

FRONTEX RESEARCH GRANTS PROGRAMME

CALL FOR PROPOSALS **2022/CFP/RIU/01 – NOVEL TECHNOLOGIES FOR BORDER MANAGEMENT (OPEN THEME)**

Annex 2 – Grant Application Form for multiple co-applicants

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# General information and instructions

## Programme concerned and reference number of the Call

|  |  |
| --- | --- |
| **PROGRAMME CONCERNED** | FRONTEX RESEARCH GRANTS PROGRAMME |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** | **2022/CFP/RIU/01** |
| **TITLE OF THE CALL** | **NOVEL TECHNOLOGIES FOR BORDER MANAGEMENT (OPEN THEME)** |

## Instructions on how to fill-in this form

### General instructions

* Before filling in this **Grant Application Form**, please read carefully the relevant Call for Proposals and any other reference documents related to this grants programme available for download on the Frontex webpage dedicated to Grants: <https://frontex.europa.eu/about-frontex/grants/> under the relevant section identified as follows:
* ***Title of Call for Proposals: Frontex Research Grants Programme - Novel Technologies for Border Management (Open Theme)***
* ***Reference number: 2022/CFP/RIU/01.***
* This Grant Application Form includes **five Annexes**, as listed in [section 9](#_List_of_annexed).
* The **templates** for this form and all its Annexes are available for download under the above-mentioned webpage, and contain proper information on how to fill them in. Only these templates must be used by the applicants to prepare the application. No other templates are allowed to be used, and the structure of the templates cannot be altered or manipulated by the applicants (they must contain all their parts).
* The **Table** below summarises the set of documents needed for the application, the filenames of the templates to be used, the filenames of the files to be submitted to Frontex, and short (non-exhaustive) recommendations on their preparation.
* The **Legal Representatives** of all the co-applicants other than the Coordinator shall mandate the **Legal Representative of the Coordinator**[[1]](#footnote-2) to sign, in their names and on their behalf, this Grant Application Form, by a **Letter of Mandate** ([Annex 2.1](#_List_of_annexed)).
* This Grant Application Form and all its Annexes must be **properly filled-in in all their sections**:
  + electronically in English;
  + in accordance with the requirements set in the Call for Proposals;
  + following the instructions provided within each of them.
* The information provided in this Grant Application Form and its Annexes must be **complete and correct**, and in accordance with the requirements set in the Call for Proposals and it Annexes. The applicants are responsible for the information provided and for ensuring that all the information is complete and correct before submitting the application.
* Once completed, dated and signed, this Grant Application Form must be **converted to a pdf file** (which must be searchable in text content) named as: **Annex2\_GAF\_Multi.pdf**
* Please make sure that this Grant Application Form:
* is submitted on the correct form, completed in full (including all its Annexes) and dated;
* is signed by the **Legal Representative of the Coordinator**;
* presents a budget in conformity with the funding rules;
* meets the submission arrangements set out in the Call for Proposals – section 14;
* is submitted by the **Contact Person of the Coordinator[[2]](#footnote-3)**, along with all its Annexes, by the deadline.
* The Evaluation Committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal.
* By submitting a proposal, the applicants accept that, in case of award, certain data like their names, localities and amounts (amongst others) will be published.
* A checklist for the overall application process is included here in [section 10](#_Checklist_for_the) to facilitate a final conformity check by the applicants before submitting this Grant Application Form and its Annexes to Frontex.

| Set of documents needed for an application submitted by multiple co-applicants | | |
| --- | --- | --- |
| Name of Document and corresponding Annex to the Call for Proposals | Filename of the template to be used | Name of file to be submitted and recommendations |
| **Grant Application Form**  Annex 2 – Grant Application Form for multiple co-applicants | **Annex2\_GAF\_Multi.docx** | **Annex2\_GAF\_Multi.pdf**   * Fill-in electronically following the instructions included in the template. * Once filled-in, dated and signed only by the **Legal Representative of the Coordinator**, please produce a pdf file named as above. * If hand-signed, keep the hand-signed paper version in your records. |
| **Letter of Mandate**  Annex 2.1 – Letter of Mandate | **Annex2-1\_Letter\_of\_Mandate.docx** | **Annex2-1\_Letter\_of\_Mandate.pdf**   * Each of the co-applicants, except the Coordinator, has to fill-in **a separate form** electronically following the instructions included in the template. * Once each form has been filled-in, dated and signed (**in duplicate**) separately by the **Legal Representative of the respective co-applicant (except the Coordinator)**, please scan only one of the duplicates and produce a **single pdf file** named as above. * The single pdf file must include the forms filled-in by all the co-applicants (except the Coordinator). * Keep the original hand-signed paper versions in your records. |
| **Legal Entity Form**  Annex 2.2 – Legal Entity Form | **Annex2-2\_Legal\_Entity.pdf** | **Annex2-2\_Legal\_Entity.pdf**   * Each of the co-applicants has to fill-in **a separate form** electronically following the instructions included in the template. * Once filled-in, stamped, dated and signed separately by the **Legal Representative of the respective co-applicant**, please scan them (including all the required attachments) and produce a single pdf file named as above. * The single pdf file must include the forms filled-in by all the co-applicants and, for each of them, all the required attachments. * Keep the hand-signed paper versions in your records. |
| **Financial Identification Form**  Annex 2.3 – Financial Identification Form | **Annex2-3\_Financial\_Id.pdf** | **Annex2-3\_Financial\_Id.pdf**   * The **Coordinator only** has to fill-in the form electronically following the instructions included in the template. * Once filled-in, stamped, dated and signed by the **Bank Representative** (if required) **and the Account Holder of the Coordinator**, please scan it (including all the required attachments) and produce a single pdf file named as above. * The single pdf file must include all the required attachments. * Keep the hand-signed paper version in your records. |
| **Declaration on Honour**  Annex 2.4 – Declaration on Honour for multiple co-applicants | **Annex2-4\_DoH\_Multi.docx** | **Annex2-4\_DoH\_Multi.pdf**   * The **Coordinator only** has to fill-in the form electronically following the instructions included in the template. * Once filled-in, dated and signed only by the **Legal Representative of the Coordinator,** please produce a single pdf file named as above. * The single pdf file must include all the required attachments (if there are). * If hand-signed, keep the hand-signed paper versions in your records. |
| **Estimated Budget**  Annex 2.5 – Estimated Budget for multiple co-applicants | **Annex2-5\_Estimated\_Budget\_Multi.xlsx** | **Annex2-5\_Estimated\_Budget\_Multi.xlsx**   * Fill-in electronically following the instructions included in the template. * It must include the estimated budgets of each of the co-applicants, and the overall project’s consolidated estimated budget. * Do not convert the file into a pdf, leave it in its native xlsx format. |

### Instructions on how to draft the description of the action

This paragraph contains specific guidelines on how to draft the Description of the Action (DoA) contained in [section 4](#_Description_of_the) of this Grant Application Form; please make sure you carefully read it before drafting your DoA.

The structure of the paragraphs contained in [section 4](#_Description_of_the) must be followed when preparing the DoA. This section has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the Evaluation Committee to make an effective assessment against the evaluation criteria (see Call for Proposals section 9). Sections [4.2](#_Excellence), [4.3](#_Scope_of_the) and [4.4](#_Implementation) each correspond to an evaluation criterion.

Please be aware that the proposed actions will be evaluated as they were submitted, not based on their potential if certain changes were to be made. This means that only actions that successfully address all the required aspects during the evaluation process will have a chance of being funded. There will be no possibility for significant changes to content or budget during grant preparation.

**Page limit**: [**section 4**](#_Description_of_the) **in all, should not be longer than 25 pages, and not shorter than 15 pages. All tables, figures, references and any other elements pertaining to this section must be included as an integral part of the section and are thus counted against this page limit**.

