

**National Administrative Form – MCST-TÜBİTAK 2022 Joint Call for R&I Proposals**

Version: 2

Issue Date: March 2022

**Notes to Applicants**

1. The official National Rules for Participation, Call Text and Joint Application Form can be downloaded from the [MCST’s website](http://mcst.gov.mt/mcst-news/mcst-tubitak2021/). Kindly ensure that this application form is filled in with reference to the National Rules for Participation 2022 for this scheme.
2. The National Administrative Form, Joint Application Form and any attached documents will be treated as confidential throughout and after the project appraisal process.
3. Only Application forms which are complete and that include all relevant supporting documents will be considered.
4. Only electronically filled in forms will be accepted. Should the forms be hand-written or should the format of the forms be altered, these will not be considered.
5. All responses must be clearly explained and substantiated.
6. A complete National Administrative Form along with all relevant annexes/supporting documents as well as a copy of the Joint Application Form must be submitted by the Lead Applicant of the Malta-based entity that intends to participate in the project consortium, to the Malta Council for Science and Technology (MCST) via email on [prima.mcst@gov.mt](mailto:prima.mcst@gov.mt). If the Maltese Project Consortium is made up of more than one applicant, the Lead Applicant must submit the Joint Application form and the National Administrative Form on behalf of the local project consortium. Corresponding annexes of Project Partners may be sent directly to MCST via email.
7. The deadline for submissionis**16th May 2022 at 23:59 CET.** Any submissions received after this date and time will be rejected.
8. This National Administrative Form will be evaluated, in combination with the Joint Application Form and all relevant supporting documents. Eligible applications will be subjected to an eligibility check and subsequent evaluation processes that may include a research type check of each task carried out by the local applicant if applying under Regulation B. The Council reserves the right to request further information should this be required.

## Lead Applicant

## Applicant Details

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| --- | --- |
| **Legal Name of Undertaking / Entity** | Click or tap here to enter text. |
| **Name of Department/Institute/Centre** (if applicable) | Click or tap here to enter text. |
| **E-mail address:** | Click or tap here to enter text. |
| **Website address:** | Click or tap here to enter text. |
| **VAT number** (not applicable for public entities)**:** | Click or tap here to enter text. |
| **Legal Form of Undertaking / Entity:** | Choose an item. |
| **Registration/Identification number** (not applicable for public entities)**:** | Click or tap here to enter text. |
| **Entity / Undertaking Size:** | Choose an item. |
| **Date Established (not applicable for public entities):** | Click or tap to enter a date. |
| **Business Activity** (please state NACE code):  A list of NACE Codes may be accessed by [clicking here](https://ec.europa.eu/eurostat/documents/3859598/5902521/KS-RA-07-015-EN.PDF). | Click or tap here to enter text. |
| **Principal Investigator / Project Contact Point 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. |

* 1. **Funding-related details**

|  |  |
| --- | --- |
| **Overall Project Value of Lead Applicant (i.e., sum of requested funding and own funding) (€)** | Click or tap here to enter text. |
| **Requested Aid Intensity (%)** | Click or tap here to enter text. |
| **Amount of Public Funding Requested (€)** | Click or tap here to enter text. |
| **Funding route chosen**  Please tick which State Aid Regulation you will be following.  Applicants may only opt for **one** option. Selecting more than one option will render the application ineligible.  More information is provided in the National Rules for Participation and the Council can also be contacted for further clarifications. | Regulation A (*de Minimis*) (Applicants shall need to fill in Annex I)  Regulation B (GBER) (Applicants shall need to fill in Annexes II, III, IV and V)  State Aid not applicable (Applicants shall need to sign the declaration provided in either Annex VI or Annex VII ) |
| **Start of Works** | I confirm that Start of Works will commence after the Grant Agreement signature. |

**Budget-related clarifications**

A full budget breakdown form (Annex VIII) and Curriculum Vitae (CV) of nominated internal personnel also need to be submitted with all applications, irrespective of State Aid Regulation (if at all). Enlisted costs in budget breakdown form must be eligible costs as per National Rules for Participation and should tally with the above-selected choice of State Aid Regulation (if at all). This shall be reviewed and subsequently be inserted in the Grant Agreement of successful projects. The Council can be contacted for assistance on filling in any of the Annexes and/or for clarifications.

