

CALL FOR PROPOSALS and guide for applicants

Call reference:
GP/EFSA/ENCO/2020/04

Call title:
Selection of hosting sites for EFSA's European Food Risk
Assessment Fellowship (EU-FORA) Programme

Restricted to the list of competent organisations adopted by EFSA Management Board according to Article 36 of European Parliament and Council Regulation (EC) No 178/2002

Provide EFSA with feedback:

If you considered applying to this call for proposals but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. Please address it to: EFSAProcurement@efsa.europa.eu. EFSA will process any feedback to improve the quality of its future grant calls.

INDICATIVE PROCEDURE TIMETABLE:

Milestone	Date	Comments
Launch date	06/11/2020	Date of call publication on EFSA's website.
Deadline for applicants to raise clarification questions to EFSA	04/02/2021	If, after having read this Call for proposals and guide for applicants, you have any questions you may address them to EFSAProcurement@efsa.europa.eu by indicating the Call reference.
Deadline for EFSA to reply to clarification questions	08/02/2021	Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly.
Deadline for submission of proposals	12/02/2021	<p>Applicants can submit proposals:</p> <ul style="list-style-type: none"> - either by post (registered mail) or by courier not later than 12/02/2021, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below. The applicant submitting a proposal by post or by courier is requested to send an informative e-mail to EFSAProcurement@efsa.europa.eu. - or delivered by hand not later than 12.30 hours (Italian time) on 12/02/2021 to the address indicated below. In this case, a receipt must be requested from EFSA as proof of submission, signed and dated by the staff member in EFSA Post Office who accepted the delivery. The EFSA Post Office is open from 8.30 to 12.30 Monday to Friday. It is closed on Saturdays, Sundays and EFSA holidays. <p>Submission by post, courier or hand to this address:</p> <p style="text-align: center;"><i>European Food Safety Authority - EFSA For the attention of – Raffaella Vacchelli, Finance Unit (Procurement Team) Via Carlo Magno 1/A, I – 43126 Parma, Italy</i></p> <p>Proposals must be submitted using the double envelope system. The outer envelope should be sealed with adhesive tape, signed across the seal and carry the following information:</p> <ul style="list-style-type: none"> - "CALL FOR PROPOSALS GP/EFSA/ENCO/2020/04 – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". - name of the applicant - the posting date should be legible on the outer envelope
Notification of the evaluation results	April 2021	<p>Estimated.</p> <p><i>Attention: the outcome of the present call will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, the applicants who have submitted proposals under the present call are strongly invited to check regularly the inbox in question.</i></p>
Grant agreement signature	April 2021	Estimated

TABLE OF CONTENT:

1.	GRANT OPPORTUNITY AND CONDITIONS	5
1.1	LEGAL FRAMEWORK	5
1.2	BACKGROUND AND MAIN OBJECTIVE OF THIS CALL	5
1.3	SPECIFIC OBJECTIVES OF THE CALL & ADDITIONAL INFORMATION	6
	1.3.1 Obligations and benefits of becoming a fellow hosting site	7
	1.3.2 Obligations and benefits of the fellow hosting site supervisor	9
	1.3.3 Obligations and benefits of becoming a fellow	9
	1.3.4 Accumulation of roles	11
	1.3.5 Overall fellow selection and placement process	11
	1.3.6 Support provided to the fellows and the fellow hosting sites	11
	1.3.7 The training programme to complement the 'learning by doing' placement	11
1.4	ELIGIBLE ORGANISATIONS	13
1.5.	ROLES AND RESPONSIBILITIES	13
1.6	MINIMUM MEETING & REPORTING REQUIREMENTS	15
1.7	EFSA GRANT CONTRIBUTION & PAYMENTS	15
1.8	GRANT PRINCIPLES	18
1.9	EFSA GRANT CONTRIBUTION	19
1.10	ESTIMATED BUDGET AND ELIGIBLE COSTS	19
1.11	APPROVED ESTIMATED BUDGET	19
1.12	INITIAL EFSA GRANT	19
1.13	FINAL EFSA GRANT	19
1.14	PUBLICITY	19
1.15	PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES	19
1.16	PUBLIC ACCESS TO DOCUMENTS	20
1.17	INTELLECTUAL PROPERTY RIGHTS	20
1.18	OPEN ACCESS	20
2.	SELECTING PROPOSALS	21
	2.1 VERIFICATION OF SUBMISSION REQUIREMENTS	21
	2.2 ELIGIBILITY CRITERIA	21
	2.3 EXCLUSION CRITERIA	22
	2.4 SELECTION CRITERIA	22
	2.5 AWARD CRITERIA	23
	2.6 PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA	25
3.	SUBMITTING PROPOSALS	26
	3.1 APPLICATION FORM	26

3.2	LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS	26
3.3	SUBMISSION MODALITIES	26
3.4	EXPECTED DURATION OF PROCEDURE	26

ANNEXES

Annex 1: Draft grant agreement

Annex 2: Application form

Annex 3: Legal entity form ([download template here](#))

Annex 4: Financial identification form ([download template here](#))

Annex 5: Declaration on honour for exclusion criteria

Annex 6: Declaration on honour for selection criteria

Annex 7: Selection & placement process of Fellows and Fellow Hosting Sites

Annex 8: Eligibility and selection criteria for fellows

Annex 9: Note on the processing of personal data in the context of the EU-FORA Fellowship Programme

1. GRANT OPPORTUNITY AND CONDITIONS¹

1.1 LEGAL FRAMEWORK

Article 36 of the Regulation (EC) 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety foresees the possibility to financially support networking of organisations operating in the fields within the EFSA's mission.

In particular, Article 36 (1) stipulates that the Authority shall promote the European networking of organisations operating in the fields within the Authority's mission. The aim of such networking is, in particular, to facilitate a scientific cooperation framework, the development and implementation of joint projects, the exchange of expertise and best practices in the fields within the Authority's mission.

On the 19th December 2006 the Management Board, acting on a proposal from the Executive Director, drew up a list of competent organisations designated by the Member States which may assist EFSA, either individually or in networks, with its mission. This list is regularly updated by EFSA's Management Board.

Article 5 of the Commission Regulation (EC) 2230/2004 of 23 December 2004 laying down detailed rules for the implementation of the European Parliament and Council Regulation (EC) 178/2002 with regard to the network of organisations operating in the fields within the EFSA's mission specifies that the financial support to the networking organisations shall take the form of subsidies (grants) awarded in accordance with the EFSA's financial regulation and implementing rules.

The present Call for proposals and guide for applicants (hereinafter referred to as "the Call") is procedurally governed by Title VIII of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

This call is based on EFSA's 2020-2022 draft Work Programme for grants and operational procurements as presented in Annex IX of the draft Programming Document 2020 – 2022, available on the EFSA's website².

1.2 BACKGROUND AND MAIN OBJECTIVE OF THIS CALL

In 2016, in close cooperation with the Advisory Forum and the EFSA Focal Points, EFSA established the European Food Risk Assessment Fellowship (EU-FORA) Programme to help achieve one of EFSA's strategic objectives: Strengthening the food risk assessment capacity (including animal health and plant health) and knowledge community across Europe.