In each paragraph of [section 4](#_Description_of_the) there are information and instructions to guide you in correctly completing it and providing the required information. All information and instructions are in blue text. Please remove this text once you correctly completed these paragraphs. Do not change the headings (in **blue**) and all text in black or white.

If you submit a Grant Application Form where [section 4](#_Description_of_the) is longer than the specified limit, excess pages (in an over-long DoA) will be deleted by Frontex before the evaluation and will not be taken into consideration by the Evaluation Committee. Please take into account that [section 4](#_Description_of_the) is intended as a self-contained document. The Evaluation Committee will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.

The following formatting conditions apply to the body text and the text in tables in [section 4](#_Description_of_the):

* + - * Font Type and colour: Trebuchet MS (Windows platforms), black colour.
      * Font size: The minimum font size allowed is 9 points, the maximum is 10 points.
      * Character and Line spacing: Standard character spacing and a minimum of single line spacing is allowed.
* Page size and margins: must be as in this Grant Application Form (not to be changed in its layout for page size and margins).
  + - * Text elements other than the body text and the text in tables, such as footnotes, captions, formula's, may deviate from the indications above, but must be legible.

# Information on the applicants

## References of the applicants

### Applicant No 1 (Coordinator)

|  |  |  |
| --- | --- | --- |
| **2.1.1.1 IDENTITY OF THE APPLICANT** | | |
| Official name in full |  | |
| Acronym  (if applicable) |  | |
| Official legal form | Non-Profit Private Law Body (100% privately financed)  Non-Profit Public Law Body (100% publicly financed)  Non-Profit Public-Private Body (publicly co-financed) | |
| Legal personality[[3]](#footnote-4) | YES  NO | |
| **In case you answered with "NO":**  For entities with no legal personality under national law please indicate here the representative empowered to sign contracts and take part in court proceedings on their behalf.  However, be aware that, as stated in the Call for Proposals – section 6.1, entities which do not have legal personality **are not eligible** for funding under this call. |  |
| Place of establishment or registration (Address and country) |  | |
| Entity registration number  (Not applicable if the applicant is a public-sector body) |  | |
| VAT number  (If applicable) |  | |

The legal details are attached in the respective **Legal Entity Form** ([Annex 2.2](#_List_of_annexed)).

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1.1.2 CONTACT DETAILS** | | | |
| Street address |  | | |
| Postcode |  | | |
| City |  | | |
| Region (if applicable) |  | | |
| Country |  | | |
| Telephone | + | Mobile | + |
| Fax |  | | |
| E-mail address |  | | |
| Website |  | | |

Any change in the addresses, phone numbers, fax numbers or e-mails, must be notified in writing to the Authorising Officer. The Authorising Officer will not be held responsible in the event that it cannot contact an applicant.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.1.1.3 CONTACT PERSON** RESPONSIBLE FOR THE PROPOSAL | | | | | |
| This is the person authorised by the Coordinator to submit this application on its behalf and to act as single point of contact between the Coordinator and Frontex for any administrative and/or technical matters related to this application and, if the grant is awarded, to the project implementation. This person will be contacted by Frontex concerning the proposal (e.g. for additional information, invitation to meetings, sending of evaluation results, convocation to start grant preparation).  Being this an application submitted by multiple co-applicants, the Contact Person for the Coordinator is the primary contact person for Frontex. | | | | | |
| Family name |  | | | | |
| First name |  | | | | |
| Position/Function |  | | | | |
| Telephone | + | Mobile | | + | |
| Fax |  | | | | |
| E-mail address |  | | | | |
| **2.1.1.4 LEGAL REPRESENTATIVE** (PERSON AUTHORISED TO SIGN THE AGREEMENT) | | | | | |
| This is the person authorised by the Coordinator to sign the Grant Agreement if the grant is awarded in relation to this application, and responsible for signing any legal binding documents related to Frontex Research Grants on behalf of the Coordinator.  Being this an application submitted by multiple co-applicants, the Legal Representative of the Coordinator will legally represent all the co-applicants by virtue of the specific mandate. | | | | | |
| Family name |  | | | | |
| First name |  | | | | |
| Position/Function/Mandate |  | | | | |
| Telephone | + | | Mobile | | + |
| Fax |  | | | | |
| E-mail address |  | | | | |

### Applicant No 2

|  |  |  |
| --- | --- | --- |
| **2.1.2.1 IDENTITY OF THE APPLICANT** | | |
| Official name in full |  | |
| Acronym  (if applicable) |  | |
| Official legal form | Non-Profit Private Law Body (100% privately financed)  Non-Profit Public Law Body (100% publicly financed)  Non-Profit Public-Private Body (publicly co-financed) | |
| Legal personality[[4]](#footnote-5) | YES  NO | |
| **In case you answered with "NO":**  For entities with no legal personality under national law please indicate here the representative empowered to sign contracts and take part in court proceedings on their behalf.  However, be aware that, as stated in the Call for Proposals – section 6.1, entities which do not have legal personality **are not eligible** for funding under this call. |  |
| Place of establishment or registration (Address and country) |  | |
| Entity registration number  (Not applicable if the applicant is a public-sector body) |  | |
| VAT number  (If applicable) |  | |

The legal details are attached in the respective **Legal Entity Form** ([Annex 2.2](#_List_of_annexed)).

The Contact Details of the applicant and its Legal Representative are included in the respective **Letter of Mandate** ([Annex 2.1](#_List_of_annexed)).

Any change in the addresses, phone numbers, fax numbers or e-mails, must be notified in writing to the Authorising Officer. The Authorising Officer will not be held responsible in the event that it cannot contact an applicant.

### Applicant No 3

|  |  |  |
| --- | --- | --- |
| **2.1.3.1 IDENTITY OF THE APPLICANT** | | |
| Official name in full |  | |
| Acronym  (if applicable) |  | |
| Official legal form | Non-Profit Private Law Body (100% privately financed)  Non-Profit Public Law Body (100% publicly financed)  Non-Profit Public-Private Body (publicly co-financed) | |
| Legal personality[[5]](#footnote-6) | YES  NO | |
| **In case you answered with "NO":**  For entities with no legal personality under national law please indicate here the representative empowered to sign contracts and take part in court proceedings on their behalf.  However, be aware that, as stated in the Call for Proposals – section 6.1, entities which do not have legal personality **are not eligible** for funding under this call. |  |
| Place of establishment or registration (Address and country) |  | |
| Entity registration number  (Not applicable if the applicant is a public-sector body) |  | |
| VAT number  (If applicable) |  | |

The legal details are attached in the respective **Legal Entity Form** ([Annex 2.2](#_List_of_annexed)).

The Contact Details of the applicant and its Legal Representative are included in the respective **Letter of Mandate** ([Annex 2.1](#_List_of_annexed)).

Any change in the addresses, phone numbers, fax numbers or e-mails, must be notified in writing to the Authorising Officer. The Authorising Officer will not be held responsible in the event that it cannot contact an applicant.

### Applicant No 4

|  |  |  |
| --- | --- | --- |
| **2.1.4.1 IDENTITY OF THE APPLICANT** | | |
| Official name in full |  | |
| Acronym  (if applicable) |  | |
| Official legal form | Non-Profit Private Law Body (100% privately financed)  Non-Profit Public Law Body (100% publicly financed)  Non-Profit Public-Private Body (publicly co-financed) | |
| Legal personality[[6]](#footnote-7) | YES  NO | |
| **In case you answered with "NO":**  For entities with no legal personality under national law please indicate here the representative empowered to sign contracts and take part in court proceedings on their behalf.  However, be aware that, as stated in the Call for Proposals – section 6.1, entities which do not have legal personality **are not eligible** for funding under this call. |  |
| Place of establishment or registration (Address and country) |  | |
| Entity registration number  (Not applicable if the applicant is a public-sector body) |  | |
| VAT number  (If applicable) |  | |

The legal details are attached in the respective **Legal Entity Form** ([Annex 2.2](#_List_of_annexed)).

