (and described within) research tasks to be eligible.**
- Table 1 shows the eligible hourly rates (inclusive of National Insurance, Inland Revenue, and other allowances) and personnel limits per project. The personnel hourly rate is calculated using the following formula:

$$\text{€z} = \frac{\text{(gross basic salary + allowances)}}{\text{yearly workable hours of the employee.}}$$

Role in Project	Hourly rates in 2024	Hourly rates in 2025	Hourly rates in 2026	Limits per project
-----------------	----------------------	----------------------	----------------------	--------------------

Management or equivalent	Up to €55.13/hour	Up to €57.89/hour	Up to €60.78/hour	Max 2 per project
Senior Researcher ¹ or equivalent	Up to €38.86/hour	Up to €40.80/hour	Up to €42.84/hour	Max 2 per project
Researcher ² or equivalent	Up to €27.84/hour	Up to €29.23/hour	Up to €30.69/hour	No limits
Operational, technician, research support assistant or equivalent	Up to €15.27/hour	Up to €16.03/hour	Up to €16.83/hour	No limits

The rates stated in the table above are for the years 2024-2026. For subsequent years a 5% increase per year is allowed. Kindly ensure that hourly rates are provided in the application form.

- 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.
- 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.
- Research Organisations (recognized and as defined in L.N. 212 of 2018) shall adhere to the conditions set for engaging and employing researchers from third countries within [LN 212 of 2018: Conditions of Entry and Residence of Third-Country Nationals for the Purpose of Research, Studies, Training and Voluntary Service in the Mobility Project for Young People: Voluntary Projects Regulations, 2018](#).
- The maximum hourly rate (i.e. the highest hourly rate an individual is paid throughout the project duration) and the person hours that will be worked on the project per engaged individual, will have to be noted in the Detailed Budget Breakdown Form. In the case of existing personnel, CVs are to be provide. The actual hourly rate of each engaged individual will be reported in financial reports during the monitoring process as per section 7.

Instruments, Specialised Equipment and Research Consumables

These costs include the purchase/leasing 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 to be purchased, please specify its usage and specifications.

¹ 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.

² 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

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.

Travel and Subsistence

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.

Type of Meeting	Number of persons funded	Comments
Consortium meeting	Max. of 2 persons per meeting	Within the project period.
International Conference	Max. of 2 persons per event	Max. of one conference every 6 months
'Other' project-related meetings	Max. of 2 persons per occasion	Need to be discussed and approved by the Council.

Costs of IP and Knowledge Transfer Activities

These costs include the costs of knowledge transfer activities and patents bought or licensed from outside sources obtained at arm's length conditions. **Such activities should be discussed with the Council before submission of the application to ensure eligibility.**

Subcontracted Activities

Subcontracted activities shall be allowed up to a limit of 25% of the project value. **Such activities should be discussed with the Council before submission of the application to ensure eligibility.**

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

- The PI remains responsible for the timely delivery of the subcontracted tasks.
- The PI 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 PI should ensure that the attainment of any services or goods respect the procurement criteria listed in [Section 4](#).

Overheads and Other Operating Expenses

Overheads (also known as eligible indirect costs) and other operating expenses are eligible if they are incurred directly as a result of the project. These will be covered at **20%** of direct eligible costs claimed.

Aid Intensity

The financial contribution to a Project Partner under these Rules for Participation shall be **100%** of the eligible costs incurred by that Project Partner.

Should at any point in time the Council or any other relevant entity deems that the project constitutes State Aid, the Beneficiary will be required to follow State Aid Regulations and this in turn may or may not result in the recovery of funds.

4.2 Ineligible Costs

The following shall be considered as a non-exhaustive list of ineligible costs:

- Expenses which are recoverable through other funding mechanisms, including recoverable value added tax.
- Re-purchase of equipment originally procured through other funding mechanisms.
- Personnel hours for travelling and/or overtime.
- Opportunity costs related to foregone production and production downtime arising from the allocation of resources to the Project.
- Standard office equipment and stationery.
- Purchase of equipment and services from partners or their subsidiaries.
- 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.
- Expenses related to loans, interest, etc.
- Any cost incurred to submit the proposal.
- Any cost incurred before the Start date and after the End date of the project.
- Any other costs not listed down in Section 4.1.

