



DIGITAL-2025-BESTUSE-TECH- 09

How to submit your
application, evaluation
and award criteria



HADEA B2
Charmaine Kerr

#DigitalEuropeProgramme

14/10/2025



DIGITAL-2025-BESTUSE-08: Overview & Timeline

CALL: Accelerating the Best Use of Technologies DIGITAL-2025-BESTUSE-TECH-09	Type of Action	Co-Funding Rate	Available budget
TOPIC 1: Support to the development and certification of EU Digital Identity Wallets DIGITAL-2025-BESTUSE-TECH-09-WALLET	Simple Grants	50%	10 000 000 EUR
TOPIC 2: Support the roll-out of EU Mobile Driving Licences DIGITAL-2025-BESTUSE-TECH-09-MDL	Simple Grants	50%	5 000 000 EUR

CALL OPENING
09 October 2025

SUBMISSION
DEADLINE
09 December 2025
17:00:00 CEST




Funding and Tenders Portal & Call Document



Funding & Tenders Portal

PORTAL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>




European Commission

EU Funding & Tenders Portal

Sign inEN

HomeFunding▼Procurement▼Projects & results▼News & events▼Work as an expertGuidance & documents▼

Search...Q1



Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

Find calls for proposals

Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

Find calls for tenders

Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.

View projects and results

Browse through EU funded projects and learn about the results. Invest in opportunities and get inspired by the highlights and success stories.

Work as an expert

Proposals and projects need evaluations, monitoring and domain-specific knowledge advice from experts.



Searching the Call and Topics



EU Funding & Tenders Portal

Sign in

EN



- Home
- Funding
- Procurement
- Projects & results
- News & events
- Work as an expert
- Guidance & documents

Search...  

[More details](#)

Filters

Quick search

DIGITAL-2025-BESTUS...  

- Programming period
- Programme
- Call
- Submission status
- All filters

GRANTS RECOMMENDED FOR YOU

Do you want to receive personalised recommendations? [Log in to your F&T profile to activate them](#), or [register an account](#)


2 item(s) found

  Opening date  

[Support to the development and certification of EU Digital Identity Wallets](#)

DIGITAL-2025-BESTUSE-TECH-09-WALLET | Calls for proposals

Opening date: 09 October 2025 | Deadline date: 09 December 2025 | Single-stage

 Open For Submission

Programme: 43152860 | Type of action: DIGITAL Simple Grants

[Support the roll-out of EU Mobile Driving Licences](#)

DIGITAL-2025-BESTUSE-TECH-09-MDL | Calls for proposals

Opening date: 09 October 2025 | Deadline date: 09 December 2025 | Single-stage

 Open For Submission

Programme: 43152860 | Type of action: DIGITAL Simple Grants



Topic Page

Support to the development and certification of EU Digital Identity Wallets

DIGITAL-2025-BESTUSE-TECH-09-WALLET

Topic Call for proposal

Internal navigation

- General information
- Topic description
- Topic updates
- Conditions and documents
- Budget overview
- Partner search announcements
- Start submission
- Topic Q&As
- Get support

General information

Programme
43152860

Call
[Accelerating the Best Use of Technologies \(DIGITAL-2025-BESTUSE-TECH-09\)](#)

Type of action DIGITAL-SIMPLE DIGITAL Simple Grants	Type of MGA DIGITAL Action Grant Budget-Based [DIGITAL-AG]	Open For Submission
Deadline model single-stage	Opening date 09 October 2025	Deadline date 09 December 2025 17:00:00 Brussels time

Topic description

Expected Outcome:
Deliverables

In line with the objectives of the Digital Europe Programme, and to support the development of certified, production ready Wallets, the call for proposals target specifically the Large-Scale Pilots that were selected...

