



# **PRIMA Proposal Writing Assistance Scheme 2022**

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## **National Rules for Participation – State Aid**

**Version: 4**  
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## 1. Introduction

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Funding Party: Malta Council for Science and Technology for and on behalf of the Foundation for Science and Technology,  
Villa Bighi, Kalkara, KKR 1320  
Malta

### 1.1 Scope and Focus

The Partnership for Research and Innovation in the Mediterranean Area (PRIMA) is an initiative launched by 19 Euro-Mediterranean Countries, including 11 EU States (Croatia, Cyprus, France, Germany, Greece, Italy, Luxembourg, Malta, Portugal, Slovenia and Spain) and 8 non-EU Countries (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Tunisia and Turkey) to participate in a EU joint research and innovation programme funding R&I projects in the field of Water Management, Sustainable Agriculture and Food.

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

### 1.2 National Contact Point

Correspondence should be directed to:

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

### 1.3 Definitions

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

**Arm's length** 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. Having family ties or a personal relationship between the service provider and the applicant will lead to a breach of the arm length principle.

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

**Eligible undertakings** are defined as undertakings planning to carry out Fundamental, Industrial Research or Experimental Development projects that are eligible to apply for assistance under this scheme. In order to be eligible, applicants must additionally satisfy the following criteria. They must be either: a) a partnership constituted under the Companies Act, being a partnership en nom collectif, en commandite; or b) a limited liability company; or c) be duly registered as a co-operative society under the Co-Operative Societies Act, d) professional body; e) self-employed; f) NGOs; g) Non-profit making entities (including Foundations).

'Professional Body' may be an organisation, an association, a chamber, society, institute or a group of professional persons not being enrolled or registered in terms of The Voluntary Organisations Act (Cap. 492 of the Laws of Malta) or not being otherwise recognised in terms of Law, and which is generally recognised and acknowledged by the professional persons it seeks to represent as their

representative Body. For the purposes of this Definition, a professional person is one who has undergone a period of study at a university or a recognised institution of higher learning and has obtained the formal qualification entitling the person to practise the respective profession; and who provides a specialised service to the public, based primarily on a fiduciary relationship between herself/himself and the party to whom s/he provides such service on his own personal credibility and responsibility.

'Self-employed' as registered with Jobsplus.

'NGO' means any Voluntary or Non-Governmental Organisation set up in accordance with The Voluntary Organisations Act (Cap. 492 of the Laws of Malta).

'Non-profit making' is an entity where (a) the statute of the entity contains an express exclusion of the purpose to make profits; and (b) there is express provision in the statute defining the purposes of the entity which do not include the promotion of private interests, other than a private interest which is a social purpose; and (c) no part of the income, capital or property is available directly or indirectly to any promoter, founder, member, administrator, donor or any other private interest. Provided that if a promoter, founder, member, administrator or donor is another enrolled non-profit making organisation, the limitation in paragraph (c) shall not apply provided the availability of such income, capital or property is subject to conditions which are consistent with the general purposes of the grantor entity: Provided further that an organisation shall continue to be deemed as non-profit making notwithstanding that: (i) it obtains a pecuniary gain from its activities when such gain is not received or credited to its members but is exclusively utilised for its established purposes; (ii) it buys or sells or otherwise deals in goods or services where such activities are exclusively related to its principal purposes; (iii) it is established for the general entertainment, pastime, education or other similar benefit only of its members; or (iv) it is established for the promotion of the social role, ethics, education and values of a trade or profession provided it does not promote the private interests of its members.

**Letter of intent** is a document outlining the understanding between two or more parties which provides the basis for future legally binding agreements (in this case, an official letter of approval). Re-imbursment of funds is subject to satisfying the criteria listed in Section 2.2 of the national rules.

**Operating base in Malta** means if the legal entity:

- a. owns, leases, or has been given the right of use by a third party, an adequate premise from where to conduct an eligible economic activity in the region of Malta;
- and
- b. employs at least one person that is based in Malta and is liable to pay income tax in Malta.

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

**Project Coordinator** is one of the beneficiaries of a transnational project consortium that is appointed as the single point of contact between the PRIMA office and/or the funding bodies and the consortium partners from proposal submission to project end. He/she will have the responsibility of ensuring that all the partners involved in the consortium are eligible and supervises the project workflow with the help of WP leaders. Additionally, he/she will be required to submit the project application on behalf of the consortium and must also compile and submit reports / deliverables to the PRIMA office and/or the funding bodies.

