

CALL FOR PROPOSALS – DG EAC No EAC/19/2011

Pilot projects for the development of "Knowledge Partnerships"

1. INTRODUCTION / BACKGROUND

The European Parliament has provided under the European Union budget 2011 - budget line 15 07 79 - specific funds for a pilot project "Knowledge Partnerships"¹.

The integrated approach advocated in the Europe 2020 Strategy involves the development of synergies and combined actions between research, innovation and education policies (so-called "knowledge triangle"). In the "Innovation Union" Communication, a flagship of the EU2020 Strategy², the Commission has committed itself to "*support business-academia collaborations through the creation of "Knowledge Alliances" between education and business to develop new curricula addressing innovation skills gaps*"³.

The EU has devoted many efforts to strengthening the relations between research and innovation and between research and education. The EU has also showed political determination to enhance relations between business and academia, e.g. as one of the core elements of the modernisation agenda for universities and in the context of the European Higher Education Area. But the concrete implementation so far has been less structured and systematic leaving the relation between education and innovation somehow as the neglected link of the knowledge triangle.

The University-Business Forum⁴ has opened a dialogue between the two worlds about how they can work more closely together. It has demonstrated that there is an appetite on both sides for working in partnership focused on education, with the common goal of ensuring that education delivers high-level and highly valued skills, underpinned at all times by high levels of adaptability, entrepreneurship and creative and innovative capacities.

2. OBJECTIVES AND PRIORITIES OF THE CALL FOR PROPOSALS

The overall objective of the call for proposals is to ensure stronger societal and economic relevance and outreach of higher education through strengthening the employability, creativity and innovative potential of graduates and professors and the role of higher education institutions as engines of innovation.

¹ Pilot Project within the meaning of Article 49(6)(a) of Council Regulation (EC, Euratom) N° 1605/2002 of 25 June on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.9.2002, p.1), as last amended by Council Regulation (EC) N° 1525/2007 of 17 December 2007 (OJ L 343, 27.12.2007, p.9).

²Innovation Union, COM(2010) 546 final of 6.10.2010

³ 'Knowledge Partnerships' and 'Knowledge Alliances' have in this context the same meaning. 'Knowledge Partnership' is the term used in the Europe 2020 Strategy and in the decision of the European Parliament, 'Knowledge Alliance' is the term used in the 'Innovation Union' flagship initiative.

⁴ For more information on the Forum please access: http://ec.europa.eu/education/higher-education/doc1261_en.htm

Graduates in all fields should develop a wide range of skills, ranging from discipline related knowledge and competences to research skills as well as with high levels of transversal skills, ensuring high employability in diverse professional fields and entrepreneurial, creative and innovative attitudes. Higher education institutions and professors should be given incentives to test out new innovative teaching methods, promote entrepreneurship and mindsets, foster generation of ideas and collaboration among students from different disciplines.

A better flow and exchange of knowledge between higher education institutions and companies will increase the innovation potential of the involved parties.

The Pilot Project "Knowledge Partnerships" aims to fund structured partnerships, bringing together businesses with higher education and training institutions to design and deliver new curricula, new courses, to develop new and innovative ways of delivering and utilising education and knowledge, and to facilitate the flow of knowledge between higher education and companies, leading to:

- Foster skills, attitudes, and the innovation capacity of individuals and of the involved organisations through:
- Closer cooperation between higher education institutions and businesses to tackle innovation needs and to solve problems encountered by companies;
- Equipping graduates with in-depth knowledge of the field studied, combined with interpersonal skills (team working, communication, self-confidence, taking initiative, problem-solving, taking calculated risk, leadership) and business skills;
- Supporting the development of robust entrepreneurship skills and entrepreneurial mindset and attitudes, enabling graduates to creatively respond to a complex and rapidly changing environment; encompassing but not confined to setting up a business or running a SME;
- Closer cooperation of businesses with higher education institutions to improve the relevance of education and research in HEIs to business needs and to support the uptake by and flow of knowledge results between companies and HEIs.

3. TIMETABLE

Final date for the submission of applications: 30 June 2011 (please read carefully section 14.3 of this call for proposals concerning the procedures for submitting applications).

Activities must start between 30 September 2011 and 1 February 2012.

The minimum duration of the projects is 12 months and the maximum is 18 months. No applications will be accepted for projects scheduled to run for a longer or a shorter period than that specified in this call for proposals.

However, if after the signing of the agreement and the start of the action it becomes impossible for the applicant, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 3 additional months may be granted, if requested at least one month before the

deadline specified in the agreement. The maximum duration will then be 21 months for the project.

