Summary

1. Financial Guidelines

2. Legal-Grant Agreement

3. How to submit a proposal

4. Questions & Answers
1. Summary Financial Guidelines

1. Calls 2019: Section 1 – Section 2
2. Eligible costs
3. Ineligible costs
4. Third Parties
5. Keeping records-supporting documentation
6. Report and payment requests
7. Checks, reviews, audits and investigations
1. Calls 2019: Section 1 – Section 2

<table>
<thead>
<tr>
<th>Section and call</th>
<th>Call</th>
<th>Total Call Budget</th>
<th>Budget per Topic</th>
<th>Type of Action</th>
<th>N. of expected grants</th>
<th>TRL</th>
<th>Funding Rate</th>
<th>Expected duration of projects</th>
<th>Total Budget per Section</th>
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<tr>
<td>Section 1</td>
<td>Call Water</td>
<td>6.400.000,00</td>
<td>6.400.000,00</td>
<td>RIA</td>
<td>Up to 4</td>
<td>3 to 5</td>
<td>100%</td>
<td>36-48 Months</td>
<td>28.000.000,00</td>
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<tr>
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<td>Call Farming</td>
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<td>RIA</td>
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<td>100%</td>
<td>36-48 Months</td>
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<td></td>
<td>6.400.000,00</td>
<td>IA</td>
<td>Up to 4</td>
<td>5 to 8</td>
<td>70 or 100%</td>
<td>36-48 Months</td>
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<td>70 or 100%</td>
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<td>1.100.000,00</td>
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<td>NA</td>
<td>depending on National Regulations</td>
<td>36 Months</td>
<td>34.950.000,00</td>
</tr>
</tbody>
</table>
2. Eligible Costs
2. Eligible Costs

A) ACTUAL COSTS (Art 6.1 MGA)

1- Must be actually induced by the beneficiary

2- During the period of the action

3- Must be indicated in the estimated Budget (Excel File)

4- Must be run in connection with the action as described in Annex 1

5- Must be identifiable and verifiable

6- Must comply with the aplicable national law on taxes, labor and social security

7- Must be reasonable, justified and must comply with the principle of sound financial management.
2. Eligible Costs

SPECIFIC CASES ACTUAL COSTS

1- **Depreciation costs** for equipment used for the action, but bought before the action starts. **ELIGIBLE**

2- **Cost related to preparing**, submitting and negotiating the **proposals**. **NOT ELIGIBLE**

3- Costs related to **drafting the consortium agreement**. **NOT ELIGIBLE**

4- **Travel** Costs for the **kick-off meeting**. **ELIGIBLE**

5- **Costs of reporting** at end of the action. **ELIGIBLE**

6- Cost to allow for the participation of **disabled people**. **ELIGIBLE**
2. Eligible Costs

B) UNIT COSTS
- Usual accounting practices
- Must be calculated as follows:

Number of actual units x Amounts per unit

C) LUMP SUM
Payment exclusively based on outcome base payment

Example: A measurement campaign, clinical tests...

D) FLAT RATE COSTS
Calculated by applying the flat rate to eligible costs (Example: 25% Eligible direct costs will be indirect costs)
2. Eligible Costs

A) Direct Personnel Costs

B) Direct costs of subcontracting

C) Direct costs of providing financial support to third parties

D) Other direct costs

E) Indirect costs

**DIRECT COSTS:** Costs directly linked to the action implementation and can be attributed directly to it.

**INDIRECT COSTS:** Costs NOT directly linked to the action implementation and cannot be attributed directly to it.
2. Eligible Costs

- A) DIRECT PERSONNEL COSTS (Art 6.2 MGA)

- Costs for employees

Personnel costs for employees (salary + social security contributions)

GENERAL RULE: HOURS WORKED (time records) x HOURLY RATE + (Additional Remuneration)

Hourly Rate = \( \frac{\text{PERSONNEL COSTS}}{\text{PRODUCTIVE HOURS}} \)

- **Hourly rate** can be calculated either annually or monthly

- **Productive hours**
  
a) 1,720 hours
  b) Individual productive hours
2. Eligible Costs

**Specific cases direct personnel costs**

- Teleworking. **ELIGIBLE**
- Benefits in kind. **ELIGIBLE** (e.g., costs of lunch vouchers)
- Recruitment costs. **NON ELIGIBLE**
- Students, PhDs under scholarship, internship or similar agreement. **ELIGIBLE**
- Parental live. **ELIGIBLE**

- **Costs for natural persons working under a direct contract**
  Costs of **in-house consultants** and similars (i.e., self-employed)

- **Costs for personnel seconded by a third party**

**B) DIRECT COSTS OF SUBCONTRACTING**

- Covers the **price paid for subcontracts** and related taxes.
- Must be declared as **actual costs**
- Be incurred for the subcontracting of action tasks **described in Annex 1**.
2. Eligible Costs

- C) OTHER DIRECT COSTS

- Travel costs
  - Covers the travel costs and related subsistence allowances spent for the action
  - Be in line with the beneficiary’s usual practices on travel.