[Show more](#) – [Show more](#)



Topic conditions and Call document

Internal navigation

[General information](#)[Topic description](#)[Topic updates](#)[Mission](#)[Destination](#)[Conditions and documents](#)[Budget overview](#)[Partner search announcements](#)[Start submission](#)[Topic Q&As](#)[Get support](#)[Call information](#)[Call updates](#)

Topic conditions and documents

Conditions

1. Admissibility Conditions: Proposal page limit and layout

described in section 5 of the [call document](#).

Proposal page limits and layout: described in Part B of the Application Form available in the Submission System.

2. Eligible Countries

described in section 6 of the [call document](#).

3. Other Eligible Conditions

described in section 6 of the [call document](#).

4. Financial and operational capacity and exclusion

described in section 7 of the [call document](#).

5a. Evaluation and award: Submission and evaluation processes

described section 8 of the [call document](#) and the [Online Manual](#) [\[2\]](#).

5b. Evaluation and award: Award criteria, scoring and thresholds

described in section 9 of the [call document](#).

5c. Evaluation and award: Indicative timeline for evaluation and grant agreement

described in section 4 of the [call document](#).

6. Legal and financial set-up of the grants

described in section 10 of the [call document](#).

Call document and annexes:

[CALL DOCUMENT](#) [\[2\]](#)

Application form templates

[Standard application form \(DEP\)](#) [\[2\]](#) — the application form specific to this call is available in the Submission System

Model Grant Agreements (MGA)

[DEP MGA](#) [\[2\]](#)

Additional documents:

[DEP Work Programmes](#) [\[2\]](#)

[DEP Regulation 2021/984](#) [\[2\]](#)

[EU Financial Regulation 2024/2509](#) [\[2\]](#)

[Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#) [\[2\]](#)

[EU Grants AGA — Annotated Model Grant Agreement](#) [\[2\]](#)

[Funding & Tenders Portal Online Manual](#) [\[2\]](#)

[Funding & Tenders Portal Terms and Conditions](#) [\[2\]](#)

[Funding & Tenders Portal Privacy Statement](#) [\[2\]](#)



Outline of the call document



Outline of the Call Document



TABLE OF CONTENTS

0. Introduction	5
1. Background	6
2. Objectives — Scope — Outcomes and deliverables — KPIs to measure outcomes and deliverables — Targeted stakeholders — Type of action and funding rate — Specific topic conditions.....	7
DIGITAL-2025-BESTUSE-TECH-09- WALLET - Support to the development and certification of EU Digital Identity Wallets	7
Objectives	7
Scope.....	7
Outcomes and deliverables	8
KPIs to measure outcomes and deliverables.....	9
Targeted stakeholders.....	9
Type of action and funding rate.....	10
Specific topic conditions.....	10
DIGITAL-2025-BESTUSE-TECH-09-MDL - Support the roll-out of Mobile Driving Licences	10
Objectives	11
Scope.....	11
Outcomes and deliverables	12
KPIs to measure outcomes and deliverables.....	12
Targeted stakeholders.....	12
Type of action and funding rate.....	12
Specific topic conditions.....	13
3. Available budget	13
4. Timetable and deadlines	14
5. Admissibility and documents	14
6. Eligibility	15
Eligible participants (eligible countries).....	15
Consortium composition	17
Eligible activities	17
Ethics.....	17
Security.....	17
7. Financial and operational capacity and exclusion	18
Financial capacity	18
Operational capacity	19





Call Document & topic specific information

Call: DIGITAL-2025-BESTUSE-TECH-09 - Accelerating the best use of technologies

EU Grants: Call document (DEP): V1.0 – 09.10.2025

Exclusion	20	
8. Evaluation and award procedure	21	←
9. Award criteria	22	←
10. Legal and financial set-up of the Grant Agreements	23	
Starting date and project duration	23	←
Milestones and deliverables	23	←
Form of grant, funding rate and maximum grant amount	24	←
Budget categories and cost eligibility rules	24	
Reporting and payment arrangements	26	
Prefinancing guarantees	26	
Certificates	27	
Liability regime for recoveries	27	
Provisions concerning the project implementation	27	
Other specificities	28	
Non-compliance and breach of contract	28	
11. How to submit an application	28	
12. Help	29	
13. Important	30	
Annex 1	33	
Annex 2	36	



How to submit a successful proposal?