Any line items not seen to be compliant with the nature of the programme will be subtracted from the grant.

5. Evaluation

Submission of applications from the Maltese and Turkish applicants will be checked for eligibility by both Managing Authorities. The Lead Applicant will be required to submit a copy of the **Joint Application Form** and the **National Administrative Form** with relevant Annexes to the Council which may be downloaded from the [Council's website](#). Any discrepancies on either side or the failure to fulfill all requirements of the Call 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 and documentation may be required at the discretion of the Council.

Proposals that pass the eligibility check will then be scientifically evaluated by a joint scientific evaluation process in accordance with the stipulated evaluation criteria that may be found in the Call Text. A final decision on the projects to be funded will be taken by the Joint Committee based on the recommendations of an equal number of independent, external evaluators commissioned by both Managing Authorities.

6. Post Selection Process

6.1 The Grant Agreement

A Grant Agreement will be signed between the successful Applicant and the Council. This Agreement will serve as the basis for project funding and will regulate the transfer of funds to national beneficiaries. Hard copies of the Grant Agreement must be signed and endorsed by the respective legal representative(s) of the potential beneficiary within 15 days from the date on which the potential beneficiary receives them. Failure to endorse the Grant Agreement within the stipulated timeframe may result in the withdrawal of the offer for funding.

The Council reserves the right not to proceed with signing any Grant Agreement if the Council deems that doing so would be too high an exposure risk.

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 by the Council to publicise the award.

6.2 Start Date and End Date

The Project Lead partners shall decide on a common Start Date for the project. This information needs to be communicated to both Managing Authorities involved in the project, to ensure that the national contracts are synchronised to cover all periods of the project.

The pre-determined date as agreed will be stated in the Grant Agreement, in line with [Section 6.1](#). The earliest possible Start Date for projects will be fixed at the beginning of the contract

negotiations with the national funding organisations and should ideally be within the first 3 months since the publishing of the results.

In view of the 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 Grant Amount

The acceptance of an application does not automatically lead to an award of value that is equal to the amount requested by the applicant. The funding requested may be reduced based on the specific funding regulation applied. It should be noted that the grant amount foreseen by the agreement is a maximum which cannot be increased during Grant Agreement preparation with the Council.

6.4 Double Funding

Funding under this Call is made available on the basis that the Applicant has not benefited from any other grant or financial incentive of whatever nature, applied for and/or utilised for the same scope by the Council and/or other funding agencies as that for which funding is requested under this scheme. 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.

By signing the Grant Agreement, the Applicant will be 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 Council, prior to the signing of the Grant Agreement and as may arise during the implementation of the project.

7. Funding, Management and Progress Monitoring

7.1 Allocation and Disbursement of Funding

The Funding of the project shall be disbursed in the following manner, including both direct and indirect costs:

Pre-Financing	50%
Interim Financing	30%
Retention	20%

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. The Council will make an initial advance payment (pre-financing) of 50% of the due financial contribution and will include both direct and indirect costs.
2. The Project Contact Point will be required to submit a Technical and a Financial Interim Report to the Council with details of actual expenditure in the first half of the project, together with an updated forecast of projected expenditure for the remainder of the project. Both reports must be approved by the Council before proceeding with the project.
3. After the interim reporting is reviewed, the Council will calculate the next due financial contribution based on the Financial Report submitted. This contribution will be calculated as forecast eligible expenditure.
4. The Council shall retain 20% of the total project grant to be transferred only upon successful completion of the project. This is referred to as the Retention Money.
5. Following the termination of the project or expiry of the Grant Agreement, the Project Contact Point will be required to submit a Final Technical Report together with a Final Financial Report for the whole project. 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.
6. 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-spent amount to the Council within a specific timeframe, or as agreed to with the Council.
7. Any changes to the project objectives, work-packages or any other parameter committed to in the application, are to be communicated in writing with clear justification to the Council prior to the deadline. The written request will be referred to the Unit Director for approval. The Council will acknowledge receipt and endeavour

to reply in a timely manner so that the momentum of the project remains unaffected. Acceptance or otherwise of any changes shall be at the sole discretion of the Council and its decision shall be binding, final and irrevocable. Any other communication shall not be considered valid or binding.

