



# Submitting an application: Hints & tips

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# Objective

- Improve the chances of your proposal being funded!

# Structure

- Structure and purpose of Application Form (AF) and Guide for Applicants (GfA)
- Improving your application
- Four Award Criteria
- Final advice



# Application form part A

- Essential information on the applicant (general) and the proposal (content and finance) (electronic submission)

# Application form part B1

- Administrative information and information on compliance with EU law (in particular environment, state aid and transport mode specific) (Word doc)



# Application form part B2

- Technical information describing the proposed action and its activities in detail (Word doc)
- Structure reflects the four blocks of award criteria
- Ensures that all information needed by the external evaluators and the Commission for a fair and comprehensive evaluation is provided



# Annexes

- Environmental certificates, cost benefit analysis, etc.
- No obligation for translation

## Guide for applicants (1/2)

- Provides clear guidance to applicants on how to complete the application forms and submit a proposal
- Provides information on the meaning of each selection criterion
  - Where necessary, specific interpretations of the criteria are provided in the call text



# Guide for applicants (2/2)

- Lists a set of prompting questions specific to each criterion that the external evaluators must answer for each proposal
- Contents: who decides on calls for proposals, available funding, who can apply, **how to apply**, evaluation procedure, checklist
- Annex 1: Guidelines to complete AF **Part B1**
- Annex 2: Guidelines to complete AF **Part B2**
- Annex 3: Information on translations
- Annex 4: Glossary and Acronyms



# How to improve your proposal

- Start early (especially for MS endorsement)
- Read the work programme, call text and Guide for Applicants very carefully
- Anticipate competition
  - Calls are over-subscribed, so not all proposals can be funded
  - Weaknesses are spotted quickly and lead to low marks
  - Low marks on just one criterion, even if average above threshold = no funding



# How to improve your proposal

- **Take guidelines seriously**
  - Formal criteria are important, including requirements for supporting documentation
  - Conditions for applicants
  - Conditions for eligibility of projects
  - Selection criteria (financial and technical capacity)
  - Award criteria:
    - Your job is to explain how your proposal addresses these criteria
    - Check for call-specific interpretations



# External evaluation - the award criteria (1)

## Relevance

*Does proposed project or study meet objectives of call? Does it address European transport policy objectives? Does it make a positive contribution to the TEN-T network? What is the added value of EU funding?*

- It is not enough for project to be on TEN-T network or priority corridor
- What does this project bring to Europe? Positive macro-economic effects are needed
- Why the project is worth funding by EU or what difference EU funding makes



# External evaluation - the award criteria (2)

## Maturity

*Status of project activities: technical specification and time plan. Is the project ready to go? Has the project received the necessary and legally obligatory national and sub-national approvals? Are procurement issues, if any, settled? Can you provide supporting documentation for all this?*

- EU is interested in projects which are ‘ready to roll’ (EIA done, building permits issued, procurement advanced, etc.)
- Have all the other co-funding sources been secured?
- Importance of evidence: certificates or supporting documentation



# External evaluation - the award criteria (3)

## Impact

*Explain direct and indirect socio-economic effects expected of project (in terms of traffic flow, modal split, competition, interoperability, safety, land use, etc.) and environmental aspects. For studies, the impact is to be understood as the degree of usefulness of the study for decision-making*

- What are the expected improvements it will bring?
- Sustainability is particularly important
- Highlight and explain how your project contributes to sustainable development. Describe mitigation measures, if any
- If you have a CBA, please provide it



# External evaluation - the award criteria (4)

## Quality

*Completeness and clarity of proposal. Coherence between objectives and proposed activities (technical AND financial consistency), sound project management. Planning sufficient to achieve objectives*

- Comprehensive description of the objectives and the way to achieve them
- Are the costs reasonable and realistic?
- A sound project management process and plan
- What are the risks? What are the mitigations?
- Do not forget publicity



# Language of submission

- The working language of the external evaluators is EN. You are highly recommended to submit proposals in EN
- Translation costs are reimbursed up to €2500 (subject to a proposal's timely submission & a reimbursement request backed up by official invoices)
  - Read carefully the instructions in the GfA (section 4.2) for the reimbursement procedure and fill Part A4 of the AF



# Final advice

- Ensure that forms are duly signed by the competent authority(ies) and/or organisation(s)
- Correctly follow the submission procedure, and within the deadline:
  - eSubmission tool
  - Package (printouts and electronic format)

**N.B. Keep proof of sending**



# Final advice

- Re-read your proposal and ask yourself
  - Is it clear?
  - Does it cover all the points?
  - Does it make the case for why it should receive EU funding?
- Provide enough detail
  - Objectives
  - Added-value at European level
  - Realistic planning
  - Reliable financial data
  - Solid project management process
  - Correct certificates (environment, interoperability, etc.)



# Final advice

Finally,  
use the application checklist  
and check the FAQs!

[http://tentea.ec.europa.eu/en/apply\\_for\\_funding/follow\\_the\\_funding\\_process/calls\\_for\\_proposals\\_2011.htm](http://tentea.ec.europa.eu/en/apply_for_funding/follow_the_funding_process/calls_for_proposals_2011.htm)



# How do I submit a proposal?

- Submit Application Form Part A electronically via email (using the TENtec tool)
  - All parts (A, B1 and B2) must be submitted for a proposal to be complete!
  - Send - via mail, private courier, or hand delivery - the complete proposal (including a non-rewritable CD-ROM or DVD-R disk)
- Deadline for submission:  
**13 April 2012, 16:00 (EC Central Mail)**



# Thank you



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