Start Submission

Internal navigation

- General information
- Topic description
- Topic updates
- Mission
- Destination
- Conditions and documents
- Budget overview
- Partner search announcements
- Start submission
- Topic Q&As
- Get support
- Call information
- Call updates



Start submission

[Need help?](#)

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

☒ DIGITAL Simple Grants [DIGITAL-SIMPLE], DIGITAL Action Grant Budget-Based [DIGITAL-AG]

Start submission

TOPIC 1

Support to the development and certification of EU Digital Identity Wallets
DIGITAL-2025-BESTUSE-TECH-09-WALLET

TOPIC 2

Support the roll-out of EU Mobile Driving Licences
DIGITAL-2025-BESTUSE-TECH-09-MDL



Double-check that you are submitting your proposals under the correct topic



Creating a proposal



European Commission

Funding: Submission Service

Welcome
KERR Charmaine KC



Login



Topic selection



Create proposal



Participants



Proposal forms



Submit

Create proposal

Deadline
09 December 2025 17:00:00 Brussels Local Time

57 days left until closure

Call data

Call: DIGITAL-2025-BESTUSE-TECH-09
Topic: [DIGITAL-2025-BESTUSE-TECH-09-MDL](#)
Type of action: DIGITAL-SIMPLE
Type of MGA: DIGITAL-AG

Topic and type of action can only be changed by creating a new proposal.

Download Part B templates

[Download part B templates](#)

Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.
You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

Find your organisation

PIC *

Short name *

[Search](#)

Insert a validated PIC
(Participant Identification Code)
comprising of a 9-digit code for your entity.

Part B - Zip File - Word document comprising of:

Tpl_Application Form (Part B) (DEP).rtf



Part A & Part B

Part A ONLINE FORM

Application forms

Call: DIGITAL-2025-BESTUSE-TECH-09
(Accelerating the Best Use of Technologies)

Topic: DIGITAL-2025-BESTUSE-TECH-09-MDL

Type of Action: DIGITAL-SIMPLE
(DIGITAL Simple Grants)

Proposal number: SEP-211250985

Proposal acronym: ABZ

Type of Model Grant Agreement: DIGITAL Action Grant Budget-Based

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Other questions	

Part B WORD DOC to be Converted into PDF, uploaded and Submitted

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (DEP): V2.0 – 01.06.2022

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A) 3

TECHNICAL DESCRIPTION (PART B) 4

COVER PAGE 4

PROJECT SUMMARY 5

1. RELEVANCE 5

1.1 Objectives and activities 5

1.2 Contribution to long-term policy objectives, policies and strategies — Synergies 5

1.3 Digital technology supply chain 5

1.4 Financial obstacles 5

2. IMPLEMENTATION 6

2.1 Maturity 6

2.2 Implementation plan and efficient use of resources 6

2.3 Capacity to carry out the proposed work 7

3. IMPACT 8

3.1 Expected outcomes and deliverables — Dissemination and communication 8

3.2 Competitiveness and benefits for society 8

3.3 Environmental sustainability and contribution to European Green Deal goals 9

4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING 10

4.1 Work plan 10

4.2 Work packages, activities, resources and timing 10

Work Package 1 11

Work Package 14

Staff effort (n/a for Lump Sum Grants) 14

Subcontracting (n/a for prefixed Lump Sum Grants) 15

Purchases and equipment 16

Other cost categories 18

Timetable 19

5. OTHER 21

5.1 Ethics 21

5.2 Security 21

6. DECLARATIONS 21

ANNEXES 22

2



Submitting a complete proposal

Part A & Part B



PART A of the Application

Administrative part of the application	
Section 1 - General information	Call, Topic, Type of Action, Proposal number, Proposal acronym, Type of Model Grant Agreement
Section 2 – Participants	Information on the applicants and consortium partners
Section 3 - Budget	Budget allocation per costs category
Section 4 – Other Questions	Ethics and Security issues tables must be completed for both topics.

