



Digital Europe Programme

Call 8: Advanced Digital Skills

Call for Sectoral digital skills academies



Info Day for potential applicants

16 May 2025

#DigitalEuropeProgramme



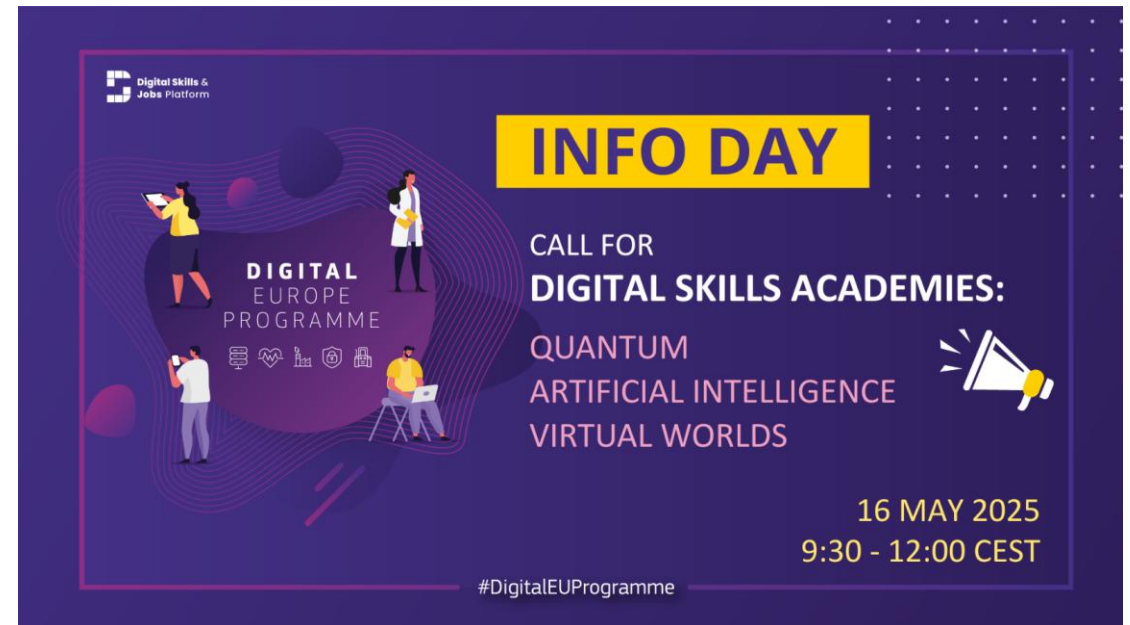
Agenda

Time	Session
09:30 - 09:40	Welcome and introduction, Agenda and procedure for questions JUNGER Jean François (HaDEA)
09:40 - 09:50	Sectoral digital skills academies - Call Introduction KERNCHEN Nadja (DG CNECT)
09:50 - 10:00	DIGITAL-2025-SKILLS-08-QUANTUM-ACADEMY-STEP Quantum Skills Digital Academy GANOTI Paraskevi (DG CNECT)
10:00 - 10:10	DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP Digital Skills Academy in GenAI CARSANIGA Giulia (EC AI Office)
10:10 - 10:20	DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP Virtual Worlds Skills Academy POPESCU-EL ADRAOUI Andreea (DG CNECT)
10:20 - 10:40	Topic Q&As
10:40 - 11:50	Registering your organisation, Legal validation and Financial capacity assessment CUGNIDORO Mariadomenica, PUIU Florin (REA)
11:50 - 11:10	Application and evaluation procedures SAARELA Maria (HaDEA)
11:10 - 11:30	Lump Sum JAKUB Radoslav (HaDEA)
11:30 - 11:40	STEP Seal (DG BUDG)
11:40 - 12:00	Admin Q&As



✓ Objectives

- To raise awareness on DIGITAL Europe Programme and the 8th Open Call for proposals on advanced digital skills
- To provide an information session with live Q&A, to feed into the relevant FAQ section on the Funding & Tenders Portal
- To encourage interested participants to submit their proposals, find project partners, and remain engaged with the services provided by the Platform, such as the “Partner for Digital Skills Networking Group”





Don't forget to:

- 📌 Your **microphone and camera** will be disabled by default.
- 📌 Use the **Microsoft Teams Chat function to ask questions**, the moderator will address the question during the Q&A sessions or during the following days.
- 📌 Provide your **name and email, together with your question**.