The Contact Details of the applicant and its Legal Representative are included in the respective **Letter of Mandate** ([Annex 2.1](#_List_of_annexed)).

Any change in the addresses, phone numbers, fax numbers or e-mails, must be notified in writing to the Authorising Officer. The Authorising Officer will not be held responsible in the event that it cannot contact an applicant.

## Bank details of the Coordinator

The bank details of the Coordinator are attached in the **Financial Identification Form** (Annex 2.3)

## Profile of the applicants

### Applicant No 1 (Coordinator)

|  |  |
| --- | --- |
| **2.3.1.1 GENERAL AIMS AND ACTIVITIES** | |
| Year of foundation |  |
| The applicant shall state its legal status by ticking only one of the options | Research Organisation[[7]](#footnote-8)  Academic Institution[[8]](#footnote-9) |
| Description of the organisation | |
| The applicant No 1 (Coordinator) should provide here a short description of its organisation. Please include concise information on the organisation suitable to demonstrate that the applicant satisfies the eligibility criteria for the “categories of entities” indicated in the Call for Proposals – paragraph 6.1. | |

### Applicant No 2

|  |  |
| --- | --- |
| **2.3.2.1 GENERAL AIMS AND ACTIVITIES** | |
| Year of foundation |  |
| The applicant shall state its legal status by ticking only one of the options | Research Organisation  Academic Institution |
| Description of the organisation | |
| The applicant No 2 should provide here a short description of its organisation. Please include concise information on the organisation suitable to demonstrate that the applicant satisfies the eligibility criteria for the “categories of entities” indicated in the Call for Proposals – paragraph 6.1. | |

### Applicant No 3

|  |  |
| --- | --- |
| **2.3.3.1 GENERAL AIMS AND ACTIVITIES** | |
| Year of foundation |  |
| The applicant shall state its legal status by ticking only one of the options | Research Organisation  Academic Institution |
| Description of the organisation | |
| The applicant No 3 should provide here a short description of its organisation. Please include concise information on the organisation suitable to demonstrate that the applicant satisfies the eligibility criteria for the “categories of entities” indicated in the Call for Proposals – paragraph 6.1. | |

### Applicant No 4

|  |  |
| --- | --- |
| **2.3.4.1 GENERAL AIMS AND ACTIVITIES** | |
| Year of foundation |  |
| The applicant shall state its legal status by ticking only one of the options | Research Organisation[[9]](#footnote-10)  Academic Institution[[10]](#footnote-11) |
| Description of the organisation | |
| The applicant No 4 should provide here a short description of its organisation. Please include concise information on the organisation suitable to demonstrate that the applicant satisfies the eligibility criteria for the “categories of entities” indicated in the Call for Proposals – paragraph 6.1. | |

# Operational and Financial Capacity

## Financial Capacity

The Coordinator must confirm the financial capacity of all the co-applicants, as required in the Call for Proposals – paragraph 8.1, by signing the **Declaration on Honour** ([Annex 2.4](#_List_of_annexed));

## Operational capacity of the applicants to complete the proposed action

The applicants must confirm their operational capacity, as required in the Call for Proposals – paragraph 8.2, by:

1. the **Declaration on Honour** ([Annex 2.4](#_List_of_annexed));
2. providing information on their relevant know-how, qualifications and experience, and research infrastructures in [paragraph 4.4.3](#_Operational_Capacity) below.

# Description of the action

## Summary of the action

|  |  |  |
| --- | --- | --- |
| **Project Title** | | Max 200 characters (including spaces). Must be as short as possible and understandable for non-specialists in your field. |
| **Project Acronym** | | Max 8 characters (all capital letters) – please define a short and significant acronym for your project. |
| **Identity of the applicants** | **Applicant No 1**  **(Coordinator)** | Please insert here the name of the first co-applicant, which will also be the Coordinator of the consortium |
| **Applicant No 2** | Please insert here the name of the second co-applicant |
| **Applicant No 3** | Please insert here the name of the third co-applicant (if any) |
| **Applicant No 4** | Please insert here the name of the fourth co-applicant (if any) |
| **Duration (in months)** | | Estimated duration of the project in full months. This must be longer than or equal to 6 months and must not exceed 12 months. |
| **Planned starting date** | | This shall be an indicative date only. If the grant will be awarded, as stated in the Grant Agreement, the project will have to start on the first day of the month following the date when the last party signs the Grant Agreement. |
| **Total estimated eligible costs declared on the basis of lump sums (EUR)** | | Indicate here the **Total estimated eligible costs declared on the basis of lump sums**  as in the Consolidated Estimated Budget ([Annex 2.5](#_List_of_annexed)) – section 7. |
| **Requested Frontex contribution (in EUR)** | | Indicate here the **Total estimated Frontex contribution reimbursing eligible costs (EUR)** as in the Consolidated Estimated Budget ([Annex 2.5](#_List_of_annexed)) – section 8.  This value cannot exceed 60,000 EUR and cannot exceed 90% of the Total estimated eligible costs declared on the basis of lump sums (indicated in the previous line). |
| **Keywords** | | Enter any keywords you think may give detail on the scope of your proposal (max 200 characters with spaces). |
| **Abstract** | | |
| Max 1000 characters including spaces.  The abstract should provide the reader with a clear understanding of the objectives of the proposed action, how they will be achieved, and their relevance to the Call for Proposals. This Abstract will be used as the short description of the proposal in the evaluation process and in communications to the Evaluation Committee and other interested parties. It must therefore be short and precise and should not contain confidential information. Use plain typed text, avoiding formulas and other special characters. | | |

## Excellence

Aspects taken into account during the project’s evaluation phase:

* Clarity and pertinence of the research project’s objectives.
* Soundness of the proposed research methodology, including the underlying concepts, models, assumptions and approaches.

### Objectives

The following information shall be included, and the corresponding guidelines observed, when drafting this paragraph:

* **Description**: Briefly describe the main scientific objectives and expected results of your proposed work. Objectives are intended as the goals of the work performed within the project (e.g. tackling specific research questions or demonstrating the feasibility of an innovation), in terms of its research and innovation content. Through the project execution, these will be translated into the project’s results.
* **Pertinence, measurability and achievability**: Explain why and how your objectives are:
  + pertinent to the subject of the Call;
  + measurable and verifiable;
  + realistically achievable.
* **State-of-the-Art**: Briefly describe what is the state-of-the-art in the proposed research topic and how your project goes beyond the state-of-the-art. You should demonstrate your knowledge and understanding of what is at the forefront of innovation in the target research area.
* **Novelty and alternatives**: Indicate any novel concepts, approaches or new products that your research will target, comparing them with what is already available in the research domain or on the market.
* **Prior art**: If possible, provide reference to any patent or publication search that you carried out, or to patents and publications that you already contributed in the field (only the few most relevant).

### Research Methodology

The following information shall be included, and the corresponding guidelines observed, when drafting this paragraph:

* **Description**: Describe and explain the overall methodology you intend to use to conduct your research, including the concepts, models and assumptions that underpin the methodology. The methodology must clearly describe the logical pathway that you intend to adopt from defining the technical requirements of the envisaged technological solution to delivering the goals of the project.
* **Challenges:** Explain any important challenges you may have identified in the chosen methodology and how you intend to overcome them.