1 The applicant is reminded that this Call and guide for applicants contains a selection of the most important conditions for the grant implementation. For the full set of conditions the applicant is invited to consult the draft grant agreement attached to this Call.

2 <https://www.efsa.europa.eu/sites/default/files/event/mb-82/mb191218-a2.pdf>

The legal framework for the programme is Article 23(b) (Tasks) of EFSA's Founding Regulation: "To promote and coordinate the development of uniform risk assessment methodologies in the fields falling within its mission".

The EU-FORA programme will establish a regular 12-month learning-by-doing fellowship, the objectives of which are to:

- attract and motivate early to mid-career professionals to become risk assessors;
- intensify exchange and cooperation among national food safety agencies and EFSA;
- contribute to harmonising food risk assessment practices across Europe;
- further develop food risk assessment methodologies in Europe.

The scientists that will participate as fellows, supervisors, tutors, programme coordinators and others in the programme will constitute a pool of experts, available to support the risk assessment activities of EFSA and the MS. The programme will contribute to strengthening the overall capacity in food RA in Europe allowing more countries in a greater extent to support EU activities in food RA.

Furthermore, the exchange of staff through the programme and the interaction between supervisors, tutors, coordinators and others from different EU countries and different EU institutions, will greatly contribute to the harmonisation of food risk assessment methodologies in Europe.

The first 12-month cycle of fellowships started in September 2017 and enrolled 15 fellows. Each 12-month fellowship placement is complimented and completed by a common training programme of seven weeks in total, comprising one three-week induction training module held at EFSA's premises in Parma, and four separate one-week training modules held in Vienna, Berlin, Athens, and Parma, respectively³.

The principal focus of the EU-FORA fellowship programme will lie on Chemical and Microbiological risk assessment so as to attract professionals from relevant fields such as: Molecular Biology, Biology, Microbiology, Veterinary/Human Medicine or Agronomy/Agricultural Science, Biochemistry, Chemistry, Environmental Science, Food Technology, or Toxicology.

Funding, organising, steering and monitoring the EU-FORA fellowship programme is the responsibility of EFSA.

1.3 SPECIFIC OBJECTIVES OF THE CALL & ADDITIONAL INFORMATION

The specific objective of this call is to select fellow hosting sites for the hosting of one or more fellows, shortlisted and proposed by EFSA, for a period of 12 months.

EFSA expects to select [competent organisations](#) under Art. 36 of the EFSA founding regulation with a strong capacity and extended experience in one or more activities relevant to food risk assessment to become fellow hosting sites for 22 fellows in the fellowship cycle 2021-2022.

The detailed selection and award criteria to be used to select the fellow hosting sites are listed in part 2.4 & 2.5. Applicants must meet the requirements and take on the responsibilities described in this grant call. Among other requirements, the fellow hosting sites need to appoint a supervisor for each fellow (see below for more details) and propose the area and range of activities/work programme the fellow(s) will be involved in during the 12-month placement in

³ Depending on the epidemiological situation during the COVID-19 pandemic, trainings may be organised virtually.

each of the cycles applied for. The details of this work programme, including the learning objectives, will be finalized in agreement between the assigned fellow and the supervisor at the start of the placement period.

1.3.1 Obligations and benefits of becoming a fellow hosting site

Obligations:

The fellow hosting site will sign a grant agreement with EFSA whereby it is agreed that EFSA grants to the fellow hosting site, for each fellow hosted, a lump sum grant of 2.200 € x 12 months x correction factor to national cost of living (ex. EUROSTAT figures)⁴, which is the "monthly subsistence allowance" to be provided by the fellow hosting site in full to the fellow i.e. no amount should be retained by the fellow hosting site to cover payment of any taxes, social security contributions or other charges.

In addition, one extra "monthly subsistence allowance" will be granted to the fellow hosting site for each fellow hosted which is the "installation allowance" to be provided by the fellow hosting site in full to the fellow. This allowance is intended to cover the installation costs of the fellow at the start of the placement and the return travel between the fellow hosting site and the country of origin of the fellow. The installation allowance should be provided to the fellow no later than the end of the induction training (which usually starts in late August and running for three weeks at EFSA's premises).

The fellow hosting site administers the fellow placed in its premises. All activities of the fellow must comply with host country administrative labour law, regulations and codes of conduct. It is important to note that EFSA should not be responsible for any breach of national legislation of the fellow hosting site. **EFSA will not be directly liable to the fellows for any payments or reimbursement due to the fellow at the hosting site.** Should EFSA incur costs in defending any legal action resulting from the fellowship within the hosting site country, it reserves the right to seek legal recompense from the fellow hosting site.

It is important to note that the **fellow is not an "employee"** of the hosting site and the lump sum grant which the fellow hosting site receives and which should then be paid to the fellow each month (monthly subsistence allowance) is not a "salary".

The fellow should be entitled to leave days, justified absences and working hours equivalent to those of other individuals working at the hosting site in which they are placed. Holidays cannot be taken by the fellow during the common scheduled training activities where the fellow is obliged to participate, i.e. the induction training and the four specific one-week modules spread throughout the 12-month placement period.

It is possible for a single hosting site to apply for more than one placement of a fellow and they may do that through submission of a single proposal where they should indicate the number of placements offered, the proposed area and the range of activities for each. There is a limitation in each fellowship cycle to the maximum number of placements per organisation and per country. The limit is set to a maximum of three fellow placements per organisation⁵ and a maximum of five (5) fellow placements per country. If a fellow hosting site successfully applies for and is granted more than one fellow, the fellow hosting site will receive one lump sum grant per confirmed fellow placement and will sign one grant agreement for each fellow. Further information on the evaluation of applications and ranking, in particular in situations where one fellow hosting site applies to host more than one fellow, is included in section 2.5.

⁴ See the table in section 1.7 EFSA grant contribution & payments.

⁵ Please refer to page 23 regarding explanation concerning applications by consortium in relation to the maximum limit of three per organisation.

Through a related procurement contract for the provision of training⁶, a small budget will be made available for the participation of fellows in conferences, workshops etc which may take place away from the hosting site. Online events with a fee are also eligible for support from EFSA. In such cases the fellow supervisor will suggest such a participation of a fellow to EFSA. EFSA reserves the right to approve or reject the request based on budget availability. In the event that EFSA approves the request, the fellow hosting site will be informed and subsequently the fellow will be contacted directly by the contractor in order to arrange logistical details. Payment for participation in the event (conference/workshop etc.) will be made directly by the contractor, including any necessary travel/accommodation expenses for attendance at the event.