Specific cases
Combination with personal travels or travels for other purposes.

- Equipment
  a) Depreciation costs of equipment, infrastructure or other assets

\[
\text{Acquisition Cost} \times \% \text{ Annually Depreciation} \times \% \text{ Use for the action}
\]

b) Costs of renting or leasing equipment
2. Eligible Costs

- (**C**) OTHER DIRECT COSTS

- Other goods (Art 10 MGA)

Goods and services purchased for the action. **It is not necessary to detail in Annex 1**

- Consumables and supplies

- Intellectual property rights

- Certificates on financial statements

- Costs of internally invoiced goods and services

Costs for goods and services which the beneficiary **itself produced or provided for the action.**
2. Eligible Costs

D) INDIRECT COSTS

Indirect costs are eligible if they are declared on the basis of the flat-rate of 25% of the eligible DIRECT costs from which are EXCLUDED:

- Costs of subcontracting

EXAMPLE:

A public university is a beneficiary under a GA and has incurred the following costs:

- 100,000 € personnel costs
- 20,000 € subcontracting costs
- 10,000 € Other direct costs

Eligible DIRECT costs: 100,000 + 20,000 + 10,000 = 130,000 €

Eligible INDIRECT costs: (100,000+10,000) x 25% = 27,500 €

Total Eligible costs: 157,500 €
3. Ineligible costs

1- Costs that **do not comply with the conditions** set out in the eligible costs:

a) Doubtful debts

b) Currency Exchange losses

c) Excessive or reckless expenditure

d) Deductible VAT
## Budget Categories Transfers

<table>
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<th>Form of costs****</th>
<th>Actual</th>
<th>Unit (a)</th>
<th>Unit (b)</th>
<th>XX EUR/hour</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
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<td>0</td>
<td>100</td>
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<td>0</td>
<td>125.000</td>
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</table>

Source: This slide is provided by EC
4. Third Parties

⇒ What is a third party?

A legal entity which carries out work of the action, supplies goods or provides services for the action, but which did not sign the grant agreement

⇒ What types of third parties?

1. Third parties directly carrying out part of the work described in Annex 1

2. Other third parties: providing resources, goods or services to the beneficiaries for them to carry out the work described in Annex 1

Source: This slide is provided by EC
4. Third Parties

THIRD PARTIES IN H2020

- Carrying out part of the work
  - Subcontractors Art. 13
  - Linked third parties Art. 14

- Providing resources
  - Contracts Art. 10
  - Use of in kind contributions Art. 11 & 12

Source: This slide is provided by EC
5. Keeping records-Supporting documentation

- **Five** years keep records and other supporting documentation.

- **Original documents.**

- The beneficiaries must keep the records and documentation supporting the costs declared:
  
  a) **Actual costs**: e.g. contracts, subcontracts, invoices and accounting records.
  
  b) **Unit costs**: Adequate records and other supporting documentation to prove the number of units declared.

- ‘**Certificate on the methodology**’ Stating that their usual cost accounting practices comply with these conditions.

- In addition, for **personnel costs** (only for persons who don’t work exclusively on the action), the beneficiaries must keep **time records** (writting and approved by the persons working on the action) for the number of hours declared (at least monthly).
6. Report and Payment Requests

- The coordinator must submit a periodic report within 60 days following the end of each reporting period.

- **Periodic financial report:**
  Payment accordance of the work package accomplishment
  An individual financial statement
  A periodic summary financial statement

- **Final financial report:**
  It is also necessary to include a certificate on the financial statements if the beneficiary requests a total contribution of **325.000 € or more.**

- Financial Statements **must be drafted in euro.** (For non-euro members, Official Journal of the European Union)
6. Report and Payment Requests

- Prima Foundation will do the following payments:

1. **Pre-financing payment**: 60% (max 30 days)

2. **Interim payment/s**: 30% (max 90 days)

   The amount due as interim payment is calculated by the PRIMA Foundation in the following steps:
   
   **Step 1**: Application of the reimbursement rates
   
   **Step 2**: Limit to 90% of the maximum grant amount.

3. **Payment of the balance**: 10% (max 90 days)

- Payments will be made to the coordinator.
7. Checks, reviews, audits and investigations

- The **Prima Foundation or the Commission** will check the proper implementation of the action and compliance with the obligations under the Agreement. **30% of Beneficiaries**

- **Reviews** may be started up to 2 years after the payment if the balance. These reviews can be carried out directly (own staff) or indirectly (using external persons or bodies).