4 - Other questions

Ethics Issues Table

1. Human embryonic stem cells and human embryos	Page
Does this activity involve human embryonic stem cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Humans	Page
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, tracking and tracing etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Human cells / tissues	Page
Does this activity involve the use of human cells or tissues (not covered by section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Personal data	Page
Does this activity involve processing of personal data?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to export personal data from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Security issues table

1. EU Classified Information (EUCI) ²	Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the activity going to use classified information as background ³ information?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is the activity going to generate EU classified foreground ⁴ information as result?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve non-EU countries which need to have access to EUCI?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Misuse	Page
Does this activity have the potential for misuse of results?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Other Security Issues	Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No





PART B of the Application

Part B - Technical part of the application	
Section 1 - Relevance In line with Award Criteria 1	1.1 Objectives and activities 1.2 Contribution to long-term policy objectives, policies and strategies — Synergies 1.3 <i>Digital technology supply chain*</i> 1.4 <i>Financial obstacles*</i>
Section 2 - Implementation In line with Award Criteria 2	2.1 Maturity 2.2 Implementation plan and efficient use of resources 2.3 Capacity to carry out the proposed work
Section 3 - Impact In line with Award Criteria 3	3.1 Expected outcomes and deliverables 3.2 Competitiveness and benefits for society 3.3 <i>Environmental sustainability and contribution to European Green Deal goals*</i>
Section 4 - Work plan, Work packages, timing and subcontracting	


*Sub-criteria **1.3, 1.4 and 3.3** **NOT APPLICABLE** for both topic




Attention: PART B - Page limit of **70 pages**




Submitting Part A & Part B

 European Commission

Funding: Submission Service


Welcome
KERR Charmaine 

 **Deadline**
09 December 2025 17:00:00 Brussels Local Time

57 days left until closure

Call data


Call: **DIGITAL-2025-BESTUSE-TECH-09**
Topic: **DIGITAL-2025-BESTUSE-TECH-09-WALLET**
Type of action: **DIGITAL-SIMPLE**
Type of MGA: **DIGITAL-AG**

 Topic and type of action can only be changed by creating a new proposal.


Proposal data


Acronym: **dd**
Draft ID: **SEP-211254088**


Download Part B templates


 [Download part B templates](#)


Support & Helpdesk


 Online Manual


 IT How To

 IT Helpdesk


 FAQ

 In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.
Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.
Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.




 Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)


[Edit forms](#) 

[View history](#)



[Print preview](#)



Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

Part B of proposal *

 [Upload](#) 

[< BACK TO PARTICIPANTS LIST](#)

[VALIDATE](#)

[SUBMIT](#)

Technical Part B in PDF



Validating and Warnings

Proposal forms

TEST MODE

Deadline
26 September 2023 17:00:00 Brussels Local Time
146 days left until closure

Call data
Call: DIGITAL-2023-DEPLOY-04
Topic: DIGITAL-2023-DEPLOY-04-EDMO-HUBS
Type of action: DIGITAL-SME
Type of MGA: DIGITAL-AG
Warning: Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: EDMO TEST
Draft ID: SEP-210951987

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual IT How To

Validations

The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

Eligibility warnings

- The document Tpl_Application_Form_testing_more_than_70_pages.pdf (Part B) contains 74 pages and exceeds the limit (70 pages) for this part of the proposal. The excess pages will be disregarded by the experts during the evaluation session. You are advised to shorten this document and re-upload a version that conforms. Make sure you submit the latest version of the proposal before the call deadline

Part A Form

Baird Consulting SC\$ 1 warning

1. Department Name - missing entry

If you believe that your proposal is eligible even with these warnings, then you may enter an explanation below - this will be passed to the eligibility committee.

