

**Application Form – PRIMA Proposal Writing Assistance Scheme**

**Application Form**

Version: 3

Issue Date: January 2022

**Notes to Applicants**

1. The official National Rules for Participation can be downloaded from the [Council’s website](http://mcst.gov.mt/). Kindly ensure that this application form is filled in with reference to the National Rules for Participation 2022 for this scheme.
2. The Application Form and any attached documents will be treated as confidential throughout and after the appraisal process.
3. Only Application Forms which are complete and that include all relevant supporting documents will be evaluated.
4. Only electronically filled in application forms will be accepted. Should the application be hand-written or should the format of the application form be altered, the application form will not be evaluated.
5. All responses must be clearly explained and substantiated.
6. A complete Application Form must be submitted to the Malta Council for Science and Technology (MCST) via email on [prima.mcst@gov.mt](mailto:prima.mcst@gov.mt)
7. Deadline for submission of the application form is three weeks prior to the deadlines imposed by PRIMA for the submission of the pre-proposal i.e., submissions for this scheme must be received by the 22nd of February 2022 for Section 1 proposals and 1st of March 2022 for Section 2 proposals. 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 is issued by the Council as otherwise the costs will automatically be rendered ineligible. Thus, it is advisable that the application is sent well in advance in order to offer enough time for the engaged service provider to provide the desired outcome. Any submissions received after the respective date will be rejected.
8. Invoices and receipts for re-imbursement must be submitted by 30th November 2022.
9. This National Application Form will be evaluated as per the National Rules for Participation 2022. The Council reserves the right to request further information should this be required.

## 1. Applicant Details

* 1. Legal Name of Undertaking / Entity:

* 1. E-mail address:

* 1. Website address:

* 1. VAT Number (not applicable to public entities):

* 1. Legal Form of Undertaking / Entity:

Choose an item.

* 1. Registration/Identification Number (not applicable to public entities):

* 1. Entity / Undertaking Size:

Choose an item.

* 1. Date Established (not applicable for public entities):

Click here to enter a date.

* 1. Contact Point Information

**Name:**

**Designation:**

**Contact Number:**

**E-mail address:**

* 1. Business Activity

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| **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). |

**2. Pre-proposal Details**

2.1. Pre-Proposal Name:

2.2. Pre-Proposal Acronym:

2.4 List of Partners in the consortium (if already identified)

2.5 Start of Proposal Writing

I confirm that the writing of the PRIMA pre-proposal will not start before the Letter of Intent is issued by the Council, as otherwise costs will be automatically rendered ineligible.

2.6 Start of Works

I confirm that Start of Works will commence after Grant Agreement signature

**3. Applicable State Aid Regulation**

The PRIMA proposal writing assistance scheme will be implemented in line with the ***de Minimis*** Regulation. More information is provided in the National Rules for Participation and the Council can also be contacted for further clarifications.

If you deem that State Aid is not applicable, you will need to sign the declarations at the end of this application form (Appendix I/II). If the activities undertaken by the applicant are found to have State Aid implications, the applicant would need to follow State Aid regulations (See Appendix I/II).

**4. Type of Assistance Requested**

**Amount of funding requested (please include the relevant quotations with this application form)**

€

**5. Evaluation Process**

Please provide the necessary information in relation to the below four (4) evaluation criteria (any additional documentation to substantiate claims must be sent together with the application form).

**5.1** Proposed project idea is in line with one of the eligible PRIMA call topics and regulations of the 2020 Call.

Click or tap here to enter text.

**5.2** Profile of pre-identified consortium partners (if already identified), including their track record in relation to R&I projects as well as the diversity amongst the consortium partners (i.e. a healthy mix of academic, public and private partners). If consortium partners have been identified, letters of support need to be attached to this application form.

Click or tap here to enter text.

* 1. Attach 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.

*Please attach as part of this Application Form*

* 1. Applying entity profile / track record in relation to the undertaking of R&I projects

Click or tap here to enter text.

## 6. Declaration

## 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 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). This has now been 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. 3. Data Protection Act, Chapter 586 of the Laws of Malta and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation). 4. 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’. |
| 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 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 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 ‘*de minimis Regulation*’, the Council may share the data provided via this application with other Government Entities and expert evaluators, 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 ‘de minimis declaration’ forms. |
| F. | For the purpose of monitoring of aid in line with Article 6 of the *de minimis* Regulations or where legally required, any data provided as part of this written application for aid may be shared with the European Commission. |
| G. | 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. |
| H. | 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. |
| I. | |  |  | | --- | --- | | **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.* | | |  | | |

## 6.2 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 Cumulation Article 8 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.

**6.3 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.

## 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

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

## Additional declarations

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| **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 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 name of entity, project contacts, title of proposal and abstract. | I agree |
| I have never been found guilty by any competent Court in Malta or elsewhere of any crime[[1]](#footnote-1) and that I have never been adjudged bankrupt or insolvent by, or filed an application for insolvency before, any competent Court in Malta or elsewhere. | I agree |
| I have never been disqualified[[2]](#footnote-2) or excluded from participation in any Public Tender either by the Government of Malta or by the European Union or by any public entity in Malta. | I agree |
| I have never been disqualified[[3]](#footnote-3) or excluded from participation in any Public and/or European Union funding scheme. | I agree |
| **Name of Legal Representative:** |  |
| **Position in Entity:** |
| **Contact Details:** |
| **Signature of Legal Representative + Entity Stamp:** | **Date** |

## 8. Check List

Please ensure that the following documentation is attached to your application.