Early drop-out of a fellow in the first two months: In the unlikely event of a fellow deciding to drop out of the programme prior to the commencement of the programme or at any time during the first two months, they shall provide written justification of their reasons to the fellow hosting site. On a case by case basis, the fellow hosting site, in consultation with EFSA, shall consider the individual circumstances⁷ of the drop out and EFSA reserves the right to recover⁸ proportionally the installation allowance. At such an early stage in the programme, the fellow hosting site, in consultation with EFSA, would have the possibility to consider two additional fellow candidates from the reserve list (as long as EFSA is able to identify two fellows suitable for that specific work programme) in order to identify a potential replacement. If no suitable replacement can be identified from the two additional reserve list fellows proposed by EFSA, the grant agreement would be terminated and written reasons should be provided by the fellow hosting site to EFSA in order to document the drop out of the original fellow. If a suitable replacement is found, the grant agreement with the fellow hosting site will continue and any financial / administrative matters will be documented and agreed in writing accordingly.

Drop-out of a fellow after the first two months: In the unlikely event a fellow drops out of the programme any time after the first two months, the grant agreement should be terminated and reasons for the termination documented by the fellow hosting site. On a case by case basis, the fellow hosting site, in consultation with EFSA, shall consider the individual circumstances⁹ related to the drop out and EFSA reserves the right to recover¹⁰ proportionally the installation allowance. It would not be possible to propose additional replacement fellows from the reserve list after the first two months as any new replacement fellow would have missed too much of the initial phase of the programme.

Benefits:

As a fellow hosting site, your organisation will have the opportunity to profit from the skills and knowledge a fellow will bring from his/her institution of origin. You will get a chance to understand the issues, level and perspectives of colleagues in other countries. This particular inside-view may help to strengthen bilateral co-operations with other institutions. During the 12-month placement of each cycle, the fellow will become an integral part of the scientific workforce of the fellow hosting site, contributing to their tasks and activities.

The fellow hosting site will also benefit from the participation of the appointed supervisor(s) to the EU-FORA alumni network.

⁶ OC/EFSA/ENCO/2019/01

⁷ Evidence of family bereavement, serious illness of the fellow or immediate family member or any other extenuating circumstances would not result in proportional recovery of the installation allowance.

⁸ Recovery would be by EFSA from the fellow hosting site as the grant beneficiary.

⁹ See footnote 7.

¹⁰ See footnote 8.

Additionally, all the material produced by the contractor's team¹¹ for the modular training throughout the year may also be used for teaching purposes in the fellow hosting sites.

Finally, the fellow hosting site will benefit from a *coordination allowance* (see section 1.7) which will serve to contribute to the administrative costs associated with signature and implementation of the grant agreement.

1.3.2 Obligations and benefits of the fellow hosting site supervisor

Obligations:

The fellow hosting site will assign a supervisor to each fellow hosted. The supervisor is expected to:

- Define the activity portfolio/work programme for the fellow;
- Participate in the final stage of the fellow placement process¹²;
- Ensure smooth integration of the fellow, supervise the implementation of the "learning by doing" placement and regularly liaise with the assigned fellowship programme coordinator;
- Be the fellow's closest supervisor/mentor during the 12-month period at the fellow hosting site and therefore is expected to create an environment and conditions so that the learning objectives can be achieved by the fellow during the 12-month fellow placement.

At least 8 hours per week will have to be invested in the supervising and mentoring of each fellow, of which at least 2 hours should be carried out by the appointed supervisor. Supervisors are nominated by the fellow hosting site and it should be noted that there will not be a separate "call" for supervisors.

Benefits:

The supervisor will have the opportunity to work closely with EFSA and will become part of the EU-FORA alumni network of the programme. S/he may also appreciate getting to know colleagues from across Europe, build a common forum with other hosting site supervisors to exchange experience and best practice as well as supporting and promoting promising talents in the food risk assessment community. S/he may also embrace the opportunity to pave the road to success for a spirited colleague in the early stages of his/her risk assessment career.

1.3.3 Obligations and benefits of becoming a fellow

Fellows will be selected through a separate call for expressions of interest, publicised on the dedicated webpage on the EFSA website (see section 1.3.5 below).

Obligations:

The fellow shall be entitled to leave days, justified absences and working hour's equivalent to those of the individuals working at the fellow hosting site in which they are placed. Holidays cannot be taken during the common scheduled training activities where the fellow is obliged to participate, i.e. the induction training and the four specific one-week modules spread throughout the 12-month placement period.

¹¹ Under call for tenders OC/EFSA/AFSCO/2016/02 "Developing, organizing and delivering of training activities under the EFSA European Food Risk Assessment Fellowship Programme", a contractor was selected to design training materials and deliver training. Those training materials are the property of EFSA and will be made available to the fellow hosting sites. They have been further updated by the contractor selected under the call for tenders OC/EFSA/ENCO/2019/01.

¹² For estimated timetable, applicants should consult the "Selection & placement process of Fellows and Fellow Hosting Sites" document in Annex 7.

The fellow must comply with any legal requirements, regulations or codes of conduct which are required of the regular staff of the fellow hosting site in which they are placed. It is important to note however that the fellow is not an “employee” of the hosting site and the monthly subsistence allowance they will receive is not a “salary”. It is however the obligation of the fellow to ensure that they make appropriate arrangements in their country of origin to duly inform relevant national authorities of the 12-month placement to a fellow hosting site in a third country and of the monthly subsistence allowance received and to ensure the payment of any appropriate and necessary taxes or social security contributions.

Selected fellows may also be asked to complete a declaration of interest or sign a confidentiality agreement by the organisation in which they will carry out their fellow placement. This will be dependent upon the work to be carried out by the fellow at the hosting site and is to be decided by the fellow hosting site.

Early drop-out of a fellow in the first two months: In the unlikely event of a fellow deciding to drop out of the programme (either prior to the commencement of the programme or during the first two months), they shall provide written justification of their reasons to the fellow hosting site. On a case by case basis, the fellow hosting site, in consultation with EFSA, shall consider the individual circumstances¹³ and EFSA reserves the right to recover proportionally the installation allowance from the fellow hosting site.

Early drop-out of a fellow after the first two months: In the unlikely event of a fellow deciding to drop out of the programme after the first two months, they shall provide written justification of their reasons to the fellow hosting site. On a case by case basis, the fellow hosting site, in consultation with EFSA, shall consider the individual circumstances¹⁴ and EFSA reserves the right to recover proportionally the installation allowance from the fellow hosting site.

Benefits:

With the participation in the fellowship programme, fellows will gain an extended knowledge of scientific aspects related to food risk assessment such as how to select and apply risk assessment methodologies, how to collect and analyse relevant data (concentration and consumption), how to use computer models in risk assessment, or how to provide effective risk communication.

Even more important, learning-by-doing in the fellow hosting sites will offer fellows the opportunity to gain valuable practical experience in conducting food risk assessment activities. They will be inspired by the many interesting, innovative and enthusiastic people of the food risk assessment knowledge community they will meet during the 12-month period. They will stay in touch with these colleagues and actively shape the EU-FORA alumni network.

The organisation of origin of the fellow, if relevant, should accept to release its staff member when that individual is offered a 12-month fellowship placement and in doing so, the organisation of origin will benefit from the knowledge and experience in different aspects of food risk assessment that the fellow will bring back after the completion of the programme, the direct contacts with the fellow hosting site and the use of the EU-FORA alumni network of which the fellow becomes a member.