OK

Order annexes

attachments. pdf Delete Upload Upload Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Before submitting the application
Validate and **address warnings !!!**



Evaluation & Award Criteria



Evaluation & Award criteria

RELEVANCE

- Alignment with the objectives and activities as described in section 2
- Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level
- Extent to which the project would reinforce and secure the digital technology **supply chain** in the EU*
- Extent to which the project can overcome **financial obstacles** such as the lack of market finance*

IMPLEMENTATION

- Maturity of the project
- Soundness of the implementation plan and efficient use of resources
- Capacity of the applicants, and when applicable the consortium as a whole, to carry out the proposed work

IMPACT

- Extent to which the project will achieve the expected outcomes and deliverables referred to in the call for proposals and, where relevant, the plans to disseminate and communicate project achievements
- Extent to which the project will strengthen competitiveness and bring important benefits for society
- Extent to which the project addresses environmental sustainability and the **European Green Deal goals**, in terms of direct effects and/or in awareness of environmental effects *

* **NOT APPLICABLE** for both topic

For further details, refer to the Call Document - Section 2 - Specific topic conditions



Scoring during evaluation

Award criteria	Minimum pass score	Maximum score
Relevance	3	5
Implementation	3	5
Impact	3	5

- Maximum threshold per individual criterion: **score of 5/5**.
- Maximum points per proposals: **15 points**.
- For a proposal to be considered for funding, it **MUST**:
 1. Pass the individual award criteria threshold that is: minimum **3 scores per criteria**
AND
 2. Overall scoring threshold of **10 points**, within the limits of the available call budget.
- Proposals that do not achieve this threshold will be rejected.

For further details, refer to the Call Document Section 9 – Award Criteria



Guidance & Manuals

Submitting questions



Topic Q&As & Submitting questions

Internal navigation

- General information
- Topic description
- Topic updates
- Mission
- Destination
- Conditions and documents
- Budget overview
- Partner search announcements
- Start submission
- Topic Q&As**
- Get support
- Call information
- Call updates



EU Funding & Tenders Portal

[Home](#) [Funding](#) [Procurement](#) [Projects & results](#) [News & events](#) [Work as an expert](#) [Guidance & documents](#)

Topic Q&As
22 item(s) found

General FAQ

For the topic DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICS, a duration of 18 months is indicated in the call document. Do we consider the starting date as of January 1st 2024? And the end date as of June 30th 2025?

The start date of the project is the consortium's prerogative, whilst respecting the following provisions. The starting date of the project must be after the submission date of the p...

For the topic DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICS, can you elaborate more on how affiliated entities work in practice as compared to beneficiaries?

As detailed on page 37 of the call document: applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar r...

For the topic DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICS, when referring to the scores for project evaluation, what is a score? How do we know that we got 3 scores or 10 scores?

A detailed description on the award criteria and scoring is available in the call document under Section 9 - Award Criteria pages 28-29. After each proposal has been evaluated, the s...

For the topic DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICS, what is the expected starting date for the projects?

The project starting date will be fixed in the Grant Agreement (Data Sheet, point 1). Normally the starting date will be after grant signature. Retroactive application can be granted...

For the topic DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICS, the project is foreseen to start in April 2024, with signature in June 2024. This will leave a financial gap of 2 months, is an earlier signature possible?

As indicated on page 29 of the call document the project starting date and duration will be fixed in the Grant Agreement (Data Sheet, point 1). Normally the starting date will be aft...

For the topic DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICS, is there an own contribution and common amounts, how much is funded per partner?

As stipulated on page 19 of the call document, the co-funding rate (Grant) for the topic DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICs is that of 50%. The other 50% must be covered by the c...

For the topic DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICS, we are thinking to add another consortium partner. Are there specific disadvantages to doing this? Is our project going to be rated lower for example?