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Call 8: Advanced Digital Skills
Info Day for potential applicants
16 May 2025



Upcoming new digital skills academies

Review and implement targeted EU Skills Academies:

*“A **targeted number of academies will be rolled-out**, building on the most successful models, to deliver the skills needed by industry for **the green and digital transition** and the Clean Industrial Deal. They should target strategic sectors such as defence, automotive, the circular economy, wind, grids, food, and **digital fields** such as **AI, Quantum, Virtual Worlds and Semiconductors.**”*



Approach

- Coordinated effort
- Greater and more effective collaboration
- Tackle fragmentation
- Focussing on emerging skills shortages
- Better alignment between training and job market needs
- Ensure skills portability
- Streamline



Objectives

- **Complement** the existing actions and initiatives in Quantum, AI and Virtual Worlds and **leverage industry** to close the talent gap and strengthen the pool of ICT specialists:
 - **Identify gaps** in existing academic and training offers, **develop** new ones, **scale up** successful ones
 - Propose **up-to date and flexible education and training pathways**
 - **Create** sectoral **ecosystems** to improve the capacity to nurture and **attract** digital talent
 - **Promote uptake** of trainings, fellowships, etc.
 - **Promote careers**, including **access for women**, and devise international partnerships to **attract foreign talent**

→ All academies follow a common approach in terms of design and delivery, centred around three main pillars



Useful links

[DIGITAL Europe Work Programme 2025-2027](#)

[Union of Skills](#) – policy background for digital skills academies

[Brochure](#) of current DIGITAL-funded projects for digital skills

[LEADSx2030](#): CSA that coordinates the portfolio of DIGITAL-funded projects for digital skills

[Cybersecurity Skills Academy](#) – existing skills academy, hosted on the Digital Skills and Jobs Platform

[Large-Scale Partnership for the Digital Ecosystem under the Pact for Skills](#)

[Blueprint for a European degree](#) –towards a European quality assurance and recognition system

[FAQ on Key Performance Indicators](#) for Advanced Digital Skills projects



Call 8: Advanced Digital Skills

**DIGITAL-2025-SKILLS-08-
QUANTUM-ACADEMY-STEP**



Info Day for potential applicants

16 May 2025

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Topic title: Sectoral digital skills academies: Quantum Skills Digital Academy

DIGITAL-2025-SKILLS-08-QUANTUM-ACADEMY-STEP

Information Day for potential applicants

16 May 2025

CNECT C.2 – Paraskevi GANOTI



Objectives

- The **Quantum Skills Digital Academy** will contribute to the objectives **of the European Declaration of Quantum Technologies** in the domain of education, skills and training
- **Quantum Skills Digital Academy** is to provide **specialised** quantum technologies **training** and **hands on experience** at different quantum education levels
- The academy **will also identify gaps** in existing academic and training activities in the quantum sector, **develop new opportunities**, scale up **successful** examples and **create a quantum education ecosystem**





Expected outcomes

- Design and deliver **at least one** educational programme at level 7 or 8
- Design and deliver educational programs and **self-standing training modules** covering both technical and non-technical profiles
- Collaboration between academia-industry (incl. SMEs)-RTOs-training institutions
- Hands-on training experience offers and organisation of career events in collaboration with industry
- Outreach activities targeting a wide range of ages and educational levels





Type of stakeholders/Consortium requirements

- **At least three degree awarding higher education** institutions from **three different** eligible countries
- **Two industry partners from eligible** countries
- **Highly recommended: at least one higher education or RTO from widening** countries (as defined in Horizon Europe Work Programme)



Particular attention:

- ✓ Inclusion of industry partners (start-ups and SMEs)
- ✓ Other public or private entities that can be instrumental for the delivery of the actions
- ✓ Collaboration with other stakeholders that provide technical expertise and experimentation and testing facilities.