## Scope of the research

Aspects taken into account during the project’s evaluation phase:

* Extent to which the scope of the proposed research meets the objectives (general and specific), themes, priorities and expected outputs of the Call (see section 2 of the Call for Proposals).

The following information shall be included, and the corresponding guidelines observed, when drafting this paragraph:

* **Nature of the envisaged technological solution and technical specifications:** Clearly and concisely provide the following information:
  + A definition of what your main technological product will be. If it is a combination of several components, please provide a concise description of them.
  + Clearly state if the targeted solution will be a new solution, an improvement of an existing solution, or an existing solution re-adapted for a new function.
  + Describe the main technical characteristics of the technological solution to be developed in the project, including at least its foreseen functionalities, general design concept and targeted performance specifications.
* **Contribution to the General Objectives of the Call:** Describe concisely how your research project contributes to the General Objectives of the Call, as described in the Call for Proposals – paragraph 2.1.
* **Contribution to the Specific Objectives of the Call:** Describe concisely how your research project contributes the Specific Objectives of the Call, as described in the Call for Proposals – paragraph 2.2.
* **Matching the Themes of the Call:** Describe concisely how your research project matches the Themes of the Call, as described in the Call for Proposals – paragraph 2.3.
* **Targeting the Priorities of the Call:** Describe briefly how your research project targets all the Priorities of the Call, as described in the Call for Proposals – paragraph 2.4:
  + Priority 1: Focus on applied research
  + Priority 2: Present innovation potential
  + Priority 3: Realise viable technological solutions
  + Priority 4: Contribute to the Thematic Categories

With reference to the Priority 1, please make sure you also describe where the proposed work is positioned in terms of R&I maturity, i.e. where it is situated in the spectrum from TRL 2 to TRL 7, providing clear explanation of:

* + the initial TRL (TRL before starting this project), bearing in mind that this must be consistent with the description of the state-of-the-art;
  + the target (final) TRL to be achieved through the implementation of the project;
  + how the implementation of the project will enable the developments needed to evolve from the initial to the target TRL.

Remember that the technological solution to be developed through the project must have already passed the fundamental research stage (TRL 1) at the date of submission of this application, and your ambition shall be to bring it to a maturity level not exceeding the stage of a system prototype demonstration (TRL 7) by the end of the implementation period.

* **Producing the Expected Outputs of the Call:** Briefly indicate how in your project, and at which stage, you intend to deliver results in line with the Expected Outputs of the Call, as described in the Call for Proposals – paragraph 2.5.
* **Other information (optional):**
  + Only in case relevant for your project, please indicate the possible synergies or complementarities with foreseen, ongoing or completed research projects conducted in the MSs/SACs in the field of border security, notably EU-funded actions under Horizon 2020 and Horizon Europe[[11]](#footnote-12) (possibly exploiting the results of such actions if already available) or the most recent research studies conducted by Frontex: [“Artificial Intelligence - based capabilities for European Border and Coast Guard The European”](https://frontex.europa.eu/media-centre/news/news-release/artificial-intelligence-based-capabilities-for-european-border-and-coast-guard-1Dczge), [“The Green Deal and the European Border and Coast Guard](https://frontex.europa.eu/future-of-border-control/eu-research/news-and-events/frontex-publishes-the-green-deal-report-14GwRK)” and the “[Technology Foresight on Biometrics for the Future of Travel](https://frontex.europa.eu/future-of-border-control/eu-research/news-and-events/frontex-publishes-technology-foresight-on-biometrics-for-the-future-of-travel-us6C6v?fbclid=IwAR2snOEDw3qQx0ddlnRMMGEUsmieWcBlyIUOOJx2A8QCsPcBd3ajbqiS_0o)”.
  + If this project is part of a larger-scale research initiatives that you are conducting or to which you are taking part, which is funded by other sources, please provide concise information on such initiative.

## Implementation

Aspects taken into account during the project’s evaluation phase:

* Quality and effectiveness of the work plan and of the assessment of risks.
* Appropriateness of the human, instrumental and financial resources assigned to the proposed research activities.
* Extent to which the applicants have the operational capacity to successfully perform the proposed project activities in terms of know-how, qualifications, experience and research infrastructures (see paragraph 8.2 of the Call for Proposals).

### Work plan

The following information shall be included, and the corresponding guidelines observed, when drafting this paragraph (for definitions, please refer to those given in the bullet points under “Description of each Work Package”):

* **Presentation of the work plan:** Please provide a brief presentation and overview of the overall structure of the work plan and the logics behind it.
* **List of Work Packages, Deliverables and Milestones**: Define the project activities which you intend to conduct and subdivide them into work packages (WPs) following the logical structure of the project, associating to each of the WPs the foreseen deliverables and a single milestone. Please provide the list of work packages, deliverables and milestones using as a template **Table 1** below. Depending on the complexity of your work plan, the proposed project activities might consist of only one WP; is also recommended to include not more than 10 WPs to keep the workplan to an acceptable level of complexity.
* **Gantt chart (optional):** Please include a simple Gantt chart suitable to visually show the timing of the different work packages and associated tasks, milestones and deliverables.
* **Description of each Work Package**: Please provide a description of each work package using as a template **Table 2.X** below and taking into account the following definitions and guidelines for filling-in the different sections of the table:
  + **Work Package (WP)**: is intended as a single task or a group of related tasks to be conducted within the project to achieve a certain intermediate result. Define the WPs on the basis of the logical structure of your project and the stages in which it must be carried out. Make sure the number of work packages is less than 10 and proportionate to the scale and complexity of your project.
  + **Work Package No:** this is simply the sequential number of the WP, e.g. 1, 2, 3, etc. Please structure the sequence of WPs following the order of their start month.
  + **Work Package Title:** this is simply the title you assigned to the work package within your work plan, for example “*Fabrication of the prototype*”.
  + **Person-Months:** total time (human effort) that the key personnel of all the co-applicants are foreseen to devote to the execution of the WP. The following convention is applied: 1 working day = 8 hours of full-time work; 1 year = 220 working days; 1 month = 220/12 = 18.33 working days. 1 person-month corresponds to the effort equivalent to 1 researcher working for a month full-time on the WP. For example: if 2 researchers work on the WP, one full-time for 3 months, the other full-time for 5 months, then the total human effort for the WP will be 8 person-months. Please make sure the information in this section matches the overall (by all applicants) costs of personnel for the specific WP as stated in the Consolidated Estimated Budget - Table 1 under category “1. Costs of personnel” ([Annex 2.5](#_List_of_annexed)).
  + **Start Month:** month, calculated from the day the project starts, in which the WP is foreseen to start. Please indicate this as M1, M2, M3, etc. For example, M1 indicates that the WP is foreseen to start within the 1st month (30 calendar days) from the day the project starts.
  + **End month:** month, calculated from the day the project starts, in which the WP is foreseen to be completed. Please indicate this as M1, M2, M3, etc. For example, M3 indicates that the activities in the WP are foreseen to be completed within the 3rd month (90 calendar days) from the day the project starts.
  + **Contributing applicants:** please select (by ticking the corresponding boxes) the applicants that are foreseen contribute to the WP;
  + **Person-Months by each applicant:** please indicate the Person-Months that the selected applicants are foreseen to dedicate to the execution of the WP. Make sure the information in this section matches the costs of personnel for the specific WP as stated by each applicant in its own Estimated Budget - Table 1 under category “1. Costs of personnel” ([Annex 2.5](#_List_of_annexed)).
  + **Objectives:** Briefly explain what you want to achieve as result of the work performed in this WP.
  + **Description of work:** Provide a concise description of the work to be performed within the WP by each co-applicant. You should give enough details, to justify the proposed human and material resources to be allocated, and quantified information so that progress during project implementation can be monitored, including by Frontex. Keep in mind that resources assigned to a work package (and their costs as detailed in the Estimated Budget of each co-applicant) should be in line with its objectives and deliverables.
  + **Deliverables:** In a WP, deliverables are intended as tangible products (if there are) created during the execution of a WP. For example, these might consist in a document (e.g. a report on specific activities or results, a summary of technical requirements, or a plan), or a physical proof-of-concept or a prototype. You are free to decide whether or not to include any deliverables in the description of a WP, as this depends on how you organised your project and the way you want to monitor its execution and produce results. However, there is a **mandatory deliverable that shall be obligatorily included in your workplan and made available to Frontex at the end of the project**: the **Research Report** (see the Call for Proposals – paragraph 11.6.1).