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

7.2 Dissemination and Externalisation

All dissemination and publication of information in relation to the proposal selected for award is to commence following the signing of the Grant Agreement.

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

'Project <Project Name> financed by the Malta Council for Science and Technology (MCST) and the Scientific Technology Research Council (TÜBİTAK), through the MCST- TÜBİTAK 2024 Joint Call for R&I projects. This initiative is part of the PRIMA Programme supported by the European Union.'

Any websites or printed material related to the project should also include the Council, TÜBİTAK, PRIMA and the European Union logos. During the term of Agreement and for five (5) years thereafter.

The Applicant shall include and prominently feature the Council, TÜBİTAK, PRIMA and EU logos in any publicity related to the project.

All publicity material shall be vetted and approved by the Council before publication. 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 their own expense in the subsequent issue of the publication.

7.3 Reporting

An Interim **Technical Report** and **Financial Report** are to be presented to the Council at the mid-point of the project.

On the last day of the project, the Project Contact Point is required to submit an **End of Project Technical Report**. The **End of Project Audited Financial Report** covering the work and expenditure undertaken during the entire project shall need to be submitted up to 8 weeks from the stipulated end of project date.

The Project Contact Point shall also set a schedule for periodical progress meetings with the Council to take place. During such meetings, beneficiaries should verbally update the Council on progress via a presentation.

The following example is based on a project timeline of 24 months:

Meetings	Project Timeline*	Reports
Progress Meeting	Month 4	
Progress Meeting	Month 8	
Progress Meeting	Month 12	Interim Technical and Financial Report
Progress Meeting	Month 16	
Progress Meeting	Month 20	
Progress Meeting	Month 24	End of Project Technical Report
	Month 26	End of Project Financial Report

**The project timeline may vary according to the project duration.*

The Interim Technical and Financial Reports shall contain the following details:

- i. An overview of project activity and achievements compared with the originally submitted application.
- ii. An account of actual expenditure over the first half of the project compared with the originally submitted overall 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 remainder of the project.
- iv. An updated forecast of projected expenditure for the remaining half of the project.

The End of Project Technical and Financial Reports shall contain details i. – iv. above as well as the financial audited reports as per below.

The audit will consist of, at least, the following checks:

- i. Accounts
- ii. Physical inventory
- iii. Timesheets and payslips / employee contracts
- iv. Receipts for all equipment and consumables
- v. Bank statements for the Project Account

The beneficiary shall appoint an auditor to conduct a detailed financial audit, following the completion of the project. The Council reserves the right to appoint an auditor to audit the Project Financial Audit as submitted.

The Council may at any time request supplementary information and documentation on the projects and may request additional progress meetings. The Council may make such additional enquiries into a project as deemed necessary. Any required documentation not submitted within Interim reports or Final Reports, or documentation not submitted within the specified timeframes, may render the whole project ineligible, and may result in the Council recovering all funds disbursed across the project.

If the 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 beneficiary may be required to refund the Grant in part or in full. In any such event, the Council may also exclude a beneficiary from participating in future calls.

7.4 Accountability

Beneficiaries must keep a separate bank account or records, which must be clearly distinguishable from its other accounting records. All relevant expenses must be recorded in this account.

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

7.5 Project Extensions

Time extension requests are unlikely to be accepted unless these are due to extenuating circumstances that are deemed plausible and conditionally valid by the Council. Such circumstances need to be unavoidable, and partners need to provide evidence to the Council that all efforts and best practice project management have been undertaken to remedy the extraneous circumstances.

In exceptional cases, even though the Council may deem a request for extension as valid, this would need to be endorsed by TÜBİTAK, and vice versa. 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.