**Annex I** De Minimis Form

Proposals as per Section 5.3 of the Application Form

**APPENDIX I Declarations 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**

***To be completed by EACH ACADEMIC Entity Where State Aid is not applicable***

Name of Entity:

1. The entity is aware of the requirements of the Article 107 of the EC Treaty on the Functioning of the European Union in connection with state aid, and hereby declares that the activities being undertaken by it under this application for funding do not, by their nature, constitute an economic activity, in view of the fact that the entity is hereby procuring services hereunder, and is not providing a service/product for remuneration to third parties.
2. In respect of the eventual planned research that would be carried out (in the event that the proposal – as referred to in the application – is accepted for funding), the following applies:
3. This will be carried out in the context of its activities as a “research and knowledge dissemination organisation” as defined in the Commission Framework for State aid for research and development and innovation (2014/C198/02) paragraph 15(ee), which carries out a non-economic activity in line with the following:
   1. Primary activities of research organisations and research infrastructures, in particular:
      * Education for more and better skilled human resources which is not offered for remuneration;
      * Independent R&D for more knowledge and better understanding, including collaborative R&D where the public research organisation or research infrastructure engages in effective collaboration;
      * Wide dissemination of research results on a non-exclusive and non-discriminatory basis, for example through teaching, open-access databases, open publications or open software;
   2. Knowledge transfer activities, where they are conducted either by the entity (including its departments or subsidiaries) or jointly with, or on behalf of other such entities, and where all profits from those activities are reinvested in the primary activities of the entity. The non-economic nature of those activities is not prejudiced by contracting the provision of corresponding services to third parties by way of open tenders.
4. Furthermore, the entity intends to:
   1. Publicise widely the results of the research;
   2. License on non-discriminatory terms any Intellectual Property Rights (IPRs) resulting from the research at the market price for the said IPR;
   3. Any income from the licensing of IPR shall be reinvested in the primary educational and research activities of the Beneficiary;
   4. Appropriate procedures shall be established to prevent the direct or indirect support of economic activity in the meaning of chapter 2 of the Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (2016/C 262/01).
5. The entity understands that, should the eventual R&I activities (as described above) be found to be in breach of the conditions for being exempt from State Aid rules, the Managing Authority will enforce the retrieval of funds provided under the Proposal Writing Assistance scheme with interest, in part or in full, as the case may necessitate.
6. The entity shall abide by the Public Procurement Regulations (Subsidiary Legislation 601.03, Laws of Malta) in determining the third-party service provider it will engage under this application. The entity shall ensure that the said third-party service provider will have no right on the IPR generated from the eventual R&I project.
7. The entity shall further ensure that no conflict of interests (COI) arises in respect of the chosen third party service provider, with it being understood that a COI would exists if, e.g., the appointed third party service provider;

* Has been already involved in the preparation of the PRIMA proposal writing assistance scheme application form;
* Stands to benefit directly if the proposal is positively evaluated (excluding, for the avoidance of doubt, the provision of market research information to the entity);
* Has a family / personal relationship with any person representing the applicant; or
* Is a direct / trustee / partner of the applicant or involved in the management of the applicant’s entity or is an employee of the same entity.

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

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Name and Surname of Legal Representative

Date Click here to enter a date.

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

***To be completed by each Entity Where State Aid is not applicable AND WHOSE ACTIVITY DOES NOT CONSTIUTE AN ECONOMIC ACTIVITY AS PER ARTICLE 107 OF TFEU (EXCLUDING ACADEMIC ENTITIES)***

Name of Entity:

* + - * 1. The entity is aware of the requirements of the Article 107 of the EC Treaty on the Functioning of the European Union, in connection with state aid, and hereby declares that the activities being undertaken by it under this application for funding do not, by their nature, constitute an economic activity, in view of the fact that the entity is hereby procuring services hereunder, and is not providing a service/product for remuneration to third parties.
        2. In respect of the eventual planned research that would be carried out (in the event that the proposal – as referred to in the application – is accepted for funding), the following applies:

The entity intends to:

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

C. The entity understands that, should the eventual R&I activities (as described above) be found to be in breach of the conditions for being exempt from State Aid rules, the Managing Authority will enforce the retrieval of funds provided under the Proposal Writing Assistance scheme with interest, in part or in full, as the case may necessitate.

D. The entity shall abide by the Public Procurement Regulations (Subsidiary Legislation 601.03, Laws of Malta) in determining the third-party service provider it will engage under this application. The entity shall ensure that the said third-party service provider will have no right on the IPR generated from the eventual R&I project.

E. The entity shall further ensure that no conflict of interests (COI) arises in respect of the chosen third party service provider, with it being understood that a COI would exists if, e.g., the appointed third party service provider;

* Has been already involved in the preparation of the PRIMA proposal writing assistance scheme application form;
* Stands to benefit directly if the proposal is positively evaluated (excluding, for the avoidance of doubt, the provision of market research information to the entity);
* Has a family / personal relationship with any person representing the applicant; or
* Is a direct / trustee / partner of the applicant or involved in the management of the applicant’s entity or is an employee of the same entity.

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

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Name and Signature of Legal Representative

Date Click here to enter a date.

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)