The fellow’s participation in the programme will be rewarded by a certificate of participation issued by EFSA and technical summary report of their scientific work may be published in a special issue of the EFSA journal.

¹³ Evidence of family bereavement, serious illness of the fellow or immediate family member or other extenuating circumstances would not result in proportional recovery of the installation allowance.

¹⁴ See footnote 15.

1.3.4 Accumulation of roles

Competent organisations may undertake different and accumulated roles in the participation of the EU-FORA programme. They can apply to become a fellow hosting site and/or send fellows to participate in the programme and/or be one of the Training Hosting sites as described in section 1.3.7 below.

1.3.5 Overall fellow selection and placement process

Fellows will be selected through a call for expressions of interest run by EFSA in parallel to the present call and which is open to nationals of Member States of the EU and the EFTA countries.¹⁵

Candidate fellows will be shortlisted by EFSA following the evaluation of applications, which may include a recorded interview. Fellows will have to fulfil the eligibility and selection criteria listed in annex 8. The EFSA evaluation committee will then proceed with the matching process¹⁶ of the fellows (background, motivation, areas of interest, etc.) with the fellow hosting site proposed work programmes. For each hosting placement proposed (there can be more than one fellow per fellow hosting site), the hosting site will be proposed a minimum of two matching fellow applications. The fellow hosting site can then proceed with a telephone interview with each proposed fellow before making a final choice. The grant agreement with each fellow hosting site (one grant agreement per fellow hosted) will only be signed following the positive conclusion of the matching and placement process.

1.3.6 Support provided to the fellows and the fellow hosting sites

The management of the Fellowship Programme is ensured by a Programme Manager from EFSA.

The management of the Fellowship Programme will liaise with both the fellow(s) and the fellow hosting site supervisor(s) at the fellow hosting site and will also act as observer in the training modules.

Issues related to the satisfactory performance of the agreed work programme: In case of issues arising during the 12-month placement period (e.g. professional or personal issues either on the part of the fellow or the fellow hosting site) which impact on the satisfactory performance of the agreed work programme, the fellow hosting site, the hosting site supervisor and the fellow shall consult in the first instance the Fellowship Programme Management. It will be assessed, on a case by case basis, the situation and the actions to be taken. Any proposed action should be documented by EFSA, communicated to all parties and the necessary steps taken in order to address the issues.

The Programme Manager may also visit those fellow hosting sites participating for the first time in the programme to assure the smooth integration of the fellow and progress of the programme.

1.3.7 The training programme to complement the 'learning by doing' placement

Training modules: These common training modules are intended to complement the 12-month 'learning by doing' placement. They will last seven weeks in total and are compulsory

¹⁵ It should be noted that the organization of origin of the fellow does not have to be on the article 36 list of competent organisations.

¹⁶ In accordance with the process outlined in annex 7.

for each fellow. The fellow hosting site will need to plan the programme they offer to the fellow in order to accommodate the training module dates, which will be fixed by EFSA, to allow all fellows to attend¹⁷.

The modules will be composed as follows:

1. Induction training (3 weeks) at the start of the programme in late August/early September 2021, at EFSA's premises in Parma, Italy
2. Four specific modules spread over the remainder of the 12-month period:

Module 1 (one week – estimated December 2021, in Vienna) covering:

- Animal Health and Welfare
- GMO
- Plant Health
- Nutrition
- Regulated Products
- Environmental Risk Assessment

Module 2 (one week – estimated March 2022, in Berlin) covering:

- Introduction to Risk Communication and Crisis Response
- Risk perception
- Risk participation
- "Hands on" Risk Communication

Module 3 (one week – estimated June 2022, in Athens) covering:

- Emerging risks
- Nanotechnology
- Risk ranking
- Adverse Outcome Path (AOP), Mode of Action (MoA) and the IATA approach

Module 4 (one week – estimated September 2022, in Parma) covering:

- General introduction and Legislative background of data collection
- Guidance documents for data reporting
- Data models
- Catalogues and reporting tools
- Data validation

The training modules will be balanced between interactive teaching methods / case studies (50-60%) and theory (40-50%).

Training module hosting sites: EFSA will host the 3-week induction training at the start of each 12-month fellowship cycle in September. It will be followed by four specific one-week training modules spread across the rest of the 12-month fellowship placement.

Training module contractor: was selected by EFSA via a procurement open call for tenders¹⁸. The contractor is responsible for developing and delivering the compulsory training modules described above. In addition, the contractor is also responsible for all logistics such as travelling, accommodation of the fellows to attend the training, etc. The contractor's team shall be composed of:

¹⁷ See footnote 6.

¹⁸ See footnote 6.

1. Project manager
2. Event manager
3. Senior scientific training coordinator
4. Pool of tutors

The fellow hosting site has no active role in relation to the contractor's duties. It is simply requested to respect the time schedules for the training modules so that the fellows can attend all the compulsory training modules. It should be noted that the travel and subsistence costs of the fellow to attend all the above-mentioned trainings, are **not** to be paid by the fellow or by the fellow hosting site. The contractor coordinating these trainings for EFSA will cover such costs. As noted in section 1.3.1, the contractor will also be responsible for payment of any expenses associated with the fellow's participation in conferences or workshops which might be requested by the fellow hosting site (subject to agreement of EFSA and budget availability).

1.4 ELIGIBLE ORGANISATIONS

Given the nature of the proposed fellowship grant scheme, applicants may decide to apply as a consortium in order to propose a broad range of activities for the fellow(s) and to cooperate with other art.36 organisations in the same country or in other countries.

It should be noted therefore that proposals can be submitted by one eligible organisation or by a consortium of eligible organisations. In case of a consortium, one of the partners must be identified in the proposal as the consortium leader. It is also a requirement of the call that in the event of a proposal which includes cooperation with other art.36 organisations through the use of a consortium (with partners either of the same country or in different countries), the fellow should be settled in the location and country of the lead organisation for the duration of the placement as only one installation allowance would be paid by EFSA and no additional travel expenses are foreseen to be financed under the terms of the grant agreement. In the event that part of the work programme was to be carried out in the premises of a consortium partner, the consortium will be responsible to cover any travel and accommodation expenses for that period.

Further, in the event of consortium, the following should be noted:

- the total amount of the EFSA grant will be based on the correction coefficient for the country in which the consortium leader is located;
- the grant agreement will be signed between EFSA and all partners in the consortium¹⁹;
- all payments will be made to the consortium leader unless a mandate is provided by the consortium leader authorising EFSA to make payment directly to a consortium partner.

To be eligible, the applicant and, in case of a consortium, the partner/s must be on the list of competent organisations designated by the Member States in accordance with Article 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by the EFSA Management Board. You may consult the list on EFSA's website at <https://efsa.force.com/competentorganisations/s/>. It is sufficient to be on the Art. 36 list at the moment of entry into force of the legal commitment, i.e. the signature of the grant agreement. However, the application to the Art. 36 list must be made before the expiry of the application deadline for this call for proposals.

1.5. ROLES AND RESPONSIBILITIES

A) If the proposal is submitted by a consortium:

¹⁹ See section 1.5 regarding use of mandate for signature of grant agreement by consortium partners.