- The Prima Foundation or the Commission may carry out **audits** on the proper implementation of the action.

- European Anti-Fraud office (OLAF) and European Court of Auditors (ECA) can carry out at any moment during the implementation of the action investigations or audits.
2. Legal - Model grant agreement (MGA)
MGA

WHY?

To guarantee that the action granted will be implemented as (1) agreed between PRIMA and the consortium and (2) in compliance with the provisions of the contract and all other obligations under applicable law.

In addition, in case a beneficiary breaches any of its obligations, the grant agreement establishes how the grant may be reduced, or other stronger situations.
“By signing the Agreement or the Accession Form, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and conditions it sets out.”

“Article 7.1

General obligation to properly implement the action

The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement and all legal obligations under applicable EU, international and national law.”
“7.2

Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43). Such breaches may also lead to any of the other measures described in Chapter 6.”

- Rejection of ineligible costs
- Reduction of the grant
- Recovery of undue amounts
- Liability for damages
- Suspension of payment deadline
- Suspension of payments
- Suspension of the action implementation
- Termination of the agreement or of the participation of one or more beneficiaries
Main parts of the MGA

- Grant Agreement ➔ Contract with 58 articles, signed between PRIMA and the Coordinator
- Annex 1 ➔ PROJECT - Description of the action
- Annex 2 ➔ Estimated budget for the action
- Annex 3 ➔ Accession Forms (document signed by all the partners of the consortium, except the coordinator)
How is the PRIMA MGA?

- PRIMA uses the H2020 template for the multibeneficiary grant agreement, adapted to our organization.
- You can check this document online in our webpage [www.prima-med.org](http://www.prima-med.org) (in the reference documents section).
PRIMA does not use the EU participant portal; thus, the grant agreement signature procedure will not be exclusively online.

Steps (1/2):

1.- The coordinator of the beneficiary consortium receives a letter from PRIMA communicating that the proposal has been selected for funding.

2.- The coordinator sign the declaration of honour attached in the letter. The coordinator will be as well the responsible to make the rest of the partners of the beneficiary consortium to sign it and send it back to PRIMA.
Procedure to sign the grant agreement 1/2

Steps (2/2):

3.- Once the declaration is signed by all the partners, PRIMA will send the grant agreement to the coordinator, who will sign it and repeat the same procedure done with the declaration of honour.

4.- Start the financing and the implementation of the action.
What other documents must sign the partners of the consortium for being granted beside the MGA?

Consortium agreement:

- Complement the grant agreement.
- No provisions against the grant agreement.
- PRIMA not involved.
Some usual doubts

Can the beneficiaries use third parties or subcontractors to implement the action granted?

Yes, but you must consider the following when using a third party and subcontracting:

• Ensure best value for money on the selection of the third party/subcontractor
• Avoid conflict of interests
• Subcontracting between beneficiaries is not allowed
• Estimated costs and tasks must be identified in the budget and in Annex 1
• The consortium retains the sole responsibility for work and the costs declared; if something goes wrong with the third party or subcontractor, the consortium will be responsible in any case.
3. How to submit a proposal
On the website you will find all relevant updates, documents and information on the programme, including:

**CALL SECTION**
- Information and guidelines for each call
- Templates
- Link to submission website (one link per call)

**PARTNERING TOOL**
Applicants can post and read offers to look for partners

**EXPERT REGISTRATION TOOL**
To register as expert to take part in the evaluation of the proposals submitted to PRIMA calls

http://prima-med.org/
General Information

PRIMA Objectives

The overall objective of the PRIMA programme is to build research and innovation capacities and to develop knowledge and common innovative solutions for agro-food systems, to make them sustainable, and for integrated water provision and management in the Mediterranean area, to make those systems and that provision and management more climate resilient, efficient, cost-effective and environmentally and socially sustainable, and to contribute to solving water scarcity, food security, nutrition, health, well-being and migration problems upstream.

The scope of research and innovation is complex, multidisciplinary and requires a multi-actor and cross-border approach.

The scale of the research and innovation necessary to address the challenges in the Mediterranean area is immense due to the systemic character of the major bottlenecks.