7.6 Budget Transfers

Applicants should note that:

- Transfers of project funds between line items **over the course of the project** that are cumulatively **less than 20% of the grant value are automatically eligible** provided that:
 - i. the limits mentioned in the Rules of Participation in [Section 4](#) are adhered to;
 - ii. expenses are exclusively used throughout the project lifetime to the sole benefit of the project;
 - iii. requested costs should be eligible as per Rules of Participation.
- Should transfers of project funds between line items be cumulatively **greater than 20% of the grant value, these will be considered as significant alterations to the proposal and will not be eligible.**

- Transfers of project funds should be discussed in the project progress meetings and reflected in the Project Financial Reports, mentioned in Section 7.3.

In case of local Maltese consortia, the 20% transfer limit is set for the grant value of the respective partner.

The structure of the line items will be as follows:

- Transfers between budget categories **will** always contribute to the 20% limit.
- Each manager will be considered as its own line item (transfers between managers **will** contribute to the 20% limit).
- Research personnel will be considered a single line item (transfers between research personnel will **not** contribute to the 20% limit).
- Equipment under €5,000 will be considered a single line item (transfers between equipment under €5,000 will **not** contribute to the 20% limit). However, each piece of equipment over €5,000 will be considered their own line items (transfers between equipment over €5,000 **will** contribute to the 20% limit).
- Subcontracted activities under €5,000 will be considered a single line item (transfers between subcontracting activities under €5,000 will **not** contribute to the 20% limit). However, subcontracting over €5,000 will be considered their own line items (transfers between subcontracting over €5,000 **will** contribute to the 20% limit).
- Consumables under €5,000 will be considered a single line item (transfers between consumables under €5,000 will **not** contribute to the 20% limit). However, consumables over €5,000 will be considered their own line items (transfers between consumables over €5,000 **will** contribute to the 20% limit).
- Travel will be considered a single line item (transfers between travel will **not** contribute to the 20% limit).
- Items listed under 'Other' will be considered their own line items (transfers between other costs **will** contribute to the 20% limit).

The term 'own line item' refers to a whole budget category whereas 'single line item' refers to one individual line item within a budget category.

Should an equipment/ subcontracting originally proposed to be over €5,000 but get reduced to less than €5,000 over the course of the project, this will still be considered as an individual line item. Should an item of equipment/subcontracting originally proposed to be less than €5,000, be increased to over €5,000 over the course of the project, this will alter to an individual line item.

For reference purposes, please find attached the above transfers in a tabular format:

Will contribute to the 20% limit	Will <u>not</u> contribute to the 20% limit
----------------------------------	---

Transfers between different budget categories	
Transfers between managers	Transfers between research personnel
Transfers between items of equipment (over €5,000)	Transfers between items of equipment (under €5,000)
Transfers between subcontracted activities (over €5,000)	Transfers between subcontracted activities (under €5,000)
Transfers between consumables (over €5,000)	Transfers between consumables (under €5,000)
	Transfers between travel activities

7.7 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.

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

7.8 Default

If the implementation of a project becomes impossible or if the beneficiary fails to implement it, the Council shall be entitled to take any- action it deems necessary, including, but not limited to, the withdrawal of funding for the project and the collection of refunds of the money already paid out. A similar course of action may be followed if a project is in default as a result of not meeting one or more of its obligations. Prior to taking any drastic action, the Council will provide a maximum of two notices indicating a rectification period of one month each.

7.9 Interpretation of Rules

This document endeavours to establish comprehensive and clear 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 or will extrapolate the rules as necessary through the setting up of an *ad hoc* committee.

These current Rules repeal any Rules previously issued and constitute exclusively the entire Rules issued by the council.

8. Confidentiality of Submissions

Unless otherwise indicated, all project application submissions except for the name of the entity, project contacts, title of proposal and the abstract shall be treated in strict confidence.

However, all project applications will be passed on in their entirety to the external evaluators and due diligence experts, who are bound by confidentiality and who shall also be required to declare that they do not have any conflict of interest in reviewing the individual proposals. Reports compiled as mandatory deliverables of the awarded R&I project or similar reports submitted by applicants on their own accord, may, at the discretion of the Council, be submitted in part or in their entirety to external evaluators. Evaluators are bound by confidentiality.

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

- i. The National Rules for Participation;
- ii. Data Protection Act (CAP 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 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'.

The MCST- TÜBİTAK 2024 Joint Call for Proposals is part of the PRIMA Programme supported by the European Union.