Other projects to consider

Complement:

- DIGITAL-2021-SKILLS-01
- DIGITAL-2022-TRAINING-02



Collaborate with:

- The Quantum Flagship projects
- [European Quantum Excellence Centres \(QECs\) in applications for science and industry - EuroHPC JU](#)



The academy is expected to **coordinate** with:

- European League of Advanced Digital Skills Academies, **ELEVATE** (CSA, 2nd round of calls 2025)
- [Digital Skills and Jobs Platform](#)



Budget: 10M Lump Sum Grants — 50% funding rate

1 Successful proposal



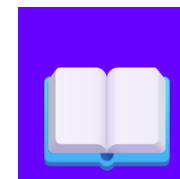


Background

Policy documents:

[Digital Decade Policy Programme 2030](#)

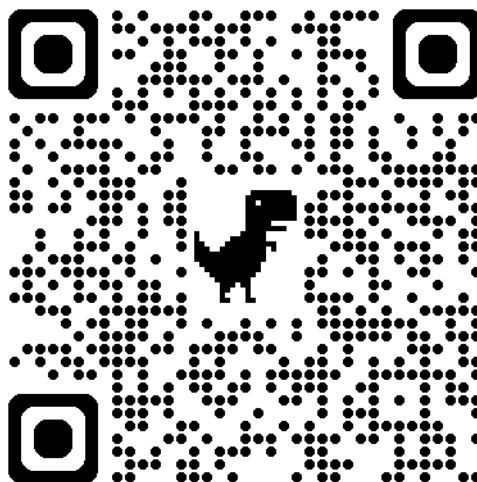
[Union of Skills](#)



Thematic ecosystem: QuantumTechnologies (Quantum Flagship, [qt.eu](#) and [European Quantum Readiness Center](#))



- ✓ We are organising together with the Quantum Flagship CSA a dedicated 1-hour info session (Quantum only) for interested stakeholders on June 2nd 2025 at 14.00 CEST
- ✓ Please register!





Thank you
for
your attention





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Giulia Carsaniga, Policy Officer

CNECT A4 – AI Innovation and Policy Coordination, European AI Office

Topic: DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP – AI Skills Academy (GenAI, Part ½)

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Important note:

The AI Skills Academy will be **a one-stop-shop** for a range of activities supporting or developing educational and training schemes in two main focus areas:

- 1) skills related to the **development and deployment** of AI and in particular **generative AI for key economic sectors** (first set of calls)
- 2) skills related to the development and deployment of AI models **in the EU AI Factories** (second set of calls)

The present call covers only the establishment of the first part of the AI Skills Academy.



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AI Skills Academy – main objectives

- 1. Strengthening the pool of **AI experts and AI specialists** in the EU
- 2. Addressing the **AI skills gap** in the EU’s strategic sectors (see starting list p. 18)

Healthcare and pharmaceutical	Agriculture
Manufacturing	Energy
Mobility (incl. automotive and aerospace)	Telecom
Public sector	Robotics
Environment	Defence and (cyber)security
Cultural and creative industries	Finance

- At the same time: Increasing AI skills and employability of **underrepresented groups, particularly women** and targeting Europeans living abroad



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AI Skills Academy will contribute to

- Supporting the objectives of the **AI Innovation package** (Communication of 24 January 2024) , and the **AI Continent Action Plan**, including the upcoming **Apply AI Strategy**
- **Contributing to the Union of Skills** (Communication of 5 March 2025)
- Contributing to the skills targets of the **Digital Decade Policy Program**
- Aligned with the **Roadmap for Women's Rights** launched on 7 March 2025