According to the call document, there are no specific consortium composition requirements in terms of number of consortium partners. The consortium can be a mono-beneficiary or a mul...



Online Form to submit questions

https://european-union.europa.eu/contact-eu/write-us_en

Internal navigation

- General information
- Topic description
- Topic updates
- Mission
- Destination
- Conditions and documents
- Budget overview
- Partner search announcements
- Start submission
- Topic Q&As
- Get support**
- Call information
- Call updates



EU Funding & Tenders Portal

- Home
- Funding
- Procurement
- Projects & results
- News & events
- Work as an expert
- Guidance & documents

Get support

Please read carefully all provisions below before the preparation of your application.

For help related to this call, please contact via this [FORM](#)

[Funding & Tenders Portal FAQ – Submission of proposals](#)

[IT Helpdesk](#) – Contact the IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.

[Online Manual](#) – Step-by-step online guide through the Portal processes from proposal preparation and evaluation to reporting on your ongoing project. Valid for all 2021-2027 programmes.

Send us your question

First name*

Last name*

Email address*

Nationality*

Country of residence*

Preferred contact language*

Alternative contact language

Your question*

0 / 3000

☐ I authorise the European Commission to add my e-mail to the Europe Direct mailing list (Optional)

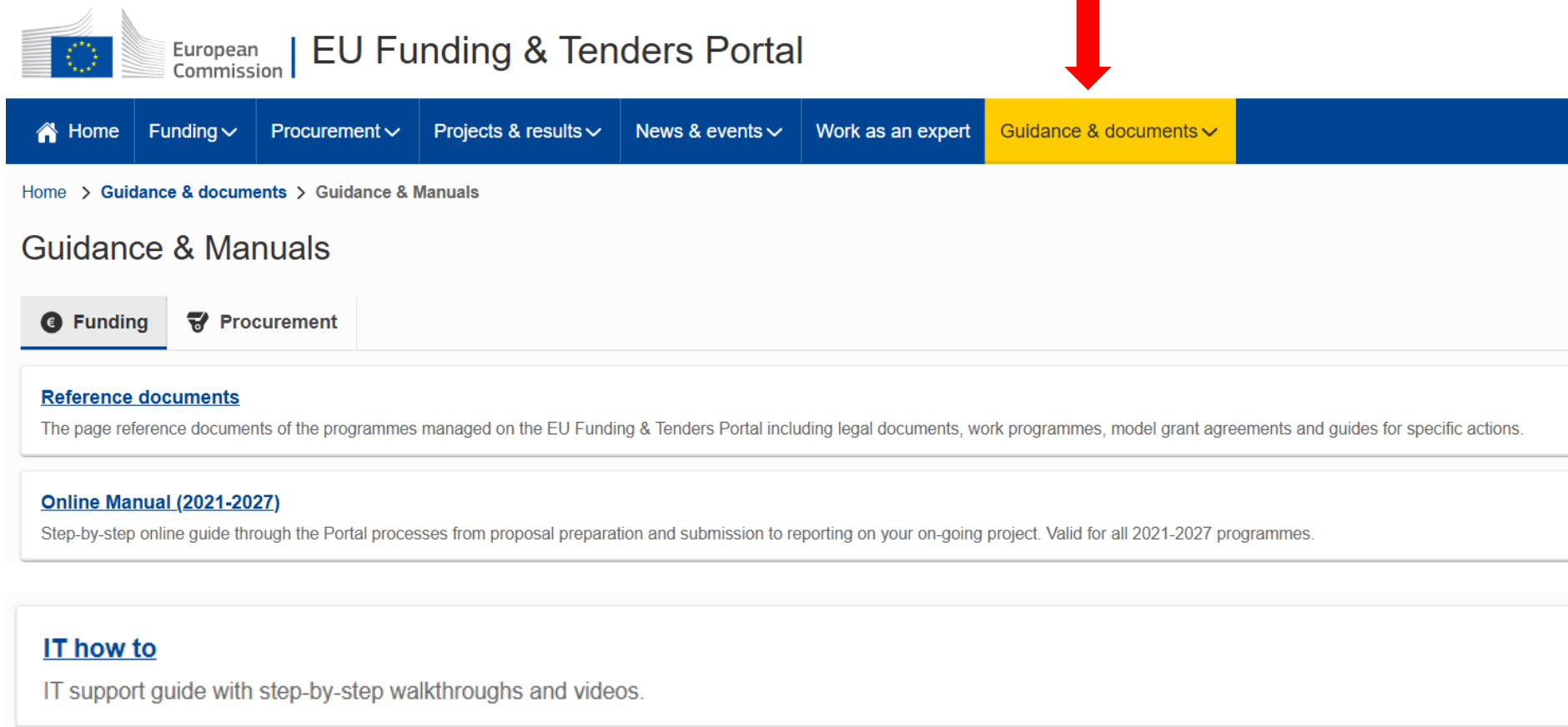

☐ I have read and agree with the [data protection terms](#) (Mandatory)

Submit



Guidance, Manuals & Step-by-step videos

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/manuals>



The screenshot displays the EU Funding & Tenders Portal. The top navigation bar includes the European Commission logo and the portal title. Below this is a horizontal menu with several items: Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. The 'Guidance & documents' item is highlighted in yellow and has a red arrow pointing to it. Below the navigation bar, the breadcrumb trail reads 'Home > Guidance & documents > Guidance & Manuals'. The main heading is 'Guidance & Manuals'. There are two tabs: 'Funding' (selected) and 'Procurement'. Under the 'Funding' tab, there are three sections: 'Reference documents' (describing legal documents and guides), 'Online Manual (2021-2027)' (describing a step-by-step guide for proposal preparation and submission), and 'IT how to' (describing an IT support guide with walkthroughs and videos).