For proper understanding of this call it is important to have clarity on the terminology regarding involved organisations and their roles.

B) Proposals submitted by consortium:

- **The Applicant** submits the proposal/grant application to EFSA on behalf of the consortium. The applicant is the leading entity of the consortium. There can be only one applicant in project proposal/grant application;
- **The Partner** is the other entity in the consortium. There can be one partner or more partners.

Once the grant is awarded, the grant agreement is signed between EFSA and the applicant. Partners do not sign the grant agreement directly but instead sign a mandate (template provided by EFSA) authorising the applicant to sign the grant agreement and any future amendments on their behalf.

As soon as the grant agreement is signed, the applicant becomes the Coordinator and partner/s become co-beneficiary/ies. The coordinator and co-beneficiary/ies are referred to as the beneficiaries. The beneficiaries are jointly and severally liable for the technical implementation of the project as described in the proposal which becomes annex 1 of the grant agreement. If a beneficiary fails to implement its part of the project, the other beneficiaries become responsible for implementing that part.

The coordinator has the following important roles:

- Takes part in implementing the project;
- Monitors the action is implemented properly;
- Act as intermediary for communication between the consortium and EFSA;
- Receives and answers all claims EFSA might have in relation to implementation of the project;
- Requests and reviews any documents or information required by EFSA and verifies their completeness and correctness before passing them to EFSA;
- Informs EFSA and the partner/s of any event that is likely to substantially affect implementation of the project;
- Submits the deliverables and reports to EFSA;
- Requests and receives payments from EFSA and distributes the funds to partner/s without unjustified delays;

The coordinator may not delegate the above-mentioned tasks to the co-beneficiary/ies or subcontract them to any third party.

The other beneficiary/ies:

- Take part in implementing the project;
- Forward to the coordinator the data needed to draw up reports, financial statements and other documents required under the grant agreement;
- Inform the coordinator of any event or circumstances likely to substantially affect or delay the implementation of the project.

C) Proposals submitted by a sole applicant:

- **The Applicant** submits the proposal/grant application to EFSA. There can be only one applicant in the proposal/grant application.

As soon as the grant agreement is signed, the applicant becomes the beneficiary. The beneficiary is liable for the technical implementation of the project as described in the proposal which becomes annex 1 of the grant agreement.

The beneficiary:

- Takes part in implementing the project;
- Monitors the action is implemented properly;
- Communicates with EFSA;
- Receives and answers all claims EFSA might have in relation to the implementation of the project;
- Requests and reviews any documents or information required by EFSA and verifies their completeness and correctness before passing them to EFSA;
- Informs EFSA of any event that is likely to substantially affect the implementation of the project;
- Submits the deliverables and reports to EFSA;
- Requests and receives payments from EFSA;

1.6 MINIMUM MEETING & REPORTING REQUIREMENTS

Meetings: Although no physical meetings are foreseen between the fellow hosting site and EFSA, the fellow hosting site will be expected to liaise with the Programme manager in order to finalise arrangements for the commencement of the programme, as well as for follow-up during the 12-month placement.

Interim Report: An interim report (based on a template to be provided by EFSA following signature of the grant agreement) will have to be provided by the fellow hosting site for each fellow hosted, indicating the initial work plan, how it has been rolled out during the first six months of the placement and if progress is being made towards meeting the learning objectives defined between the fellow and the supervisor at the start of the placement. The interim report should be submitted by the fellow hosting site to EFSA six months from the commencement of the fellowship (hence by 1st March). It is also advisable that the fellow and the fellow hosting site present this interim report (via video/web-conference) to the sending institution of the fellow, if applicable.

Final Report: A final report (based on a template to be provided by EFSA following signature of the grant agreement) will have to be provided by the fellow hosting site for each fellow hosted, indicating the initial work plan, how it has been rolled out during the 12-month placement and if the learning objectives defined between the fellow and the supervisor at the start, have been met. The final report should be submitted by the fellow hosting site to EFSA no later than the end of July (1 month prior to the formal end of the work programme). It is also advisable that the fellow and the fellow hosting site share this final report with the sending institution of the fellow, if applicable.

Technical summary report

Each fellow, with support of the hosting site supervisor, will draft a technical summary report of his/her scientific work at the hosting site. This technical summary report may be published in a special issue of the EFSA journal expected in Autumn 2022. This technical report should be provided to EFSA by June 2022 to allow sufficient time for EFSA to prepare for publication (e.g. proofreading, editing, etc.) if applicable.

1.7 EFSA GRANT CONTRIBUTION & PAYMENTS

Payment to the fellow hosting site: The fellow hosting site will sign a grant agreement with EFSA whereby it is agreed that EFSA grants to the fellow hosting site, for each fellow, a lump sum grant of 2.200 € x 12 months x correction factor to national cost of living (ex. EUROSTAT figures, please refer to the table below), which is the “monthly subsistence allowance” to be provided by the fellow hosting site to the fellow.

In addition, one extra “monthly subsistence allowance” will be granted as an installation allowance to be provided by the fellow hosting site in full to the fellow. This allowance is intended to cover the installation costs of the fellow at the start of the placement and the return travel between the fellow hosting site and the country of origin of the fellow.

In addition, a *coordination allowance*²⁰ will be paid to the fellow hosting site, to be calculated as follows:

- Monthly subsistence and installation allowance of 2.200€ x 13 months = 28,600€
- 10% of 28,600€ = 2,860€ to be paid as *coordination allowance*

It is important to note that the fellow is not an “employee” of the hosting site and the lump sum grant which the fellow hosting site receives and which should then be paid to the fellow each month (monthly subsistence allowance) is not a “salary”.

Payment to the fellow: the fellow hosting site shall be fully responsible for payments to the fellow of the “monthly subsistence allowance”. Although, the fellow must receive the monthly subsistence allowance in advance, it is at the discretion of the hosting site if this should be on a monthly basis or less frequently. However, the hosting site should not make an advance payment to the fellow which exceeds more than 6 months subsistence allowance.

It is required that the first payment, which must include the installation allowance should be made no later than the end of the induction training at EFSA.

In the event of an application by a consortium, EFSA will make the payment to the consortium leader (as described in section 1.5) but it will then be for the consortium to agree amongst themselves which consortium member will be responsible for making the payments to the fellow.

From the monthly subsistence allowance received, the fellow is responsible to arrange for any possible obligatory social or health insurance contributions and tax payments in line with relevant and applicable legislation in their country of origin.

Organisations applying to host fellows should check carefully, prior to submission, with their Human Resources and Legal Departments any possible implications for the applicant or applicant consortium, in relation to national tax and or social security contributions.

The monthly subsistence allowances to be paid to the fellows are listed in the table below²¹:

²⁰ The coordination allowance is not to be transferred to the fellow. It is retained by the fellow hosting site in order to co-finance the administrative costs to the fellow hosting site of the programme.