**Principal Investigator** is the local beneficiary of a transnational project consortium. May be the same as the Project Coordinator and/or the Project Contact Point.

**Research and knowledge-dissemination organisation** means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organised under public or private law) or way of

financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer. Where such entity also pursues economic activities the financing, the costs and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, in the quality of, for example, shareholders or members, may not enjoy preferential access to the results generated by it.

**Single Undertaking** includes all enterprises having at least one of the following relationships with each other:

- i. One enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- ii. One enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- iii. One enterprise has the right to exercise a dominant influence on another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- iv. One enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (i) to (iv) above through one or more other enterprises shall be considered to be a single undertaking,

**Undertaking** covers any entity engaged in an economic activity within the meaning of Article 107 TFEU, regardless of its legal status and the way in which it is financed.

## **2. Eligibility for Participation**

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### **2.1 Applicant eligibility**

Any Eligible Undertaking, with an operating base in Malta, as defined in Section 1.3, 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.

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

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 which will have been at any time prior to such application declared as non-compliant or defaulting on any other contract or agreement entered into with the Council, shall be automatically declared as inadmissible.

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

## 2.2 Application eligibility

An application is considered eligible for funding if:

- The submitted pre- / full proposal is successfully submitted through the PRIMA online submission platform
- The National Application Form is successfully submitted to the Council by the imposed deadline. The National Application Form submitted shall need to be complete and also includes all the relevant supporting documents.
- The submitted pre- / full proposal shall need to be coordinated by an eligible undertaking that satisfies the eligibility criteria of Section 2.1
- The submitted pre- / full proposal shall need to satisfy the eligibility criteria found in both the National Rules for the Section 2 2022 Calls, the eligibility criteria imposed by the PRIMA secretariat as well as that of the other foreign partners in the consortium.

If these eligibility criteria are not met, no re-imburement of funds will take place.

## 2.3 Exclusions

No support may be provided to undertakings engaged in activities specifically excluded under the applicable State Aid regulations (*vide* Section 5).

## 3. Submission of Applications

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### 3.1 Application Process

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

### 3.2 Submission Deadline

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 22<sup>nd</sup> of February 2022 for Section 1 proposals and 1<sup>st</sup> 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 signed by the Council, as otherwise the costs will be rendered ineligible. Thus, it is advisable that the application form of the Proposal Writing Assistance Scheme is sent well in advance of the deadline in order to offer enough time for the engaged service provider to provide the desired outcome. Any submissions received after the respective dates will be rejected.

### 3.3 Budget

The total maximum budget available for the running of this scheme is €25,000. If the budget is exhausted prior to the submission deadline/s, the scheme will be automatically closed for the year. The amount of funds provided to per pre- / full proposal to a service provider, must be equivalent to the current market prices for such a service (quoting separately for the pre-proposal and full proposal respectively). The

applicant shall need to provide the Council with three quotations for the service. The cheapest option shall need to be chosen (except for specific scenarios where the cheapest option is not possible. In such cases, a justification shall need to be provided and is subject to prior approval from the Council).

## 4. Eligible Costs

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

The costs incurred for the writing of the pre-proposal and full proposal need to be quoted separately. The costs for assistance to write pre-proposals will be reimbursed at 100% up to a maximum of € 3,000, on a *first come first serve* basis. Consortia that are invited to Stage 2 are eligible to be reimbursed for costs associated with assistance to write full proposals at an aid intensity of 100%, on a *first come first serve* basis. Expenses related to recoverable value added tax are considered as ineligible costs.

The re-imbusement of each stage will take place separately subject to the following confirmations for each stage:

- Pre- / full proposal is submitted and coordinated by an eligible undertaking with an operating base in Malta
- Pre- / full proposal has met the eligibility criteria of PRIMA Call 2022 National Rules for Participation (not applicable for Section 1 submissions).
- Pre- / full proposal has met the eligibility criteria of the National Rules of the other participating countries (not applicable for Section 1 submissions)
- Pre- / full proposal has met the eligibility criteria of the PRIMA secretariat

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

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

- stands to benefit directly if the proposal is positively evaluated. Providing market research information to the applicant will not be considered a COI
- the costs incurred for the service provider do not meet the conditions outlined in the arm's length principle
- is a director / trustee / partner of the applicant or involved in the management of the applicant's entity or is an employee of the same entity

The PRIMA proposal writing assistance scheme will be implemented in line with the **de Minimis** Regulation and is subject to the state aid clauses defined in Section 5.