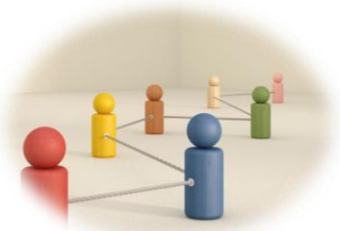
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Scope of the activities



Pillar 1: Knowledge, education and training

1. Complement existing information on the skills needs
2. Design **educational programs and trainings** in **(Gen)AI development and deployment**
3. **Implement or pilot** programs and trainings + offer **scholarships and returnships** for women



Pillar 2: Building the ecosystem

1. Enable and promoting the establishment of **AI fellowship schemes** for PhDs abroad
2. Leverage the ecosystem to pilot an **AI apprenticeship program** in EU organisations
3. Organise an **outreach campaign** tailored at European AI experts and specialists abroad



Pillar 3: Measuring progress

1. Develop a robust methodology to monitor progress in closing the AI skills gaps
2. Suggest adjustments to the Academy based on the monitoring results





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Scope of the activities

Pillar 1: Knowledge, education and training

1. Complement existing information on the skills needs
2. Design **educational programs and trainings** in **(Gen)AI development and deployment**
3. **Implement or pilot** programs and trainings + offer **scholarships and returnships** for women



- Consider existing material/analyses
- Classification of Skills, Competences and Occupations (ESCO)



- at least 1x certified degree program in Generative AI
- at least one vocational training scheme
- at least one on-the-job training programme per profile/profession (and, where possible, per sector)



- min. 80 women supported

- No strict definition of content
- Different levels but with focus of employability
- Synergies



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Scope of the activities

Pillar 2: Building the ecosystem

1. Enable a **network of stakeholders** around the academy
2. Leverage the ecosystem to pilot an **AI apprenticeship program** in EU organisations
3. Organise an **outreach campaign** tailored at European AI experts abroad and high school students



- promoting the establishment of AI fellowship schemes for PhDs and young professionals abroad



- 15% Europeans abroad and/or unemployed



- self-standing website and a dedicated landing page integrated in the Digital Skills and Jobs Platform

- Contact with industry (SMEs, startups)
- Synergies



Scope of the activities

Pillar 3: Measuring progress

1. Develop a robust methodology to monitor progress in closing the AI skills gaps
2. Suggest adjustments to the Academy based on the monitoring results



- Considering existing frameworks



- a sustainability plan: how the impact of the project beyond the period of EU funding can be guaranteed





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Expected outcomes / “must haves”



Higher education

min. 1x certified degree program in Generative AI



Technical education

min. 1x vocational training scheme



On-the-job trainings

min. 1x on-the-job training programme per profile/sector
+
pilot for an AI apprenticeship



AI fellowships, scholarships and returnships

min. 80 women supported
+
15% Europeans abroad and/or unemployed

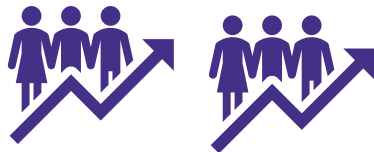


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Targeted stakeholders (min.)



Two degree-awarding
higher education
institutions



Two companies in AI or education
(particularly SMEs and startups,
key sectors to be considered)



One research organisation,
competence or excellence
centres in AI



One VET or Member State
entities (e.g., Ministry of
Education, regional
department...)



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Some take-aways:

- Offering excellence in the educational and training offer
- Successfully outreaching and amplifying with multipliers
- Leveraging synergies with the wider ecosystem
- Considering the impact in the short- but also long-term
- Connecting with the market/industry
- Fostering inclusiveness and diversity

Look at the criteria of relevance, implementation and impact as well as at the outcomes and deliverables





Contact points:

Susana Pérez Blázquez, CNECT A1 – susana.perez-blazquez@ec.europa.eu

Giulia Carsaniga, CNECT A4 – giulia.carsaniga@ec.europa.eu

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Virtual Worlds Skills Academy

DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP

Information Day for potential applicants

16th of May 2025

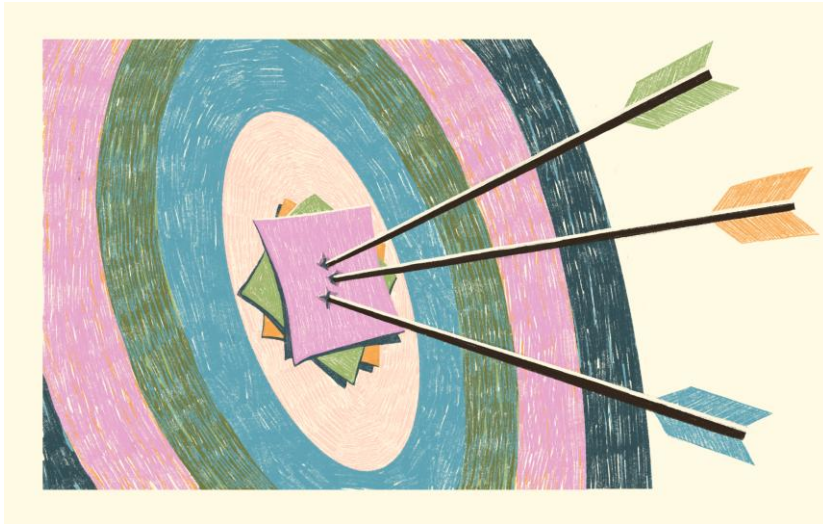
CNECT G.2 -Andreea Popescu-El Adraoui



DIGITAL EUROPE PROGRAMME

DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP *Virtual Worlds Skills Academy*

AIMS



- **Ensure coherence:** *existing* relevant academic & training offers = foundations to develop *new* programmes & curricula <—> alongside *current* virtual worlds (VW) initiatives & actions involving industry
- **Introduce a reference model:** a competence and qualification framework (CQF) for education and training in VW
- **Harmonise teaching:** a catalogue of education and training curricula and programmes for the VW domain of expertise
- **Catalyse efforts:** an ecosystem of EU stakeholders involved in teaching disciplines related to VW technologies



DIGITAL EUROPE PROGRAMME

DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP *Virtual Worlds Skills Academy*

SCOPE OVERVIEW

Pillar 1

Knowledge, education & training

- **VW – 3 key building blocks: innovative technologies, creative subjects & SSH**
- **CQF**
- **Catalogue of education & training curricula and programmes for VW**
- **Target groups**

Pillar 2

Building the ecosystem

- Synergies with EU-wide ongoing initiatives or schemes
- Constant collaboration with ELEVATE
- Attract talent (+women)
- Sustainability plan
- **Ecosystem stakeholders**

Pillar 3

Measuring progress

- Monitor labour market
- Monitor the progress achieved in closing the VW skills gap



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DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP
Virtual Worlds Skills Academy

Pillar 1. Knowledge, education & training

CORE ELEMENTS

Catalogue of education & training curricula & programmes for VW
Competence and qualification framework for VW (CQF)

Innovative technologies

(e.g. .g. XR, blockchain, AI, edge computing, HPC, digital twins)

Creative subjects

(e.g. audiovisual, performing arts, animation, architecture, storytelling, fashion, game design)

Social sciences and humanities

(e.g. law, ethics, geography, anthropology).



VW key building blocks



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DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP

Virtual Worlds Skills Academy



Higher education
students & young
graduates (1)

Upper secondary
and/or VET (3)



Academic staff (2)

Upper secondary
and/or VET
teaching staff (4)



Professionals in
different sectors and
institution types (5)



Citizens (6)

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DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP

Virtual Worlds Skills Academy

Ecosystem of EU stakeholders around virtual worlds skills

- higher education institutions,
- upper secondary schools, VET institutions,
- research organisations, innovation centres,
- industry partners,
- public institutions at EU and Member State or regional level (e.g. ministries, agencies),
- NGOs, associations, (e.g. for consumers),
- education service providers.