²¹ It should be noted that the correction coefficients are updated by EUROSTAT on a yearly basis and therefore the coefficients applicable at the time of the grant agreement signature may differ from those in the table. The figures in the table were last updated on EUROSTAT website 19/12/2019 and are available at this link https://ec.europa.eu/eurostat/databrowser/view/prc_colc_nat/default/table?lang=en

Correction coefficients in the European Union (Countries) - index (Belgium = 100)		
GEO/TIME	2019S1	Lump sum
Belgium	100.0	2,200 €
Bulgaria	55.7	1,225 €
Czechia	74.0	1,628 €
Denmark	132.2	2,908 €
Germany (until 1990 former territory of the FRG)	100.5	2,211 €
Estonia	86.0	1,892 €
Ireland	123.3	2,713 €
Greece	79.0	1,738 €
Spain	89.2	1,962 €
France	110.0	2,420 €
Croatia	67.3	1,481 €
Italy	95.5	2,101 €
Cyprus	82.4	1,813 €
Latvia	73.1	1,608 €
Lithuania	67.7	1,489 €
Luxembourg	100.0	2,200 €
Hungary	64.0	1,408 €
Malta	95.3	2,097 €
Netherlands	111.3	2,449 €
Austria	108.2	2,380 €
Poland	60.8	1,338 €
Portugal	86.7	1,907 €
Romania	55.9	1,230 €
Slovenia	82.2	1,808 €
Slovakia	69.2	1,522 €
Finland	120.3	2,647 €
Sweden	110.5	2,431 €
Norway	129.2	2,842 €

Payment from EFSA to the fellow hosting site: The following payment scheme will be applied for payments from EFSA to the fellow hosting site:

1. Payment of 80 % of the EFSA grant 30 days from the grant agreement signature or by 31 July 2021, whichever comes later;
2. Payment of 20 % of the EFSA grant by 31st August 2022, provided the full execution of tasks expected by the fellow hosting site has been performed and the interim and final reports have been received and approved by EFSA.

Exceptionally, in the event that an applicant hosting site would be unable to accept the above payment scheme due to use of a cash-based accounting system which does not permit funds paid in year N to be carried forward to year N+1, the following payment modalities will apply:

- Payment of the equivalent of the coordination allowance and 5 months allowance (installation allowance plus September, October, November & December) 30 days from the grant agreement signature or by 31 July 2021, whichever comes later;
- Payment of 5 months allowance (covering January, February, March, April & May) by 31st January 2022;
- Payment of the remainder of the EFSA grant (3 months allowance covering June, July & August) by 31st August 2022, provided the full execution of tasks expected by the fellow hosting site has been performed and the interim and final reports have been received and approved by EFSA.

1.8 GRANT PRINCIPLES

The financial help provided by EFSA under this Call is a grant governed by the EU Financial Regulation referred to in part 1.1. Accordingly, the grant awarded following this Call must comply with the following principles:

- **Co-financing:** co-financing from a source other than the Union budget is required. The project costs not covered by the EFSA grant must be financed from the applicant resources. In the present case, all the costs consisting in payment of a lump sum (monthly subsistence allowance) to the fellow, incurred by the fellow hosting site, are covered by EFSA grant. The co-financing by the fellow hosting site takes the form of providing the facilities and related services to the fellow, such as office space, electricity, internet, phone, office equipment etc., and, most importantly, also the cost of the time spent by the fellow hosting site supervisor throughout the year when leading the fellow. In the spirit of administrative simplification, these costs are not required to be declared by the fellow hosting site to EFSA.
- **No-profit:** A grant shall not have the purpose or effect of producing a profit within the framework of the project for the applicant. Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries, at the time of the request for payment of the balance. The receipts shall be limited to income generated by the project, as well as financial contributions specifically assigned by donors to the financing of the eligible costs. Where a profit is made, EFSA shall be entitled to recover a part of it in line with procedure foreseen in the Grant agreement. The verification of the non-profit rule does not apply to grants \leq 60.000 €. In the present case, given the characteristics of the proposed payment scheme (see previous point about co-financing) it is excluded in all cases that there is a chance of profit generation.
- **Non-retroactivity:** Costs will be eligible as from the entry into force of the Grant agreement (signature of the grant agreement). A grant may be awarded for a project which has already begun provided that the applicant can demonstrate the need for starting the action prior to signature of the grant agreement. In such cases, costs eligible for financing shall not have been incurred prior to the date of submission of the grant application. No grant may be awarded retrospectively for a project already completed. In the present case, given the characteristics of the proposed payment scheme (see previous point about co-financing), no retroactive costs acceptance will occur.
- **Non-cumulative:** A project may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. In the present case, the applicant (the fellow hosting site) is prohibited to request another

grant from the Union budget to cover the costs it incurs when implementing its role of fellow hosting site under the EFSA fellowship programme.

1.9 EFSA GRANT CONTRIBUTION

The form of grants awarded under this Call are grants based on the EU Financial Regulation, Article 125 (1)(d). In particular, the form of the grant proposed is a low value lump sum grant. Calculation of the grant is defined in point 1.7.

EFSA intends to fund proposals for the placement of 22 fellows for this cycle of the programme. EFSA reserves the right to award more than 22 fellow placements for this cycle, in the event that more than 22 proposals pass the assessment of the award criteria and in case budget availability allows for the signature of more than 22 fellow hosting site grant agreements for the 2021/2022 cycle.

EFSA further reserves the right not to award placements for all 22 fellows if the quality of the submitted proposals is not satisfactory or if the matching exercise will not produce a sufficient number of matches between fellows and fellow hosting sites. Please note that EFSA also has the right not to award any grant and to cancel the whole grant procedure at any time before the signature of the grant agreement without any compensation to be paid to the applicant.

1.10 ESTIMATED BUDGET AND ELIGIBLE COSTS

Not applicable.

1.11 APPROVED ESTIMATED BUDGET

Not applicable.

1.12 INITIAL EFSA GRANT

Calculation of the grant is defined in point 1.7.

1.13 FINAL EFSA GRANT

The final EFSA grant will be determined according to the grant agreement.

1.14 PUBLICITY

According to Article 38 of the EU Financial Regulation, EFSA is bound to publish information on recipients of its grants on its website. Such publication shall take place no later than 30 June of the year following the financial year in which the grants were awarded and shall cover these data of the beneficiaries:

- name of the beneficiary;
- address of the beneficiary;
- subject of the grant;
- amount awarded.

1.15 PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES

Processing of personal data by EFSA

Information on the processing of personal data by EFSA in the context of this grant procedure is available in the [Privacy Statement](#) on the EFSA website as well as in Article II.7 of the draft

grant agreement. Any personal data included in the Agreement must be processed by EFSA in accordance with Regulation (EU) 2018/1725²²

Applicants should note that personal data as applicant or selected beneficiary may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).

Processing of personal data by the beneficiary

In relation to any processing of personal data in implementation of an awarded grant, the beneficiary shall comply with Article II.7.2 of the Grant Agreement (Annex 2) as a data processor of EFSA.

For more information on personal data processing in the context of the EU-FORA Fellowship Programme, please consult the Note, in annex 9.