The intention is to inform applicants of the outcome of the selection procedure no later than the end of September 2011.

It is planned that beneficiaries will receive their agreements for signing in October 2011.

The agreement enters into force on the day it is signed by the last of the parties. If an applicant can demonstrate the need to start the action before the grant agreement is awarded, it must be justified in the application forms. Under none circumstances the eligibility period can start before the date of submission of the grant application, i.e. costs incurred prior to 30 June 2011 will in no case be considered.

4. BUDGET AVAILABLE

The maximum total budget earmarked for co-financing projects is 1 million Euros. The financial contribution from the Commission cannot exceed 75% of the total eligible costs. The European Commission reserves the right not to distribute all the funds available.

Grants are expected to be between 200.000 and 400.000 Euro maximum.

Applicants are invited to maximise their contributions in order to ensure the highest possible impact of the project.

It is estimated that up to three projects would be financed.

Applicants must plan and foresee in their budgets the costs for participation in two meetings in Brussels, aimed at bringing the selected projects together. A first inception meeting is likely to be held in November 2011, and a further meeting during the project lifetime. It is expected that two representatives from each selected project will participate in these meetings.

5. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be subjected to an in-depth evaluation.

5.1 Eligible organisations

This call is open to organisations established in the Member States of the European Union.

Applications must be submitted by a legal person having the legal capacity (properly constituted and registered in one of the EU Member States). Natural persons may not apply for a grant.

Eligible organisations are higher education institutions, research institutes and training institutions; public and private large, medium or small companies.

The partnership must include at least three different independent partners organisation established in at least three different Member States. At least one of these participants must be a higher education institution. At least one of the participants must be a private company, regardless of its size.

Applicants must submit letters from partner organisations confirming their commitment to participate in the action (original signatures required).

5.1.1 Legal entities

In order to demonstrate its existence as a legal person, the applicant must provide the following documents:

Legal entities governed by private law:

- The **legal entity identification form**⁵ duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- A **copy of the official document attesting to the establishment of the private-law entity**, such as official gazette or trade register (this document must show the name, address and registration number of the private-law entity);
- A **copy of the certificate of liability to VAT** (in countries where the trade register number and the VAT number are identical, only one of these documents is required);
- **Articles of association** (statute of entity);
- The **financial identification form**⁶ duly completed and signed by the bank account holder and certified by the bank (original signatures required) – please note that this certification by the bank is not required if the financial identification form is accompanied by a copy of a recent bank statement.

Legal entities governed by public law:

- The **legal entity identification form**⁴ duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- A **copy of the official document attesting to the establishment of the public-law entity**, such as the legal resolution, law decree or decision;
- A **copy of the certificate of liability to VAT**, if applicable (in countries where the trade register number and the VAT number are identical, only one of these documents is required);
- The **financial identification form**⁵ duly completed and signed by the bank account holder and certified by the bank (original signatures required) – please note that this certification by the bank is not required if the financial identification form is accompanied by a copy of a recent bank statement.

5.2 Eligible countries

Only applications from legal entities established in the EU Member States are eligible. This applies to all partners involved in the application.

⁵ Forms are available on the following website: http://ec.europa.eu/budget/execution/legal_entities_en.htm.

⁶ The form for the country where the bank is located should be completed even if the applicant organisation's statutory head office is in another country. Forms are available on the following website: http://ec.europa.eu/budget/execution/ftiers_en.htm

5.3 Eligible activities

The activities proposed should have a clear link with the objectives set in section 2. Examples of possible activities that could be financed under this call are listed in the following (not exhaustive):

- Joint curricula design: activities must include the direct involvement of business in the design of new curricula in higher education;
- Joint curricula delivery: this could involve diverse activities either provided by the HEI, by the company or in joint cooperation between the HEI and company (e.g. placements or internships of students in companies; researchers or professors working for limited period in companies; students working on companies real case problems; company staff involved into teaching; ...);
- Development and implementation of new ways of teaching and learning, supporting multi-disciplinarily, learner-centred and problem-based learning;
- Staff mobility between academia and business, involvement of teaching staff in companies' projects, aiming at exchange / transfer of knowledge and innovation and/or at the development of tailor made innovations;
- Development and implementation of innovative projects on cross-border University-Business cooperation. These could include active participation of students in implementing innovative solutions in businesses located in other countries;
- Inclusion of entrepreneurship education throughout higher education programmes.
- Development of new learning opportunities from the practical application of entrepreneurial skills (development of new services, products and prototypes with commercialisation potential);
- Development/provision of platforms for matching companies needs and student projects.