A collaborative approach among PRIMA Participating States (PS) can help to increase the required scale and scope, by pooling financial and intellectual resources.
# PRIMA calls for proposals section

In this section of the website you can find relevant information on PRIMA calls for proposals. You can use the search engine to filter your search.

## Call: Section 1 - Management of Water 2018
**Thematic Area:** Management of water: Water reuse and water desalination for agricultural and food production

**Type of Action:** Research and Innovation Action (RIA)

**Total Indicative Amount Allocated to This Call:** EUR 6 million

**Opening Date:** 6 February 2018

**Deadline:**
- Stage 1 Pre-proposals: 17th April, 2018 (17:00h CET)
- Stage 2 Full proposals: 13th September, 2018 (17:00h CET)

**Status:** Open

[More Info](#)

## Call: Section 2 - Multi-topic 2018

**Thematic Area:** Agro-Food value chain, Farming systems, Management of water

**Type of Action:** Transnational call funded by Participating States

**Research and Innovation Action (RIA)**

**Total Indicative Amount Allocated to This Call:** EUR 30 million

**Opening Date:** 6 February 2018

**Deadline:**
- Stage 1 Pre-proposals: 27th March, 2018 (17:00h CET)
- Stage 2 Full proposals: 4th September, 2018 (17:00h CET)

**Status:** Open

[More Info](#)

---

**Call: Section 1 - Farming Systems 2018**

**Thematic Area:** Improving the sustainability of Mediterranean agricole systems

**Type of Action:** RIA Research and Innovation Action

**Total Indicative Amount Allocated to This Call:** EUR 6 million

**Opening Date:** 6 February 2018

**Deadline:**
- Stage 1 Pre-proposals: 17th April, 2018 (17:00h CET)
- Stage 2 Full proposals: 13th September, 2018 (17:00h CET)

**Status:** Open

[More Info](#)

**Call: Section 1 - Agro-food Value Chain 2018**

**Thematic Area:** Agro-food value chain

**Type of Action:** Implementing innovation in Mediterranean Agro-food chains by smallholders and SPIEs

**Total Indicative Amount Allocated to This Call:** EUR 6 million

**Opening Date:** 6 February 2018

**Deadline:**
- Stage 1 Pre-proposals: 17th April, 2018 (17:00h CET)
- Stage 2 Full proposals: 13th September, 2018 (17:00h CET)

**Status:** Open

[More Info](#)
Call: Section 2 – Multi-topic 2018

Thematic area 1: Sustainable water management for arid and semi-arid Mediterranean area

Topic 1.1.1: Water resources availability and quality within catchments and aquifers

Topic 1.1.2: Sustainable, integrated water management.

Topic 1.1.3: Irrigation technologies and practices.

Thematic area 2: Sustainable farming systems under Mediterranean environmental constraints

To access to the Electronic submission website

Full call text
Thematic area 3: Mediterranean Food Value Chain for regional and local development

Topic 1.3.1: Valorising food products from traditional Mediterranean diet

Topic 1.3.2: Food Safety in local food chains

Topic 1.3.3: Implications of dietary shifts and sustainable diets for the Mediterranean populations and food industry

Call documents and templates

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Download</th>
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<tbody>
<tr>
<td>PRIMA Annual Work Plan 2018 (AWP 2018)</td>
<td>Download</td>
</tr>
<tr>
<td>Guidelines for Applicants - Section 2 2018</td>
<td>Download</td>
</tr>
<tr>
<td>National Regulations</td>
<td>Download</td>
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<tr>
<td>Electronic Submission Site Handbook</td>
<td>Download</td>
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<tr>
<td>Proposal template Stage 1 (Scientific Document)</td>
<td>Download</td>
</tr>
<tr>
<td>PRIMA Call text and supporting information - Call Section 2 Multi - topic 2018</td>
<td>Download</td>
</tr>
<tr>
<td>PRIMA full proposal template PART I</td>
<td>Download</td>
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<tr>
<td>PRIMA full proposal template PART II</td>
<td>Download</td>
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<tr>
<td>PRIMA SECTION 2 Detailed budget template</td>
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Access to the submission and evaluation system ANR

**Call:** Section 2 – Multi-topic 2018

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<th>Agro-Food value chain, Farming systems, Management of water</th>
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<tr>
<td>TOPIC:</td>
<td>Transnational call funded by Participating States</td>
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<tr>
<td>TYPE OF ACTION:</td>
<td>Research and Innovation Action (RIA)</td>
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<tr>
<td>TOTAL INDICATIVE AMOUNT</td>
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To submit a new proposal, please go to the Call page on the ANR website. For any information, please contact the person in charge of the Call: Contacts.