## 5. Applicable State Aid Regulation

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Assistance provided under these National Rules for Participation is in line with the [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 \(the de minimis Regulation\).](#), as amended by [Commission Regulation \(EU\) 2020/972 of 2 July 2020, amending Regulation \(EU\) No 1407/2013 as regards its prolongation and amending Regulation \(EU\) No 651/2014 as regards its prolongation and relevant adjustments.](#)

The total amount of *de minimis* aid granted to a single undertaking shall not exceed the amount of €200,000 over any period of three consecutive fiscal years. The total amount of *de minimis* aid granted to a single

undertaking performing road freight transport for hire or reward shall not exceed €100 000 over any period of three fiscal years. Applicants should ensure and declare that they are eligible for the requested grant under State Aid rules before applying.

This aggregate maximum threshold applies in principle to all economic sectors with the exception of the road transport, agriculture and fisheries sectors for which different thresholds and criteria apply. This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this aid scheme and any other State aid measure granted under the *de minimis* rule including that received from any entity other than the Malta Council for Science and Technology. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The *de minimis* declaration form must be filled in and submitted together with the application form. For successful applications, an updated declaration form shall be provided at the time of the signing of the Grant Agreement, ensuring that the applicant remains eligible for funding under the State Aid regime.

Assistance approved under this aid scheme is NOT:

- i. Aid granted to undertakings active in the fishery and aquaculture sector, as covered by Council Regulation (EC) No. 104/2000;
- ii. Aid granted to undertakings active in the primary production of agricultural products;
- iii. Aid granted to undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
  - a. Where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;
  - b. Where the aid is conditional on being partly or entirely passed on to primary producers;
- iv. Aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;
- v. Aid contingent upon the use of domestic over imported goods;
- vi. Aid for the acquisition of road freight transport vehicles granted to undertakings performing road freight transport for hire or reward.

Where an undertaking is active in the sectors referred to in points (i), (ii) and (iii) above as well as in other sectors falling within the scope of the *de minimis Regulation*, the Council will ensure a separation of the activities or distinction of costs. Only those sectors eligible for assistance under the *de minimis Regulation* will be assisted. Activities in the sectors excluded from the scope of the *de minimis Regulation* will not benefit from assistance under this aid scheme.

In terms of Article 5 of the *de minimis Regulation*, *de minimis* aid granted under this initiative may be cumulated with *de minimis* aid granted in accordance with Commission Regulation (EU) No 360/2012 up to the ceiling laid down in that Regulation. It may be cumulated with *de minimis* aid granted in accordance with other *de minimis* regulations up to the relevant ceiling fixed in terms of these National Rules for Participation.

*De minimis aid* approved under this initiative shall not be cumulated with State aid in relation to the same eligible costs or with State aid for the same risk finance measure, if such cumulation would exceed the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption regulation or a decision adopted by the European Commission. *De minimis aid* which is not granted for or attributable to specific eligible costs may be cumulated with other State aid granted under a block exemption regulation or a decision adopted by the Commission.



## 6. Evaluation

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The applications received will be evaluated on the following criteria:

- Proposed project idea is in line with one of the eligible PRIMA call topics and regulations of the 2022 Call
- Profile of pre-identified consortium partners (if already identified), including their track record in relation to R&I projects as well as the diversity amongst the consortium partners (i.e. a healthy mix of academic, public and private partners). If consortium partners have been identified, letters of support need to be sent together with the application form
- A proposal of at least 3 potential proposal writers or consulting services providers (depending on the level of assistance required) together with their proven track record including a list of other European funded projects that they have supported in the past
- Applying entity profile / track record in relation to the undertaking of R&I projects

## 7. Post-selection Phase

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

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

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

## 8. Interpretation of Rules

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This document endeavours to establish comprehensive and unambiguous rules governing participation in this initiative. However, should circumstances arise where the rules are inadequate, unclear, ambiguous or conflicting, the Council shall exercise its discretion in the interpretation of the rules through the setting up of an *ad hoc* committee.

## 9. Confidentiality of Submissions

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

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

- i. The National Rules for Participation;
- ii. 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 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments.

- iii. 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).
- iv. 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’.

Further information may be found within the National application form.