European Commission | EU Funding & Tenders Portal

Home > Guidance & documents > Guidance & Manuals

Guidance & Manuals

Funding | Procurement

Reference documents
The page reference documents of the programmes managed on the EU Funding & Tenders Portal including legal documents, work programmes, model grant agreements and guides for specific actions.

Online Manual (2021-2027)
Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes.

IT how to
IT support guide with step-by-step walkthroughs and videos.



Final tips for applicants



Final tips for applicants - Part 1

Admissibility requirements:

- Application form **is readable** – before uploading form B check that it has been converted correctly to PDF and that there are no missing parts or missing tables
- Always use the **standard template Form B** – never use your own

Eligibility requirement:

- **Consortium composition compliance is a must** – Read carefully Section 6 of the call document

Proposals must be submitted by:

for topic **DIGITAL-2025-BESTUSE-TECH-09-WALLET:**

- minimum 5 independent applicants (beneficiaries; not affiliated entities) from 2 different eligible countries

for topics **DIGITAL-2025-BESTUSE-TECH-09-MDL:**

- minimum 3 independent applicants (beneficiaries; not affiliated entities) from 3 different eligible countries



Final tips for applicants - Part 2

Ethics and Security issues table:

- Applicable for **both topics**.
- Mark with great attention the **relevant criteria** when applicable.
- When marking any ethical or security issues, include the corresponding **proposal page reference** in the respective form B.
- Elaborate on **compliance with ethical principles and relevant legislation** for any issues marked in the ethics form.

Award Criteria:

- Take into account the **award criteria** as detailed in the call document and follow that logic in your application to provide all necessary information.

Page Limit :

- **70 pages**, any additional pages will be blanked out.

Deadline :

- Submit your proposals before the deadline. **Do not submit your proposal on the last day**, to avoid disappointment !!!



Thanks for your attention

For any questions after today's session please submit them
through the functionality in the F&T Portal

https://european-union.europa.eu/contact-eu/write-us_en



© European Union 2021

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license.