Deliverables can be of 2 types:

* + - Sensitive (SE): if they contain sensitive information[[12]](#footnote-13);
    - Public (PU): i.e. fully open, e.g. publishable on the applicants’ and/or Frontex’s websites.

In the section “Deliverables” of Table 2.X, please list the Deliverables in order of delivery date and provide a very concise description of them using the following convention:

D<WP number>.<progressive number of deliverable within that WP> - <deliverable name> - <type PU or SE> – <delivery date in calendar months from the project start date>: <brief narrative description>.

Example: for Deliverable n. 2 in WP 3, called “Test Report”, sensitive, to be delivered in month 7, please write:

“D3.2 – Test Report – SE – M7: This report will contain the results of the test campaign conducted on the prototype to verify if it fulfils its specified technical requirements.”

* + **Milestone:**  In general, a milestone is intended as a control point that helps to verify progress marking the achievement of a key result within the WP, allowing the next phase of the work to begin. As indicated in the Call for Proposals - paragraph 11.4, for each WP a **single milestone** must be defined which will mark the completion of the WP. In the section “Milestone” of Table 2.X, please indicate this milestone and provide a concise description of the means of verification (in such a way that will enable Frontex to easily verify it) using the following convention:

ML<WP number> - WP <WP number> Completed – <due date in calendar months from the project start date>: <Brief narrative description of means of verification>.

Example: for the single Milestone that marks the completion of “WP 3 (Laboratory test)”, to be achieved in month 6, please write:

“ML3 – WP 3 Completed – M6: Test campaign in laboratory completed, measurement data collected and verified to be complete and correct.”

| **List of Work Packages, Deliverables and Milestones** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| WP No | Work Package Title | Deliverables[[13]](#footnote-14) | Milestone[[14]](#footnote-15) | Start Month | End Month | Person-Months |
| WP 1 |  |  |  |  |  |  |
| WP 2 |  |  |  |  |  |  |
| WP 3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| WP n |  |  |  |  |  |  |
| Total Person-Months | | | | | |  |

**Table 1 – List of Work Packages, Deliverables and Milestones** (add/delete as many lines as needed, but do not exceed 10 lines, i.e.10 WPs).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Package  No |  | | Work Package  Title |  | | | Person-Months | |  |
| Start Month | |  |
| End month | |  |
| Contributing applicants | | | | Applicant No 1 | Applicant No 2 | Applicant No 3 | | Applicant No 4 | |
| Person-Months by each applicant | | | |  |  |  | |  | |
| Objectives | | | | | | | | | |
|  | | | | | | | | | |
| Description of work | | | | | | | | | |
| Applicant No 1 | |  | | | | | | | |
| Applicant No 2 | |  | | | | | | | |
| Applicant No 3 | |  | | | | | | | |
| Applicant No 4 | |  | | | | | | | |
| Deliverables | | | | | | | | | |
|  | | | | | | | | | |
| Milestone | | | | | | | | | |
|  | | | | | | | | | |

**Table 2.X – Description of Work Package** (table to be replicated for each WP changing the numbering i.e. Table 2.1 for WP 1, Table 2.2 for WP 2, etc.)**.**

### Risk analysis

Please list, using the **Table 3** below, the critical risks that the stated project's objectives may not be achieved during project implementation, taking into account the following definitions and guidelines for filling-in the different sections of the table:

* **Critical risk:** is a plausible event or issue that could have a significant adverse impact on the ability of the project to achieve its objectives. Please restrict the list of risks only to the most relevant technical ones.
* **L - Level of likelihood to occur (value must be L (low) / M (medium) / H (high)**: is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.
* **S - Level of severity (value must be L (low) / M (medium) / H (high):** is the relative seriousness of the risk and the significance that its negative effects might realistically have on the achievements of project’s objectives should the risk materialise.
* **Risk mitigation measures**: briefly describe the preventative actions you intend to put in place during project implementation for reducing the level of likelihood of the risk.
* **Contingency measures**: briefly indicate which corrective actions you would put in place if the hypothetical risk becomes a reality, in order to minimise its adverse effects on achieving the project’s objectives.

| **List of critical risks** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| No | Description of critical risk | L | S | WPs involved | Risk mitigation measures | Contingency measures |
| R1 |  |  |  |  |  |  |
| R2 |  |  |  |  |  |  |
| R3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| Rn |  |  |  |  |  |  |

**Table 3 – List of critical risks** (add/delete as many lines as needed)**.**

### Operational Capacity

The following information shall be included, and the corresponding guidelines observed, when drafting this paragraph (relevant definitions are given in the bullet points):

* **Organisation**
  + please provide a brief description of the organisation of each co-applicant, giving information on how the proposed research project fits with its mission and the research activities it currently performs;
  + also provide a brief explanation of why a collaborative effort from multiple co-applicants is needed to conduct the proposed project, indicating their complementarities and the foreseen benefits deriving from their collaboration.
* **Know-how**
  + **List of scientific achievements:** Please provide the list of (in total) not more than 5 most relevant scientific achievements of the applicants’ organisations relevant to the Call’s content, obtained in the last 5 years (i.e. within years 2018 to 2022) in the field covered by the project using as a template **Table 4** below. With this, the co-applicants must prove to be able (collectively) to carry out all tasks in the relevant areas of activities of this project.

Here is a brief explanation about the data to be included in the form:

* + - **Type of achievement**: might consist in publications, previous or currently on-going projects (of a similar, or larger, scale and complexity) or research activities, datasets, software, apparatus, or any other scientific achievements relevant to the call content or connected to the subject of this proposal.
    - **Applicant No**: this is simply the ordinal number that identifies the co-applicant which the reported achievement refers to.
    - **Short description**: please provide a short description of the key elements of the listed achievement, making evident the relevance to the call content or the connection to the subject of this proposal.
* **Qualifications and Experience**
  + **Project Team**: Please provide the list of the Researchers responsible for managing and implementing the proposed project who will form your **Project Team**, using as a template **Table 5** below. Please include only the researchers that will be involved in the project. You do not need to include in the table the identity of other persons involved in the project who are not researchers. “Researchers” are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods[[15]](#footnote-16). Include in the list also the persons in charge of drafting this proposal if a researcher.