Activities which do not contribute to the objectives of this call are not eligible for funding.

5.4 Eligible proposals

- Be dispatched by the specified deadline to the correct address.
- Be submitted by a legal person having the legal capacity; natural persons may not apply for a grant.
- Be submitted by organisations from eligible countries, complying with the criteria set in part 5.2 and comprising a minimum of 3 organisations from 3 different eligible countries.
- The partnerships includes at least one higher education establishment and one private company.
- Be submitted using the official application package, in one of the official European Union languages (which should also be the language which will be used in the partnership for the implementation of the work programme), signed in original by the person who is authorised to enter into legally binding commitments on behalf of the applicant organisation.
- Include mandate letters⁷ from all partners carrying the signature of one person who is authorised to enter into legally binding commitments on behalf of the partner

⁷ With the '**Mandate**' a '**Partner**' grants power of attorney to the '**Applicant**' to act in his/her name and for his/her account during the implementation of the action. This document clearly describes the role and responsibilities of

organisation; the letters must use the models provided. Signed fax versions of the mandate letters will be accepted at proposal stage, but originals will have to be available at the moment of establishing the agreement.

- Comply with the minimum duration of the projects of 12 months and maximum of 18.
- Include a budget in Euro that is balanced in terms of expenditure and revenue and complies with the ceiling for a European Union grant (max. 400.000 Euros) and cofinancing (max. 75%).
- Be accompanied by documents attesting to the financial and technical capacity of the applicant organisation, a copy of their articles of association and/or legal registration documents and all the other documents referred to in the application package and its annexes.
- Comply with all conditions set out in section 14 of this call for proposals.
- Include all the documents indicated in the checklist in Annex

6. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- a) are subject to a conflict of interests;

the '*Partner*' in the design and implementation of the action. As part of the application form, this document must be signed bilaterally by the applicant and each partner and addressed to the European Commission (originals).

- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
- c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure, and
- d) they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93(1) and 94 of the Financial Regulation.

7. SELECTION CRITERIA

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action or work programme.

Applicants must submit a declaration on their honour (included in the application form), completed and signed in original, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

7.1 Operational capacity

In order to permit an assessment of their operational capacity, organisations must submit, together with their applications:

- CVs for key persons participating in the action, giving detailed information on their professional experience in relevant fields;
- a list of up to 10 key projects, actions or activities already undertaken by the applicant and/or partners, which are linked to the objectives of this call.

7.2 Financial capacity

In order to permit an assessment of their financial capacity, organisations must submit, together with their applications:

- the profit and loss accounts of the applicant organisation together with the balance sheet for the last financial year for which the accounts have been closed. If this is not possible, any other document attesting the financial capacity is required;
- a completed financial capacity form, available via the link to the Call web page at section 14.2 below;

- the bank details form completed by the beneficiary and certified by the bank (original signatures required), available via the link to the Call web page at section 14.2 below.

The verification of financial capacity shall not apply to public bodies. Therefore, public bodies need not send the first two documents referred to above.

NB: If, on the basis of the documents submitted, the Commission considers that financial capacity has not been proved or is not satisfactory, it may:

- reject the application;
- ask for further information;
- require a guarantee (see section 9.3);
- offer a grant agreement without prefinancing and/or make a first payment on the basis of expenses already occurred.

8. AWARD CRITERIA

Only the proposals which fulfil the eligibility, exclusion and selection criteria will be taken into account for a comparative assessment.

Eligible applications/projects will be assessed on the basis of the following criteria (in parentheses the weight that is given to each criterion):

- (40) Relevance of project and quality of the work programme including:
 - The goal and the expected results of the project are coherent and consistent with the objectives of the Pilot Action.
 - The quality, relevance and novelty of the activities and approaches proposed in the work programme and the expected results;
 - The overall planning, organisation and allocation of the work among the different partners is clear and appropriate to achieving the goals of the project;
 - The overall budget is appropriate to achieve the goals of the project and demonstrates commitment from the various partners;
- (25) Quality of the Partnership, including:
 - The combined skills, recognised expertise and competences of the partnership ;
 - A committed, strong partnership with an appropriate mix of academia and business actors;
- (25) European added value and expected impact on partnership participants:
 - Expected impact of/on the approaches, learning methods, and target groups concerned is clearly defined and measures are in place to ensure that the impact is achieved;

- Expected increase of joint activities of higher education institutions and companies within the partnership;
 - Expected leverage of **additional funding from other sources (public and/or private)**
 - Expected impact of the planned dissemination activities;
 - The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
- (10) Cost-benefit ratio:
- The project demonstrates value for money in terms of the activities planned relative to the budget foreseen.