**Please specify the Other Operating Expenses foreseen and any other comments you would wish to include:**

Please note that an end of project dissemination event is a mandatory deliverable. Cost for event shall thus need to be taken into consideration when planning the budget.

Click or tap here to enter text.

**Please specify the Subcontracted Activities foreseen and any other comments you would wish to include:**

Click or tap here to enter text.

**Please tick accordingly and choose only one (applicable only for applications under the State Aid route i.e. Regulation A or B):**

With this administrative form, I have annexed the memorandum of articles of Association (and any other corresponding amendments) or other constitutive documents as well as the audited financial statements for the last three (3) years.

I am a start-up, and the above documentation is not available. I am attaching the financial projections for three (3) years signed by an auditor, including:

* An income statement,
* A cash flow statement, and
* A statement of financial position

I hereby authorise the Council to obtain the memorandum of articles of Association or other constitutive documents as well as the audited financial statements for the last three (3) years through the Malta Business Registry (MBR).

Please note that other forms of documentation can be requested depending on the nature of the entity.

**2. Partner Applicant (if applicable)**

## Applicant Details

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| --- | --- |
| **Legal Name of Undertaking / Entity** | Click or tap here to enter text. |
| **Name of Department/Institute/Centre** (if applicable) | Click or tap here to enter text. |
| **E-mail address:** | Click or tap here to enter text. |
| **Website address:** | Click or tap here to enter text. |
| **VAT number** (not applicable for public entities)**:** | Click or tap here to enter text. |
| **Legal Form of Undertaking / Entity:** | Choose an item. |
| **Registration/Identification number** (not applicable for public entities)**:** | Click or tap here to enter text. |
| **Entity / Undertaking Size:** | Choose an item. |
| **Date Established (not applicable for public entities):** | Click or tap to enter a date. |
| **Business Activity** (please state NACE code):  A list of NACE Codes may be accessed by [clicking here](https://ec.europa.eu/eurostat/documents/3859598/5902521/KS-RA-07-015-EN.PDF). | Click or tap here to enter text. |
| **Partner Contact Point 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. |

1. **Funding-related details**

|  |  |
| --- | --- |
| **Overall Project Value of Lead Applicant (i.e., sum of requested funding and own funding) (€)** | Click or tap here to enter text. |
| **Requested Aid Intensity (%)** | Click or tap here to enter text. |
| **Amount of Public Funding Requested (€)** | Click or tap here to enter text. |
| **Funding route chosen**  Please tick which State Aid Regulation you will be following.  Applicants may only opt for **one** option. Selecting more than one option will render the application ineligible.  More information is provided in the National Rules for Participation and the Council can also be contacted for further clarifications. | Regulation A (*de Minimis*) (Applicants shall need to fill in Annex I)  Regulation B (GBER) (Applicants shall need to fill in Annex II,  State Aid not applicable (Applicants shall need to sign the declaration provided in either Annex III or Annex IV of this application form) |
| **Start of Works** | I confirm that Start of Works will commence after the Grant Agreement signature. |

**Budget-related clarifications**

A full budget breakdown form (Annex VIII) and Curriculum Vitae (CV) of nominated internal personnel also need to be submitted with all applications, irrespective of State Aid Regulation (if at all). Enlisted costs in budget breakdown form must be eligible costs as per National Rules for Participation and should tally with the above-selected choice of State Aid Regulation (if at all). This shall be reviewed and subsequently be inserted in the Grant Agreement of successful projects. The Council can be contacted for assistance on filling in any of the Annexes and/or for clarifications.

**Please specify the Other Operating Expenses foreseen and any other comments you would wish to include:**

Please note that an end of project dissemination event is a mandatory deliverable. Cost for event shall thus need to be taken into consideration when planning the budget.

Click or tap here to enter text.

**Please specify the Subcontracted Activities foreseen and any other comments you would wish to include:**

Click or tap here to enter text.

**Please tick accordingly and choose only one (applicable only for applications under the State Aid route i.e. Regulation A or B):**

With this administrative form, I have annexed the memorandum of articles of Association (and any other corresponding amendments) or other constitutive documents as well as the audited financial statements for the last three (3) years.