Pillar 2. Building the ecosystem

STAKEHOLDERS





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DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP
Virtual Worlds Skills Academy

Outcomes



- The CFQ to become a **reference** for teaching VW skills
- A **workforce mastering VW skills** & able to boost Europe's competitiveness and innovation capacity
- A better **balance between the demand and offer** of VW skills.



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DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP
Virtual Worlds Skills Academy

GENERAL INFORMATION



- Estimated budget: **10 mil EUR**
- 1 funded project
- Type of action & funding rate: **Lump Sum grant 50%**
- **Consortium composition:**
 - 3 higher education institutions from 3 different eligible countries,
 - min. 2 industry partners with HQ in 2 diff. eligible countries
 - min 1 research organisation/excellence centre
 - Involvement of SMEs & Start-ups encouraged
 - Coop. w/ VET providers (if VET in the project) encouraged

Deadline for submission: **2 September 2025**



DIGITAL EUROPE PROGRAMME

DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP
Virtual Worlds Skills Academy

THANK YOU
for your
attention!





REA Central Validation Service

Legal Validation & Financial Capacity Assessment

Mariadomenica CUGNIDORO – REA D.4
Florin PUIU – REA D.4

Presentation Outline

REA Central Validation
Service

Registration of
Participants

Legal validation and LEAR

Communication

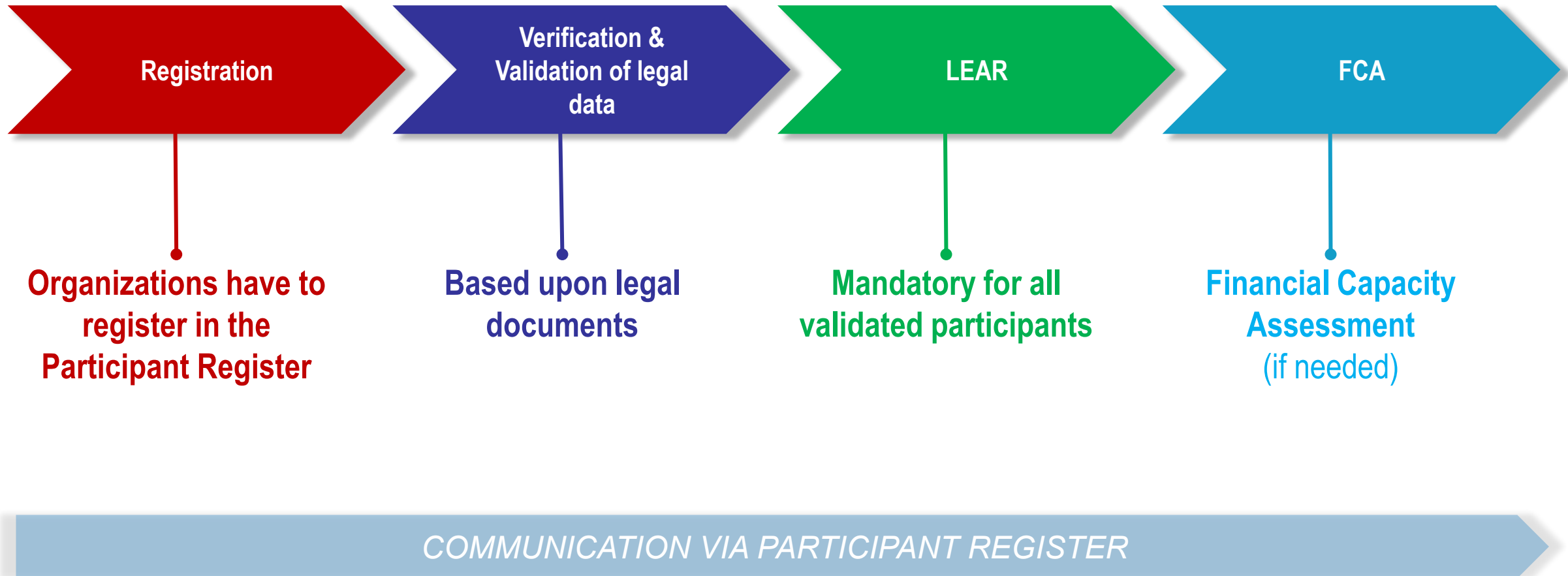
Financial capacity
assessment

REA Central Validation Service

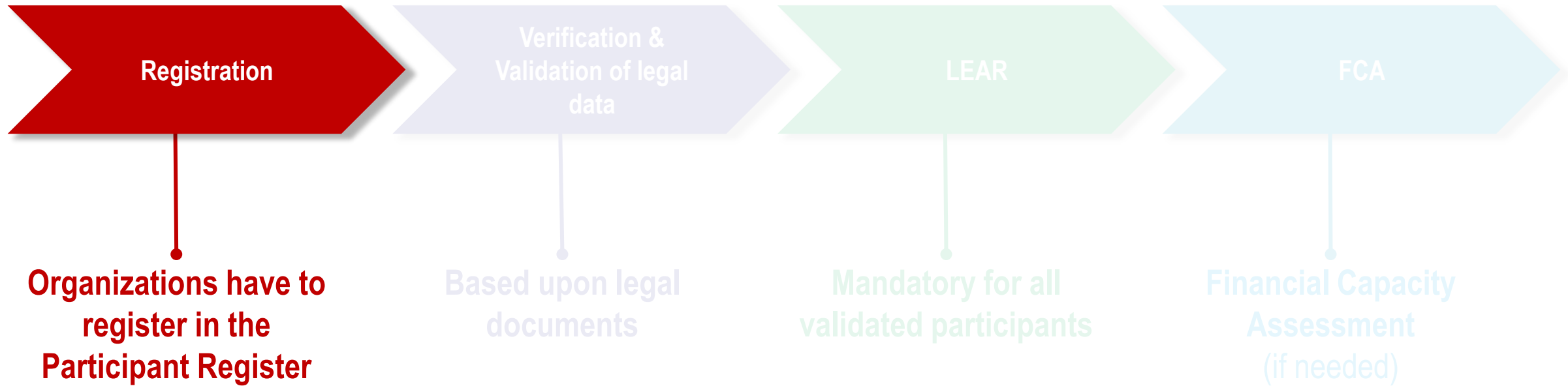
(REA CVS)

- Verifies **legal existence and legal statuses** of entities
- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**
- Validates **legal changes** of validated entities