9. EVALUATION OF APPLICATIONS AND AWARD

A committee shall be appointed in order to evaluate the proposals. Outside experts may assist the committee.

10. FINANCIAL CONDITIONS

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish any entitlement for subsequent years.

European Union grants are incentives to carry out projects which would not be feasible without the Commission's financial support and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere. The allocated amount may not exceed the amount requested.

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals (<http://ec.europa.eu/budget/inforeuro/>).

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the European Union budget. The allocated amount may not exceed the amount requested.

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

The beneficiary shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties, or in kind. The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation.

The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Commission where it results from the pre-financing payment.

10.1 Payment procedures

In the event of definitive approval of the proposal by the Commission, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. This agreement (the original) must be signed and returned to the Commission immediately. The Commission will sign it last.

A pre-financing payment of 50% will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Commission will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Commission under the pre-financing payment.

10.2 Certificate on the financial statements and underlying accounts

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be demanded by the authorising officer responsible in support of any payment on the basis of his assessment of risks.

The certificate shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the contracting authority, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

10.3 Guarantee

The Commission may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in Euro, shall be provided by an approved bank or financial institution established in one of the Member States of the European Union.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements and specialised agencies created by such organisations.

10.4 Double financing

Subsidised projects may not benefit from any other European Union funding for the same activity.

Applicants' attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.

10.5 Eligible costs

Eligible costs of the action/project are costs actually incurred by the beneficiary, which meet the following criteria:

- they are incurred during the duration of the action/project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the project's financial statements and underlying accounts;
- they are connected with the subject of the agreement and they are indicated in the estimated overall budget of the action/project;
- they are necessary for the implementation of the project which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible direct costs

The eligible direct costs for the action/project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to performance of the action and which can therefore be booked to it directly. In particular, the following direct costs are eligible, provided they satisfy the criteria set out in the previous paragraph:

- the cost of staff assigned to the action/project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: this cost must be the actual cost incurred by the beneficiary and its partners; the staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary; the corresponding salary costs of personnel of public organisations are eligible to the extent that they relate to the costs of activities which the relevant public authority would not carry out if the project concerned were not undertaken.
- subsistence allowances for staff taking part in the project (for meetings, European conferences, etc.), provided that they do not exceed the scales approved annually by the Commission;
- travel allowances for staff taking part in the action/project (for meetings, European conferences, etc.), provided that they are reasonable, justified, and that they comply with the principle of sound financial management, in particular regarding economy and efficiency;
- purchase cost of equipment (new or second-hand), provided it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the project may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies, provided they are identifiable and assigned to the action/project;
- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the action/project, provided the conditions laid down in the agreement are met;
- costs arising directly from requirements linked to performance of the action/project (dissemination of information, specific evaluation of the action/project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

Eligible indirect costs (administrative costs)

- a flat-rate amount, not exceeding 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary already receives an operating grant.

Form of the Grant and amounts

The expenditure that will be implemented by beneficiaries can be reimbursed on the basis of real costs incurred or/and by using lump sums and flat-rate financing. The action grants may take any of the following forms:

- a) Reimbursement of the eligible costs actually incurred;
- b) Lump sums;
- c) Flat-rate financing;
- d) A combination of the forms referred to in points a), b) and c) on the basis of a maximum EU co-financing rate up to maximum of 75% of the total eligible costs

10.6 Ineligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Union grant;
- excessive or reckless expenditure;
- costs declared by the beneficiary and covered by another action or work programme receiving a Union grant;
- costs of replacing persons involved in the project;
- expenses for travel to or from countries other than those participating in the project, unless explicit prior authorisation is granted by the Commission.

Contributions in kind do not constitute eligible costs.

11. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, detailed information must be provided by the applicant explaining the reasons and tasks to be subcontracted.

On another hand, the applicant and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

Where implementation of the assisted actions requires the award of a procurement contract with a value of more than EUR 60 000, the authorising officer responsible may require beneficiaries to abide by special rules. Those special rules shall be based on rules contained in the Financial

Regulation and determined with due regard for the value of the contracts concerned, the relative size of the Union contribution in relation to the total cost of the action and the risk. Such special rules shall be included in the grant decision or agreement.

The beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

12. PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the European Union institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Commission will publish the following information:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, beneficiaries are required to give prominence to the name and logo of the European Union and the European Commission on all their publications, posters, programmes and other products issued under the co-financed action.

To do this they must use the logo of the European Union (available at: http://europa.eu/abc/symbols/emblem/download_en.htm) and the logo of the Directorate General for Education and Culture (available at: http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html). If this requirement is not fully complied with, the beneficiary's grant may be reduced.

13. DATA PROTECTION

Processing your grant application will involve the recording and processing of personal data (such as names, addresses and CVs, etc.). Such data will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18/12/2000 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your grant application and will be processed solely for that purpose by the Directorate-General Education and Culture. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Directorate-General Education and Culture. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European

Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or

- the Commission Regulation 1302/2008 of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

14. PROCEDURE FOR SUBMISSION OF PROPOSALS

14.1 Publication

The call for proposals is being published on the Internet site of the Education and Culture DG at: http://ec.europa.eu/dgs/education_culture/calls/grants_en.html

14.2 Application form

Grant applications must be drawn up in one of the official EU languages, using the form specifically designed for this purpose. Please note that only typed applications will be considered.

The Application package (application form, financial tables, declaration on honour) and the required annexes can be obtained on the Internet at the following address:

http://ec.europa.eu/dgs/education_culture/calls/grants_en.html

or by writing to EAC-knowledge-alliances@ec.europa.eu

Only one copy of the form will be sent out per request.

14.3 Submission of the grant application

Only applications submitted not later than 30 of June 2011, using the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), containing the required annexes and documents listed in the checklist, submitted in one original clearly identified as such and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, plus three copies, will be accepted.

Applications which are not submitted before the deadline will not be considered.

Applications dispatched by post, (registered mail recommended) **not later than 30 of June 2011**, date as postmark, must be sent to the following postal address:

European Commission – Directorate-General for Education and Culture
Directorate C - Lifelong learning: higher education and international affairs
Unit C2 - European Institute of Innovation and Technology, economic partnerships
MADO – 11/45
Pilot project on Knowledge Partnerships
Call for proposals No EAC/19/2011
B-1049 Brussels
Belgium

Applications must be submitted in a sealed envelope itself enclosed within a second sealed envelope addressed as indicated above. The inner envelope must bear, in addition to the address above, the words "*Call for Proposals EAC/19/2011 – Not to be opened by the mail services*". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

Hand delivery of the proposal is possible, **before 16:00 p.m. not later than 30 of June 2011** at the following address:

European Commission – Directorate-General for Education and Culture
Unit C2 - European Institute of Innovation and Technology, economic partnerships
Pilot project on Knowledge Partnerships - *Call for proposals No EAC/19/2011*
Avenue du Bourget, 1
B-1140 Evere
Belgium

Please note that this address is different from the postal address mentioned above.

In addition to the paper version, *an electronic version of the application package (application form, budgetary tables and declaration on honour) without its annexes* should be sent after the deadline of 30/06/2011 to the following e-mail address:

EAC-knowledge-alliances@ec.europa.eu

Applications sent by fax or only by e-mail will not be accepted.

No changes can be made to the dossier after the application has been submitted. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All unsuccessful applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the Commission may ask the persons responsible for the proposed action to provide additional information and, if appropriate, guarantees.

Regarding the presentation of the application file, it is recommended to:

- Follow the order of documents as listed in the checklist in Annex.
- Print the documents double-sided, where possible
- Use only 2-hole folders (please do not bind or glue)

If an applicant submits more than one proposal, each one must be submitted separately.

14.4 Rules applicable

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities. (OJ L 248, 16.9.2002, p. 1, as last amended by Regulation (EC) No 1525/2007 of 17 December 2007 (OJ L 343, 27.12.2007, p. 9).

Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying-down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities. (OJ L 357, 31.12.2002, p. 1, as last amended by Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111, 28.4.2007, p. 13).

14.5 Contacts

Contacts between the Commission and the applicants are forbidden, save, exceptionally, in cases where clarification of the call for proposals dossier is necessary. Should the applicant require any clarification prior to the deadline for submission of applications, the request should be addressed to EAC-knowledge-alliances@ec.europa.eu.

Request for clarifications received at least 15 calendar days before the deadline for submission of applications, will be answered not later than 10 calendar days before the deadline. Request received 14 days or fewer before the deadline will not be answered. Responses which provide additional information to the call for proposals dossier will be available to all applicants on the website of publication of the call.

Annexes:

- Application package;
- Model Grant Agreement.