I am a start-up, and the above documentation is not available. I am attaching the financial projections for three (3) years signed by an auditor, including:

* An income statement,
* A cash flow statement, and
* A statement of financial position

I hereby authorise the Council to obtain the memorandum of articles of Association or other constitutive documents as well as the audited financial statements for the last three (3) years through the Malta Business Registry (MBR).

Please note that other forms of documentation can be requested depending on the nature of the entity.

## Other Declarations

## Personal Data Protection

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| |  |  | | --- | --- | | A. | Contact email address of the Data Protection Officer: dpo.mcst@gov.mt | | B. | The legal basis and purpose of processing:  The personal data collected by the Malta Council for Science and Technology (hereinafter ‘the Council) through all documentation submitted, and its subsequent processing by the Council to evaluate data subject’s request for aid under the Scheme is in line with:   1. The relevant National Rules for Participation of this Call. 2. Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs, by Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, and by Commission Regulation (EU) 2021/1237 of 23 July 2021 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, and as may be subsequently amended, (hereinafter referred to as the ‘General Block Exemption Regulation’), in the case of those projects submitted under Regulation B of the National Rules for Participation – State aid. 3. 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 1407/203 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments, in the case of those projects submitted under Regulation A of the National Rules for Participation – State aid. 4. 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). 5. 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 contrac*t’. | | C. | 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 National Rules for Participation and Article 12 of the General Block Exemption Regulations or Article 6 of the *de minimis* Regulation. In the case of projects which are not awarded, data collected by the Council as submitted by the data subject, shall need to be retained for the duration of the funding programme or of the programming period. | | D. | 1. Pursuant to the General Data Protection Regulation, 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.   To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.  Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:   * 1. Render one or more cost items or the Entity ineligible for assistance under the Scheme or render void the Grant Agreement issued in favour of the Entity for assistance under the Scheme in relation to this written application for aid;   2. Lead the Council to enforce a recovery of aid granted to the Entity as part of this written application for aid. | | E. | 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 Regulation for the Call, the General Block Exemption Regulation or the ‘*de minimis Regulation*’, 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. The use of the Scarlet database owned by Jobs Plus shall also be used to aid in the interpretation of the ‘enterprise size declaration’, the ‘undertaking in difficulty’ and the ‘de minimis declaration’ forms. | |  | For the purpose of monitoring of aid in line with Article 6 of the *de minimis* Regulations and Articles 11 and 12 of the General Block Exemption Regulation or where legally required, any data provided as part of this written application for aid may be shared with the European Commission. | |  | For any individual aid awarded in excess of €500 000 (or for beneficiaries active in primary agricultural production, each individual aid award for such production exceeding €60 000 and for beneficiaries active in the fishery and aquaculture sector, each individual aid award exceeding €30 000) as part of this written application for aid, the details of the Beneficiary, the awarded aid, and the project details shall be published as provided for in Article 9 of the General Block Exemption Regulation. | |  | 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. | | I. | Authorisation to engage with the Council on matters related to this application.  I the undersigned, as the legal representative of the Applicant Entity, authorise the following Legal Bodies and/or Natural Persons to act on my behalf with the Council concerning matters related to this written application for aid and any subsequent documentation exchanged between the two parties concerning the same written application for aid.   |  |  |  | | --- | --- | --- | | **Name of Legal Entity** | **Name and Surname of Natural Person granted authorisation(1)** | **E-mail address of party granted authorisation(2)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Note 1: Leave empty if authorisation is intended for 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. | | J. | |  |  | | --- | --- | | **Name and Surname of the person giving authorisation:** |  | | **E-mail address of the 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.* | | |  | | | |  |

## 4.2 Cumulation of Aid

The undersigned declares that aid approved under this incentive is in line with the terms and conditions set out in the National Rules for Participation and in line with Article 5 of 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, in the case of those projects submitted under Regulation A of the National Rules for Participation – State aid, or with Article 8 of Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, in the case of those projects submitted under Regulation B of the National Rules for Participation – State aid.

## 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. Such measures may include:

* Schemes administered by Malta Council for Science & Technology (MCST), Malta Enterprise, the Planning and Priorities’ Coordination Division (PPCD), the Measure and Support Division, the Tourism and Sustainable Development Unit (TSDU), JobsPlus, the Energy and Water Agency, and other government-funded schemes operated by other entities (such as JAMIE financial instrument).
* Schemes funded through Horizon 2020, ERDF, ESF and any other European Union programmes/instruments.