1.16 PUBLIC ACCESS TO DOCUMENTS

In the general implementation of its activities and for the processing of grant procedures in particular, EFSA observes Regulation (EC) N° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

1.17 INTELLECTUAL PROPERTY RIGHTS

Article II.9 of the grant agreement deals with pre-existing rights and ownership and use of the results (including intellectual and industrial property rights). Specifically, with regards ownership of the results, article II.9.1 states:

“The beneficiary retains ownership of the results of the *action*, including industrial and intellectual property rights, and of the reports and other documents relating to it, unless stipulated otherwise in the Agreement”.

The beneficiary of the grant agreement under this call for proposals will be the hosting site. In accordance with article. II.9, the hosting site will be the owners of the results of the action, including industrial and intellectual property rights, reports and other documents.

1.18 OPEN ACCESS

EFSA is committed to the publication of contract deliverables - such as supporting evidence in the form of datasets, raw data, protocols etc. in the Knowledge Junction in order to improve transparency, reproducibility and evidence reuse. The [Knowledge Junction²³](#) repository of EFSA runs on the EU-funded Zenodo research-sharing platform where uploaded items receive a unique Digital Object Identifier to make them citable. Any part of the output resulting from this contract may be published (at EFSA’s discretion) on the Knowledge Junction repository, with attribution to the contractor, and several deliverables can be cross-linked among them and to the published final Report on Wiley Online Library.

²² 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

²³ <http://www.efsa.europa.eu/en/press/news/190117> and <https://zenodo.org/communities/efsa-kj/?page=1&size=20>

2. SELECTING PROPOSALS

The **Evaluation Committee** established by EFSA specifically for the evaluation of proposals in response to this call will evaluate the submitted proposals in five steps:

1. verification of submission requirements (see 2.1)
2. eligibility criteria (see 2.2)
3. exclusion criteria (see 2.3)
4. selection criteria (see 2.4)
5. award criteria (see 2.5)

If the proposal fails at any step, it is automatically excluded from further evaluation. EFSA may contact the applicant during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes.

2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

- The proposal was submitted within the deadline for submission of proposals.
- The proposal is submitted on the EFSA application form (Annex 2).
- The proposal is duly signed by the authorised representative of the applicant.
- The proposal is complete and includes all the supporting documents.

2.2 ELIGIBILITY CRITERIA

It will be verified whether the applicant is on the list of competent organisations designated by the Member States in accordance with Art 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by EFSA Management Board.

Documents to be provided:

- **LEGAL ENTITY FORM** (Annex 3) ([download template here](#)) to be completed and signed by the applicant and in case of consortium also by its partner/s.
- **FINANCIAL IDENTIFICATION FORM** (Annex 4) ([download template here](#)) to be completed by the applicant and in case of consortium **only by the coordinator (consortium leader)**.

Please note that:

- there is no need to submit these forms if they have already been submitted under another EFSA procurement or grant procedure and provided that these forms are still valid. In this case simply indicate in the application form the reference of the call under which the form/s were submitted to EFSA;
- EFSA reserves the right during the evaluation procedure to request the following supporting documents regarding the Legal Entity Form: for a public body a copy of the resolution or decision establishing the public body, or other official document establishing that public body. For a private body an extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical only one of these documents will be required).

For British applicants: As a consequence of the UK withdrawal from the European Union on 31 January 2020 and entry into force of the Withdrawal Agreement ratified by the UK and the European Union, the UK will have a special status with the European Union until the end of the Transition Period (31 December 2020). Until the end of the Transition Period, the UK

organisations already on the List of competent organisations shall remain on the article 36 list and may apply for EFSA's grants. As of 31st January 2020, no new UK organisations may be placed on List of competent organisations. Please be aware that in case of grant award, the eligibility criteria must be complied with for the entire duration of the grant. This implies that after the expiry of the Transition Period, UK beneficiaries will no longer be eligible to receive EU grant funding.

2.3 EXCLUSION CRITERIA

In accordance with Article 196 of the EU Financial Regulation, applicants must certify that they are not in one of the exclusion situations referred to in the Articles 136(1) and 141 FR. Applicants must sign a declaration on their honour certifying that they are not in one of these situations.

Documents to be provided:

- **THE DECLARATION ON HONOUR ON EXCLUSION CRITERIA** (Annex 5): template is published together with this Call; to be completed/signed individually by the applicant and by each of the partners in case of consortium.

2.4 SELECTION CRITERIA

The purpose of the selection criteria is to verify the financial and operational capacity of the applicant.

Financial capacity:

The applicant and in case of consortium, also its partners, must have stable and sufficient financial resources to maintain their activity throughout the period during which the project is being carried out. No evidence other than the declaration on honour on selection criteria (annex 6) will be required.

Operational capacity:

The applicant or in case of consortium, the consortium as a whole, must have the professional resources, competencies and qualifications necessary to complete the proposed action. In particular, the applicant must comply with the following minimum requirements:

Requirement 1: Scientific capacity demonstrating relevant, high level knowledge and expertise in conducting scientific work in relation to Food Safety Risk Assessment.

Requirement 2: The applicant should have sufficient resources to allocate a dedicated supervisor to each hosted fellow, with provision for a back-up supervisor in case of need. Supervisors should have at least 5 years of professional experience in the field in which they would supervise a fellow²⁴.

Requirement 3: The applicant should ensure that, during project implementation, if the only common language between the supervisor and fellow is English, the supervisor will be able to carry out their supervisory role using a level of English of at least B2 level²⁵.

²⁴ The applicant does not have to propose individual named supervisors with their proposal at this stage.

²⁵ Ibid.

Documents to be provided:

- **THE DECLARATION ON HONOUR ON SELECTION CRITERIA** (Annex 6).
- **For requirement 1):** The applicant should provide evidence in the form of a written summary of expertise gained over at least the past 10 years by reference to major projects and or publications which have been conducted or worked on by the applicant.
- **For requirement 2):** A statement confirming that any supervisor nominated for implementation of the project will have at least 5 years of professional experience in the field in which they would supervise a fellow and confirmation the applicant has sufficient resources to allocate one supervisor to each hosted fellow, with a back-up if required.
- **For requirement 3):** A statement confirming that any supervisor nominated for implementation of the project will be able carry out their supervisory role using a level of English of at least B2 level in the event that the only common language between the supervisor and fellow is English.