Take into account the following definitions for filling-in the different sections of the table:

* + - **Applicant No:** this is simply the ordinal number that identifies the co-applicant to which the Researcher is affiliated.
    - **Category**: can be one of the following[[16]](#footnote-17):
      * Category A – *Top grade researcher*: the single highest grade/post at which research is normally conducted. Example: ‘Full professor’ or ‘Director of research’.
      * Category B – *Senior researcher*: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates[[17]](#footnote-18). Examples: ‘associate professor’ or ‘senior researcher’ or ‘principal investigator’.
      * Category C – *Recognised researcher*: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: ‘assistant professor’, ‘investigator’ or ‘post-doctoral fellow’.
      * Category D – *First stage researcher*: Either doctoral students who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: ‘PhD students’ or ‘junior researchers’ (without a PhD).
    - **Position**: Please indicate the role of the Researcher in the co-applicant’s organisation (e.g. Postdoctoral Researcher in the Biometrics Group – Department of Electronics).
    - **Role in the project**: very briefly explain the role of the researcher in the project.
  + **Curricula Vitae**: For each of the Researchers listed in table 5, please provide a very brief CV using as a template **Table 6.X** below. Here is a brief explanation about the data to be included in the form:
    - **Applicant No:** this is simply the ordinal number that identifies the co-applicant to which the Researcher is affiliated.
    - **General Overview**: please provide here a general overview of the profile of the Researcher.
    - **Education and Training:** provide a short list of the main qualifications awarded and/or scientific/technical trainings received;
    - **Professional experience:** provide concise information on the professional experience in conducting research activities in scientific domains relevant for the proposed project, giving details about the duties, activities, responsibilities and main achievements.

Bear in mind that you must prove that the Project Team members have a relevant technical competence and a high degree of specialisation in the areas pertaining to the activities subject to this proposal.

* **Research Infrastructures**
  + Provide a short description of any significant research infrastructure relevant to conduct the proposed research work. Use as a template **Table 7** below. Here is a brief explanation about the data to be included in the form:
    - **Name of infrastructure**: shortly identify the relevant infrastructure; in general, this might consist in a facility (e.g. office, laboratory, assembling and testing capability), asset or resource (e.g. technical equipment, tool or software) at the disposal of the applicants.
    - **Applicant No:** please indicate which of the co-applicant(s) has (have) this infrastructure at its (their) disposal.
    - **Location**: please indicate where the infrastructure is physically located;
    - **Short description**: give a concise description of the listed infrastructure, providing key information on its relevance for the implementation of the project.

Bear in mind that you must prove to have at your disposal research infrastructures with relevant design and/or development and/or testing tools necessary to implement this project.

| **List of scientific achievements** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Type of achievement | Applicant No | | | | Short description |
| 1 | 2 | 3 | 4 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Table 4 – List of achievements** (delete as many lines as needed)**.**

| **Project Team - List of Researchers involved in the project** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Name | Surname | Applicant No | | | | Category | Position | Role in the project |
| 1 | 2 | 3 | 4 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Table 5 – List of the Researchers involved in the project (Project Team)** (add/delete as many lines as needed)**.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Curriculum Vitae of Researcher** | | | | | | | | | | |
| **Title** |  | Name |  | **Surname** |  | **Applicant No** | 1 | 2 | 3 | 4 |
|  |  |  |  |
| **General Overview** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Education and Training** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Professional experience** | | | | | | | | | | |
|  | | | | | | | | | | |

**Table 6.X – Template for the CV of Researchers** (table to be replicated for each Researcher changing the numbering i.e. Table 6.1 for Researcher 1, Table 6.2 for Researcher 2, etc.)**.**

| **List of research infrastructures** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Name of infrastructure | Applicant No | | | | Location | Short description |
| 1 | 2 | 3 | 4 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Table 7 – List of research infrastructures** (add/delete as many lines as needed)**.**

### Budget

The following information shall be included, and the corresponding guidelines observed, when drafting this paragraph:

* **Estimated Budget**: This application must include a detailed project’s estimated budget in balance in which all costs and contributions are given in euros. Applicants from countries outside the euro zone may use the monthly rate published on the Commission's website at:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>.

Please define your estimated budget using, as template, the excel worksheet provided in [Annex 2.5](#_List_of_annexed) and following the instructions therein. Once you defined the estimated budget, you do not need to report it here, as it is already contained in the excel file.

* **Cost breakdown per WP**: Using the cost figures resulting under the “*Sub-total for cost category 1 to 6*” and the “*Total estimated eligible costs declared on the basis of lump sums*” for each WP in the “***Consolidated Estimated Budget***” excel table, please complete the **Table 8.X** below (one table for each work package). Then, for each of the different types of costs (and for each co-applicant), please provide a clear and concise justification of the estimated direct eligible costs.

Costs must be consistent with the research activities described for the WP in [paragraph 4.4.1](#_Work_plan). As explained in the Call for Proposals – paragraph 11.4, the grant amount will be paid out to the beneficiaries only for the completed WPs. The completion of a WP shall be demonstrated through the achievement of the corresponding milestone.

**Note on the period of eligibility of costs:** As stated in the Call for Proposals – paragraph 11.2, eligible costs must be incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates; the period of eligibility of costs will start as specified in the Grant Agreement.

| Work Package No |  | Cost breakdown per WP | | |
| --- | --- | --- | --- | --- |
| Direct Eligible Costs | | Sub-total for cost category (EUR) | Justification | |
| **1. Costs of personnel** | |  | Applicant No 1 |  |
| Applicant No 2 |  |
| Applicant No 3 |  |
| Applicant No 4 |  |
| **2. Costs of travel and related subsistence allowances** | |  | Applicant No 1 |  |
| Applicant No 2 |  |
| Applicant No 3 |  |
| Applicant No 4 |  |
| **3. Costs of equipment or other assets** | |  | Applicant No 1 |  |
| Applicant No 2 |  |
| Applicant No 3 |  |
| Applicant No 4 |  |
| **4. Costs of consumables and supplies** | |  | Applicant No 1 |  |
| Applicant No 2 |  |
| Applicant No 3 |  |
| Applicant No 4 |  |
| **5. Costs arising directly from requirements imposed by the Agreement** | |  | Applicant No 1 |  |
| Applicant No 2 |  |
| Applicant No 3 |  |
| Applicant No 4 |  |
| **6. Duties, taxes and charges** | |  | Applicant No 1 |  |
| Applicant No 2 |  |
| Applicant No 3 |  |
| Applicant No 4 |  |
| Total estimated eligible costs declared on the basis of lump sums | |  |  | |

**Table 8.X – Cost Breakdown per WP** (table to be replicated for each WP changing the numbering i.e. Table 8.1 for WP 1, Table 8.2 for WP 2, etc.)**.**

# Additional Funding

|  |  |  |
| --- | --- | --- |
| **5.1 UNION FUNDING** | | |
| **5.1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION** | **ANSWER** | |
| Has any of the co-applicants or any of their affiliated entities received or applied for any Union funding for the same action or part of the action or for its functioning during the same financial year?  If yes, please continue to the following table | yes | no |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APPLICATION, GRANT OR ANY OTHER EU FUNDING**  To be specified for each of the applications or obtained grants in the current financial year (duplicate this table if necessary) | | | | | |
| Applicant No | 1 | 2 | 3 | 4 |  |
|  |  |  |  |
| Title of the action  (or part of the action) |  | | | | |
| Union Programme concerned |  | | | | |
| Union Institution or Body/Agency to which the application was submitted or which took the award decision |  | | | | |
| Year of award or application and duration of the operation |  | | | | |
| Value of the application, grant or other funding |  | | | | |

|  |
| --- |
| **LEGAL NOTICE**  Applicants must inform Frontex department to which this application is submitted if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or bodies/agencies is approved by them after the submission of this grant application. |

|  |  |  |
| --- | --- | --- |
| **5.2 OTHER SOURCES OF EXTERNAL FUNDING – NON UNION** | | |
| **5.2.1 SUPPORT AWARDED** | **Answer** | |
| Has any of the co-applicants or any of their affiliated entities already received confirmation relating to any external funding for the action?  If yes, please continue to the following table | yes | no |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CONTRIBUTIONS BY THIRD PARTIES**  The applicants should indicate the details of the third party following the model below. Third parties must be those which would provide the amounts indicated in the Estimated Budgets of the co-applicants (Annex 2.5) in Table 3 under section “3. Other financial contributions from third parties”.  Add rows if necessary. | | | | | | |
| Applicant No | 1 | | 2 | 3 | 4 |  |
|  | |  |  |  |
| **Third Party 1** | | | | | | |
| Official name in full | |  | | | | |
| Official address | |  | | | | |
| Estimated amount of funding to be provided for the action | |  | | | | |
| Conditions or reservations for receiving the contributions (if any) | |  | | | | |

|  |  |  |
| --- | --- | --- |
| **5.2.2 REQUESTED SUPPORT** | **Answer** | |
| Has any of the co-applicants or any of their affiliated entities requested, applied or are awaiting confirmation relating to external funding for the action?  If yes, please continue to the following table | yes | no |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DETAILS OF FUNDS REQUESTED**  The applicants should indicate the details of the requested funds following the model below (add rows if necessary) | | | | | |
| Applicant No | 1 | 2 | 3 | 4 |  |
|  |  |  |  |
| **Organisation/Entity Concerned 1** | | | | | |
| Name of the organisation |  | | | | |
| Official address |  | | | | |
| Requested amount |  | | | | |