**Message to experts and committee members**

If you already have an account (as proposal coordinator, partner...), you must use the same login/password. If you have not received or if you have lost your password, you can generate a new one via the link “Forgotten password” located on this page.
• The coordinator has to create the proposal and provide an ACRONYM.
Different tabs: each one with a specific function

- **TAB 1**: Partnership and tasks
- **TAB 2**: Partners/Organisations files
- **TAB 3**: Identity of the Project
- **TAB 4**: Scientific Abstract
- **TAB 5**: Scientific Document
- **TAB 6**: Peer reviewers
- **TAB 7**: Summary Tables
- **TAB 8**: Submission of the project

Detailed explanations are provided in the EES handbook with Screenshots and a guidance step by step. Available on the PRIMA website.
Information and type of documents you have to upload

ENTER THE TITLE IN ENGLISH FOR BOTH

There is only one option, please select it to be allowed to continue your registration

Click here to select your topic.
Guidelines, call text, national regulations, templates… are also available in the section Reference documents of the PRIMA website.
Reference Documents

This page includes PRIMA reference documents grouped by categories and will be updated when needed. Just click on a document to download it.

**Legal Documents**

<table>
<thead>
<tr>
<th>Document</th>
<th>Download</th>
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<tbody>
<tr>
<td>PRIMA Statutes</td>
<td>Download</td>
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<tr>
<td>PRIMA Decision (Basic Act)</td>
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</table>

**Strategic Research and Innovation Agenda (SRIA)**

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**Annual Work Plans**

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<td>Annual Work Plan 2016 (AWP 2016)</td>
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**PRIMA Model Grant Agreement (MGA)**

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<td>Multi-beneficiary Model Grant Agreement</td>
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**Guidance (Section 1)**

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<td>Download</td>
</tr>
<tr>
<td>Electronic Submission Site Handbook</td>
<td>Download</td>
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</table>
What is needed to submit a proposal?

- Have an eligible consortium

- Submit all the required documents:
  - Part I: Administrative data
  - Part II. Technical annex
  - Budget (global stage 1; detailed stage 2)
  - Fulfil in the submission website all the administrative data and the global budget.
Rules for participation

• at least three independent legal entities established in three different Participating States:

• at least one must be established in an EU Member State participating to PRIMA: Cyprus, Croatia, France, Germany, Greece, Italy, Luxembourg, Malta, Portugal, Slovenia, Spain;

• at least one must be established in a Non EU country participating to PRIMA: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Tunisia, Turkey.
Content and structure of the pre-proposal

The pre-proposal must be submitted online on the evaluation system (ANR)
The link will be announced on the PRIMA website in the corresponding section of the calls and will be open 1 month before the deadline for submission

Main administrative data have to be filled directly online (details in Annex of the guidelines for applicants: how to use the website with screenshots....)
Submit the pdf of the pre-proposal following the template (available on prima website)

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<th>PART I</th>
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<tbody>
<tr>
<td><strong>Title of Proposal</strong></td>
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<tr>
<td><strong>Acronym</strong></td>
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<tr>
<td>1. <strong>Administrative data of participant organisations</strong></td>
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<td>- List of participants:</td>
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<tr>
<td>Participant No *</td>
</tr>
<tr>
<td>1 (Coordinator)</td>
</tr>
<tr>
<td>2 Partner 1</td>
</tr>
<tr>
<td>3 Partner 2</td>
</tr>
<tr>
<td>4 Partner 3</td>
</tr>
<tr>
<td>* Please use the same participant numbering as that used in the Electronic Submission Site. One PI per team/lab or institution Add as many lines as you would need.</td>
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# General information about the project

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<td>Type of action:</td>
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<td>Duration in months:</td>
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<tr>
<td>Free keywords</td>
<td>Enter any words you think give extra detail of the scope of your proposal (max 200 characters)</td>
</tr>
</tbody>
</table>

## Abstract:
Short summary (max. 2,000 characters, with spaces) to clearly explain:
- the objectives of the proposal
- how they will be achieved
- their relevance to the specific call and topic against which the proposal is submitted

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

### Questions to be answered by the coordinator:
- Project submitted in previous EU calls?
- Verification of the financial capacity (only for private entities)
- Total budget requested to PRIMA (on the submission website each partner must give the total cost of the project and the requested amount to PRIMA)
- Etc....
4. Questions & Answers
Thank you for your attention

Website: http://prima-med.org/