## Outstanding Recovery Order

The undersigned confirms that the applicant is not subject to an outstanding recovery order following a previous Commission decision declaring an aid illegal and incompatible with the internal market should be excluded from the scope of this Regulation.

## Transparency Obligations

For any individual aid awarded in excess of EUR 500,000 (or for beneficiaries active in primary agricultural production, each individual aid award for such production exceeding EUR 60,000 and for beneficiaries active in the fishery and aquaculture sector, each individual aid award exceeding EUR 30,000), the details of the beneficiary; the aid awarded; and the project details; shall be published as provided for in Article 9 of the COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, as amended.

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

## Additional declarations

|  |  |
| --- | --- |
| **Declarations of Lead Applicant** | |
| **I confirm that:**  The information given in this form is accurate to the best of my knowledge. I understand that if it is later established that the information is misrepresented, the application or funded project may be ineligible or terminated respectively. | I agree |
| I have read and I accept the terms and conditions stipulated within the declarations above and the National Rules for Participation and confirm that I agree with the eventual publication of personal data and project proposal content information of successful applicants, including the name of the 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 |
| **Name of Legal Representative:** |  |
| **Position in Entity:** |
| **Contact Details:** |
| **Signature of Legal Representative + Entity Stamp:** | **Date** |

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| --- | --- |
| **Declarations of Partner Applicant (if applicable)** | |
| **I confirm that:**  The information given in this form is accurate to the best of my knowledge. I understand that if it is later established that the information is misrepresented, the application or funded project may be ineligible or terminated respectively. | I agree |
| I have read and I accept the terms and conditions stipulated within the declarations above and the National Rules for Participation and confirm that I agree with the eventual publication of personal data and project proposal content information of successful applicants, including the name of the 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[[4]](#footnote-4) 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[[5]](#footnote-5) 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[[6]](#footnote-6) or excluded from participation in any Public and/or European Union funding scheme. | I agree |
| **Name of Legal Representative:** |  |
| **Position in Entity:** |
| **Contact Details:** |
| **Signature of Legal Representative + Entity Stamp:** | **Date** |

## 5. Check List of Attachments

The Lead Applicant must submit the following documents on behalf of the local project consortium by email to prima.mcst@gov.mt:

A **Joint Application Form** that is jointly completed by all project partners (Malta-based and Turkey-based) in MS Word (.docx) and PDF formats. **Compulsory.**

A signed copy of this **National Administrative form** in MS Word (.docx) and PDF formats completed by all Malta-based project partners. **Compulsory.**

A **Collaboration and Intellectual Property Agreement** signed by all project partners (Malta-based and Turkey-based). **Compulsory.**

Please ensure that the relevant annexes are completed by all Malta-based project partners and are submitted by the Lead Applicant with this application form. Annexes should be submitted based on which funding modality will be followed by each local applicant. Project Partners may choose to submit their annexes to the Lead Applicant or directly to MCST on prima.mcst@gov.mt. All annexes can be downloaded from the Council’s website and should be submitted along with this application form by the deadline. Partner Applicants can submit annexes directly to MCST.

**Annex I** De Minimis Form (for applications under Regulation A – *de minimis*)

**Annex II** Enterprise Size Declaration Form (for applications under Regulation B – GBER)

**Annex III** Undertaking in Difficulty Form (for applications under Regulation B – GBER)

**Annex IV** Effective Collaboration Declaration(for applications under Regulation B – GBER)

**Annex V** Research Type and Aid Intensity Form (for applications under Regulation B – GBER)

**Annex VI** Signed Declaration where State Aid is not applicable for Public Entities whose activity does not constitute an economic activity within the meaning of Article 107 TFEU (Excluding Public Research and Knowledge Dissemination Organisations)

**Annex VII** Signed declaration where State Aid is not applicable for Public Research and Knowledge Dissemination Organisations that do not carry out an economic activity within the meaning of Article 107 TFEU

**Annex VIII** Budget Breakdown Form

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)
4. *This Declaration does not extend to any traffic related offences where these have been made.* [↑](#footnote-ref-4)
5. *This Declaration does not extend to disqualification of any tender proposal due to technical reasons.* [↑](#footnote-ref-5)
6. *This Declaration does not extend to disqualification of any tender proposal due to technical reasons.* [↑](#footnote-ref-6)