# Questionnaire

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.1 PERSONAL DATA** | | | **Answer** | |
| **Q1** | Does the proposed action involve: | | yes | no |
| Q1.1 | processing of biometric personal data? | |  |  |
| Q1.2 | processing other types of personal data? | |  |  |
|  | If **yes**, specify here which types of personal data: | Type text here |  | |
| Q1.3 | profiling of individuals, or systematic monitoring of individuals, or processing of large scale of special categories of data? | |  |  |
| Q1.4 | intrusive methods of data processing (such as, surveillance, geolocation tracking or similar)? | |  |  |
| If yes, specify here which types of intrusive methods: | Type text here |  | |
| Q1.5 | further processing of previously collected personal data (including use of pre-existing personal data sets or sources and/or merging existing personal data sets)? | |  |  |
| Q1.6 | exporting personal data from the EU to non-EU countries? | |  |  |
| If yes, specify here the type of personal data and countries involved: | Type text here |  | |
| Q1.7 | importing personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? | |  |  |
| If yes, specify here the type of personal data and countries involved: | Type text here |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **6.2 USE OF AI** | | **Answer** | |
| **Q2** | Does the proposed action involve the development, deployment and/or use of technological solutions which embed Artificial Intelligence (AI)? | yes | no |
|  |  |

# Declarations

| **7.1 GENERAL DECLARATIONS** | | **Declared** |
| --- | --- | --- |
| **D1.1** | The information contained in this proposal is correct and complete. |  |
| **D1.2** | Understand and accept that Frontex Research Grant is an action grant for the reimbursement of eligible costs declared by the beneficiaries on the basis of a lump sum, calculated in accordance with the beneficiaries’ usual cost accounting practices for the proposed project activities and the corresponding direct costs, that must be reliable proxies for the actual direct costs.  Confirm that the detailed budget for the proposal (included in the Consolidated Estimated Budget – [Annex 2.5](#_List_of_annexed)) has been established in accordance with the usual cost accounting practices of the co-applicants and in compliance with the basic eligibility conditions for costs (see Call for Proposals paragraph 11.2) and exclude costs that are ineligible under the Call for Proposals (see Call for Proposals paragraph 11.3). Purchases costs will be done taking into account best value for money and will be free of conflict of interest. |  |
| **D1.3** | None of the project activities here proposed have started before this proposal is submitted. |  |
| **D1.4** | None of the project activities here proposed will be carried outside the European Union. |  |

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| **7.2 DECLARATIONS ON ETHICS AND VALUES** | | **Declared** |
| **D2.1** | The proposed action complies with ethical principles, including the highest standards of research integrity as set out in the [ALLEA European Code of Conduct for Research Integrity](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/european-code-of-conduct-for-research-integrity_horizon_en.pdf), as well as applicable international and national law, including the [Charter of Fundamental Rights of the European Union](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:12012P/TXT) and the [European Convention on Human Rights and its Supplementary Protocols](https://www.echr.coe.int/Pages/home.aspx?p=basictexts&c). [Appropriate procedures, policies and structures](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/guideline-for-promoting-research-integrity-in-research-performing-organisations_horizon_en.pdf) have been put in place by the applicants to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct. |  |
| **D2.2** | The proposed action has an exclusive focus on civil applications, and the applicants are aware that activities intended to be used in military application or aiming to serve military purposes cannot be funded. If the project will involve, during the implementation, dual-use items in the sense of [Regulation 428/2009](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32009R0428), or other items for which authorisation is required, the applicants will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used). |  |
| **D2.3** | This action **does not** imply performing any activities that are:   * prohibited in an EU Member State or in all Member States * directly or indirectly contrary to EU policies * against public health, human rights or citizen’s security. |  |

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| **7.3 DECLARATION ON SECURITY** | | **Declared** |
| **D3.1** | The proposed action **does not** contain any European Union classified information (EUCI)[[18]](#footnote-19) and, if selected for funding under this Call for Proposals, **will not lead** to an action that:   * involves EUCI; * uses and/or generate information which might raise security concerns; * involves information and/or materials requiring protection against unauthorised disclosure (EUCI); * uses EU classified background information; * generates EU classified foreground information as project results or produces deliverables which contain classified information; * provides knowledge, materials and technologies that could be channelled into crime and/or terrorism; * results in the development of chemical, biological, radiological or nuclear (CBRN) weapons and/or the means for their delivery; * involves information and/or materials subject to national security restrictions. |  |

# Processing of personal data

If processing your reply to the Call for Proposals involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, L295, 21.11.2018, p. 39-98. Unless indicated otherwise, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by the Head of Research and Innovation Unit in Frontex.

Information concerning the processing of personal data is available on the privacy statement annexed to the Call for Proposals (Annex 9).

Your personal data may be registered in the Early Detection and Exclusion System managed by the Commission, should the grant beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046[[19]](#footnote-20).

# List of annexed documents

* Annex 2.1 – Letter of Mandate (for each of the co-applicants, except the Coordinator)
* Annex 2.2 – Legal Entity Form (for each of the co-applicants)
* Annex 2.3 – Financial Identification Form (for the Coordinator)
* Annex 2.4 – Declaration on Honour for multiple co-applicants
* Annex 2.5 – Estimated Budget for multiple co-applicants

# Checklist for the applicants

Before submitting this Grant Application Form to Frontex (see Call for Proposals – section 14), the applicants are requested to verify that the application meets all the criteria set out in the Call for Proposals and its Annexes. Please fill in the table below when conducting your final check.