2.5 AWARD CRITERIA

The award criteria serve to assess the quality of the proposals in relation to the objectives of the Call. The following award criteria are applicable:

1. The extent to which the proposed work programme (e.g. areas and range of relevant activities) meets the overall objectives of the EU-FORA Programme. Applicants should provide a detailed description of the proposed work programme for which points will be awarded as follows: **(MAX 70 POINTS)**:
 - a. Clarity of the description of the proposed fellow work programme and relevance to EFSA activities (for example: Food Safety Chemical Risk Assessment, Food Safety Microbiological Risk Assessment etc.) **(MAX 25 POINTS)**;
 - b. Range of specific activities which the fellow will be involved in, so as to maximise knowledge transfer in addition to desk and/or laboratory work (for example: participation to workshops, conferences, panels and working groups meetings etc.) **(MAX 25 POINTS)**;
 - c. Degree to which the proposed work programme offers a wide understanding of the whole Risk Assessment process **(MAX 20 POINTS)**;
2. The adequacy of the proposed possible supportive activities for ensuring smooth and effective fellow integration and supervision by the dedicated supervisor of the fellow throughout the 12-month fellowship programme **(MAX 30 POINTS)**:
 - a. Specific provisions and activities to assure effective supervision and integration of the fellow in the organisation (for example: regular meetings with the main supervisor, mentoring provided by other relevant staff, info-sessions etc.) **(MAX 15 POINTS)**;
 - b. Supportive measures and actions to assist the smooth settlement of the fellow in the environment of the hosting organisation (for example: assistance in identifying accommodation, language lessons, other training, learning & networking opportunities etc.) **(MAX 15 POINTS)**

In order to be considered for ranking on the reserve list, the proposal must:

- score a minimum of 55 points out of a maximum possible 100 points; and, at the same time;

- for criteria 1 and 2, score at least half of the points attributed to each criterion overall (i.e. 35/70 for criterion 1 and 15/30 for criterion 2).

Ranking: Proposals which have satisfied these award criteria thresholds will be ranked in a reserve list based on the award criteria score.

Fellow hosting sites offering more than one fellow work programme: In the event that a fellow hosting site proposes to host more than one fellow for each cycle to which they apply, they should do so in the following way:

- by the submission of a single work programme which could be offered to more than one fellow, indicating the number of placements in each fellowship cycle applied for, or;
- by the submission of different work programmes, one per fellow in each fellowship cycle applied for.

Please indicate clearly in the application form (annex 2) how many fellow placements are offered.

Each proposed fellow work programme will be evaluated individually and separately, against the above award criteria and given a score. The twenty-two highest ranked work programmes will be proposed for grant award. There is also a maximum limit of three fellow placements per single organisation i.e. if Organisation X has four proposals ranked, only the three highest ranked proposals will be proposed for grant award.

In order to reflect the limit of three fellow placements per single organisation, if an application is submitted by a consortium the following will apply:

- 1) Organisation A and organisation B submit one joint application proposing two work programmes for two fellows to be hosted in organisation A.
- 2) Organisation A also submits one application alone proposing two different work programmes to host two fellows in organisation A.
- 3) Organisation B submits one application alone proposing three different work programmes to host three fellows in organisation B.

Organisation A will be considered to have proposed four work programmes (two under point 1 and two under point 2) and if all four are amongst the highest ranked 22, only the top three will be awarded an EFSA grant.

Organisation B will be considered to have proposed three work programmes and if all three are amongst the highest ranked 22, all three will be awarded an EFSA grant. Although organisation B participates in a consortium in point 1, this does not count as a work programme for organisation B as the fellow will not be primarily placed in that organisation.

A reserve list will be established from the remaining work programmes (over and above the 22 highest ranked) which pass the evaluation of the award criteria. The award of any grant for fellow hosting, over and above the 22 highest ranked, will reflect the ranking of proposals in the reserve list, e.g. unsuccessful matching exercise for one of the 22 highest ranked, or additional budget availability of EFSA.

In the event insufficient applications are received, EFSA reserves the rights to either launch a new call for hosting sites or to request the highest ranked hosting sites to host additional fellows to arrive at a total of 22 overall.

Countries with more than one fellow hosting site ranked: For each cycle, there is a maximum limit of five placements per country. For example, if country X, from all submissions received from fellow hosting sites within that country has seven placements ranked on the reserve list,

only the first five ranked will proceed to the step of matching fellow hosting sites with fellows. Should one of those five ranked placements fail during the matching exercise, the 6th placement within country X would become eligible for the matching exercise.

In relation to applications submitted by consortium with members in different countries, an awarded work programme will count within the maximum limit of five placements per country only when the fellow(s) will be based primarily in that country.

2.6 PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA

EFSA reserves the right to invite applicants, following their ranking on the reserve list, to adapt their proposal based on the evaluators' comments only if such adjustments imply a non-substantial change to the application. In the case some applicants fail to adapt the proposal, EFSA reserves the right to reject to award the grant.

Overall, EFSA has currently available under this Call 700,000 Euro. EFSA intends to fund placements for 22 fellows following this Call. The currently available amount of 700,000 Euro shall be sufficient for up to 22 placements. However, EFSA reserves the right not to award all the funds available at any cost, e.g. if the quality of the submitted proposals will not be satisfactory i.e. if the submitted proposals do not meet the set award criteria thresholds (2.5 Award Criteria). Further, EFSA reserves the right to award grants to fund more than 22 fellow placements in each cycle in the event of budget availability.

Following the ranking of proposals which have satisfied the award criteria thresholds, in accordance with the procedure for matching fellows with the work programmes proposed by hosting sites, the 22 highest ranked in each cycle (subject to the maximum limit of three per organisation and five per country) will be offered the opportunity to participate in the final selection of fellows.

Award decision: Following the successful conclusion of the adaptation phase, if applicable, and the successful matching of fellows with fellow hosting sites, the award decision will be taken by EFSA.

The applicants will be notified, once the evaluation and matching exercise has been finalized, whether they are proposed for grant award or not.

Subsequently, the grant agreement will be signed based on the draft grant agreement in the Annex 1.

3. SUBMITTING PROPOSALS

3.1 APPLICATION FORM

The proposal must be submitted using the **EFSA APPLICATION FORM** (Annex 2). The application form is published together with this call.

- The application form shall be duly completed in all its parts.
- The application form shall be supported with all the requested annexes.
- The application form must be signed by a duly authorised legal representative of the applicant.

The applicant should be precise and provide enough detail to ensure the proposal is well described in the application form.

Please note that, by submitting the proposal, the applicant accepts the procedures and conditions as described in this Call and in the documents referred to in it.

In addition to a full paper version of the application, the applicant shall submit the application also on a CD/USB data storage format. The electronic version must be identical to the paper version. In case of any discrepancies between the electronic and paper version, the latter will prevail. All documents presented by the applicant become the property of EFSA and are deemed confidential.

3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS

Proposals may be submitted in any official language of the European Union. However, as EFSA`s working language is English, the submission of proposals in English would speed up the evaluation process.

Please note that some supporting documents are required in support of the proposal. These supporting documents are an integral part of the proposal. For more information on the relevant supporting documents to be submitted with the proposal, please refer to part 2 of this Call. If these supporting documents are in a language other than English, in order to facilitate and speed up the evaluation, it would be appreciated if a reliable translation of the relevant parts of the documents into English is provided with the proposal.

3.3 SUBMISSION MODALITIES

Proposals can be submitted as indicated page 2 of this document in the Indicative procedure timetable (Call for Proposals and guide for Applicants).

3.4 EXPECTED DURATION OF PROCEDURE

Information on the expected duration of the procedure – time to grant:

- Applicants will be informed of the decision regarding their application at the latest 6 months from the deadline for submission of proposals.
- Signature of the grant agreement will take place at the latest 3 months from notification to the successful applicant/s informing them of the decision on their application.