| **Check Item** | **Checked** |
| --- | --- |
| You have carefully read the relevant Call for Proposals and any other reference documents related to it available on Frontex webpage: <https://frontex.europa.eu/about-frontex/grants/>  under the relevant section identified as follows:   * ***Title of Call for Proposals: Frontex Research Grants Programme - Novel Technologies for Border Management (Open Theme)*** * ***Reference number: 2022/CFP/RIU/01*** |  |
| You only used the templates provided under the above mentioned Frontex webpage to prepare the application, you did not alter or manipulate the structure of the templates, and you followed the instructions provided into each of the templates to fill them in. |  |
| The information you provided in all the forms is complete and correct, and in accordance with the requirements set in the Call for Proposals and it Annexes. |  |
| You correctly filled-in all the relevant paragraphs of this form in **sections** [**2**](#_Information_on_the)**,** [**4**](#_Description_of_the)**,** [**5**](#_Additional_Funding)**,** [**6**](#_Questionnaire)**,** [**7**](#_Declarations). |  |
| Your application includes 6 separate files named as below:  Annex2\_GAF\_Multi.pdf  Annex2-1\_Letter\_of\_Mandate.pdf  Annex2-2\_Legal\_Entity.pdf  Annex2-3\_Financial\_Id.pdf  Annex2-4\_DoH\_Multi.pdf  Annex2-5\_Estimated\_Budget\_Multi.xlsx  which have **all been completed** following the instructions provided. |  |
| The **Grant Application Form** (file Annex2\_GAF\_Multi.pdf):   * has been duly filled-in electronically following the instructions included in the template, dated and signed only by the Legal Representative of the Coordinator, and saved as a pdf file named as above. |  |
| The **Letter of Mandate** (file Annex2-1\_Letter\_of\_Mandate.pdf):   * a separate form (in duplicate) has been duly filled-in electronically by each of the co-applicants except the Coordinator, dated and signed by the Legal Representative of the respective co-applicant following the instructions included in the template; * the forms have been scanned, and a single pdf file was produced named as above, which includes the forms filled-in by all the co-applicants (except the Coordinator). |  |
| The **Legal Entity Form** (file Annex2-2\_Legal\_Entity.pdf):   * a separate form has been duly filled-in electronically by each of the co-applicants following the instructions included in the template, stamped, dated and signed by the Legal Representative of the respective co-applicant, scanned, and a single pdf file was produced named as above; * the single pdf file includes the forms filled-in by all the co-applicants and, for each of them, all the required attachments. |  |
| The **Financial Identification Form** (file Annex2-3\_Financial\_Id.pdf):   * has been duly filled-in electronically following the instructions included in the template, stamped, dated and signed by the Bank Representative (if required) and the Account Holder of the Coordinator only, scanned, and a single pdf file was produced named as above; * includes all the required attachments within the single pdf file. |  |
| The **Declaration on Honour** (file Annex2-4\_DoH\_Multi.pdf):   * has been duly filled-in electronically following the instructions included in the template, dated and signed by the Legal Representative of the Coordinator only, and a single pdf file was produced named as above; * includes all the required attachments (if there are) in the single pdf file. |  |
| The **Estimated Budget** (file Annex2-5\_Estimated\_Budget\_Multi.xlsx):   * has been duly filled-in electronically following the instructions included in the template. * It includes the estimated budgets of each of the co-applicants, and the overall project’s consolidated estimated budget. |  |
| The **Contact Person of the Coordinator** will send the whole set of 6 separate files composing the application by email to: [researchgrants@frontex.europa.eu](mailto:researchgrants@frontex.europa.eu) **no later than the deadline for submitting applications indicated in the Call for Proposals – section 3**. |  |
| In the subject of your email, you will mention: “**Project Acronym-2022-CFP-RIU-01”,** where “Project Acronym” is the acronym defined for the project in [paragraph 4.1](#_Summary_of_the) of this Grant Application Form.  The total size of the attachments to the submission email **does not exceed 25 MB**. |  |
| You are aware that in the case of multiple submissions (relating to the same action), only the latest application received by the deadline will be considered, and no modification to the application is allowed once the deadline for submission has elapsed. |  |

# Signature

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| **Final Declarations** | | **Declared** |
| I declare that, to the best of my knowledge, the declarations and information I provided in this form are correct and complete. I am aware that should any of the declarations or information provided for participating in this procedure prove to be false, incorrect or inappropriate, this would result in the rejection of the application from this procedure, and to administrative sanctions (exclusion). | |  |
| Date (dd/mm/yyyy) |  | |
| Place |  | |
| Full Name and Surname  **(Legal Representative of the Applicant No 1 - Coordinator)** |  | |
| Signature  **(Legal Representative of the Applicant No 1 - Coordinator)** |  | |

**Instructions for the signature.**

This Grant Application Form can be signed according to two alternative modalities:

1. **Electronic signature (recommended option).**

In case you have the possibility to sign this document using a qualified electronic signature (QES), please convert this document to pdf format and have the resulting pdf signed electronically by the Legal Representative of the Coordinator. Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

Before submitting the signed Grant Application Form to Frontex, please check the signature and validity of the certificate with one of the following online tools:

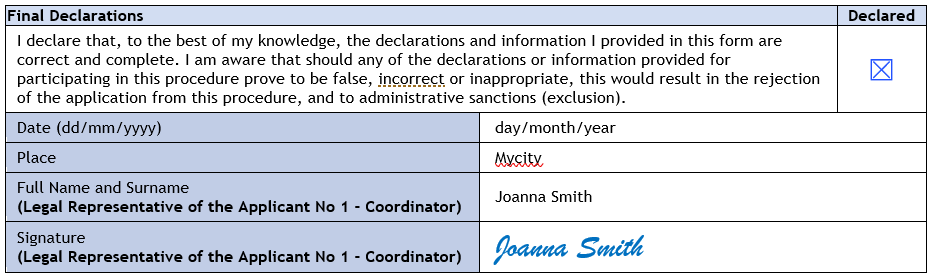
* DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in the document.
* EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List:

[https://webgate.ec.europa.eu/tl-browser/#](https://webgate.ec.europa.eu/tl-browser/)

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

1. **Handwritten signature.**

In case you do not have the possibility to sign this document using a qualified electronic signature (QES), please fill-in the above “Final Declarations” table electronically (except the field “Signature (Legal Representative of the Applicant No 1 - Coordinator)”), where the hand-written signature must go), then print this page, have it signed by the Legal Representative of the Coordinator by a hand-written signature, scan the page and copy/paste only the scanned image of the above table into the blue rectangle below, replacing the current sample image. Please keep the original signed paper document available in your records.



Sample Image

1. See definition in the Call for Proposals - Glossary of Terms and here in [paragraph 2.1.1](#_Applicant_No_1). [↑](#footnote-ref-2)
2. See definition in the Call for Proposals - Glossary of Terms and here in [paragraph 2.1.1](#_Applicant_No_1). [↑](#footnote-ref-3)
3. **Legal personality** is understood as the applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-4)
4. **Legal personality** is understood as the applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-5)
5. **Legal personality** is understood as the applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-6)
6. **Legal personality** is understood as the applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-7)
7. See definition in the Call for Proposals – Glossary of Terms. [↑](#footnote-ref-8)
8. See definition in the Call for Proposals – Glossary of Terms. [↑](#footnote-ref-9)
9. See definition in the Call for Proposals – Glossary of Terms. [↑](#footnote-ref-10)
10. See definition in the Call for Proposals – Glossary of Terms. [↑](#footnote-ref-11)
11. See some examples of EU-funded projects in the field of border security under Frontex EU Research webpage <https://frontex.europa.eu/future-of-border-control/eu-research/horizon-projects/>. [↑](#footnote-ref-12)
12. See definition in the Call for Proposals – Glossary of Terms. [↑](#footnote-ref-13)
13. Here please put only the deliverables abbreviated with the corresponding WP number and progressive number (e.g. D3.2). [↑](#footnote-ref-14)
14. Here please put only the single milestone abbreviated with the corresponding WP number (e.g. ML3). [↑](#footnote-ref-15)
15. See the Frascati Manual 2015 at <https://www.oecd.org/sti/inno/frascati-manual.htm> [↑](#footnote-ref-16)
16. See the Frascati Manual 2015 at <https://www.oecd.org/sti/inno/frascati-manual.htm> [↑](#footnote-ref-17)
17. ISCED level 8 - See definition under this [link](https://www.oecd-ilibrary.org/docserver/9789264228368-13-en.pdf?expires=1653382251&id=id&accname=guest&checksum=6EA978CB3C022CBA2284FFF78C760481). [↑](#footnote-ref-18)
18. See definition in Call for Proposals – Glossary of Terms. [↑](#footnote-ref-19)
19. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046> [↑](#footnote-ref-20)