- Assesses **universal takeovers (UTROs)** of validated entities
- Encoding **Bank Account requests**
- Prepares the **Financial Capacity Assessment**
- Performs **ownership control assessments** for specific programmes
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

Validation Process Overview



Validation Process Overview



Registration of an organisation (at proposal stage)



European
Commission

EU Funding & Tenders Portal



Home

Funding ▼

Procurement ▼

Projects & results ▼

News & events ▼

Work as an expert

Guidance & documents ▼

[Home](#) > [Funding](#) > [Participant Register](#)

Participant Register



The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Registration of an organisation (at proposal stage)

Is your organisation already registered? PIC search


Please check whether your organisation has already been registered. If so, no need to register it again.

 Find a registered organisation

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

 Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the EIC Accelerator) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

Registration

Validation & Verification of
Legal Data

LEAR

FCA

How to register in the Participant Register

Participant's Register Need help?

1 2 3 4 5 6

Identification Organisation Data Legal Information Authorised Users Summary Success

Identification

Legal name * ? 240

Registration country * ? 50

Registration number ? 20

VAT number * ? 500 ☐ not applicable

Review the Form Next

Registration completed

New Participant Identification Code (PIC)
in a "declared" status

Identification

(e.g. Legal name, VAT number)

Organisation data

Legal information

Authorised users

(e.g. Name, e-mail address of the self-registrant and the back-up)

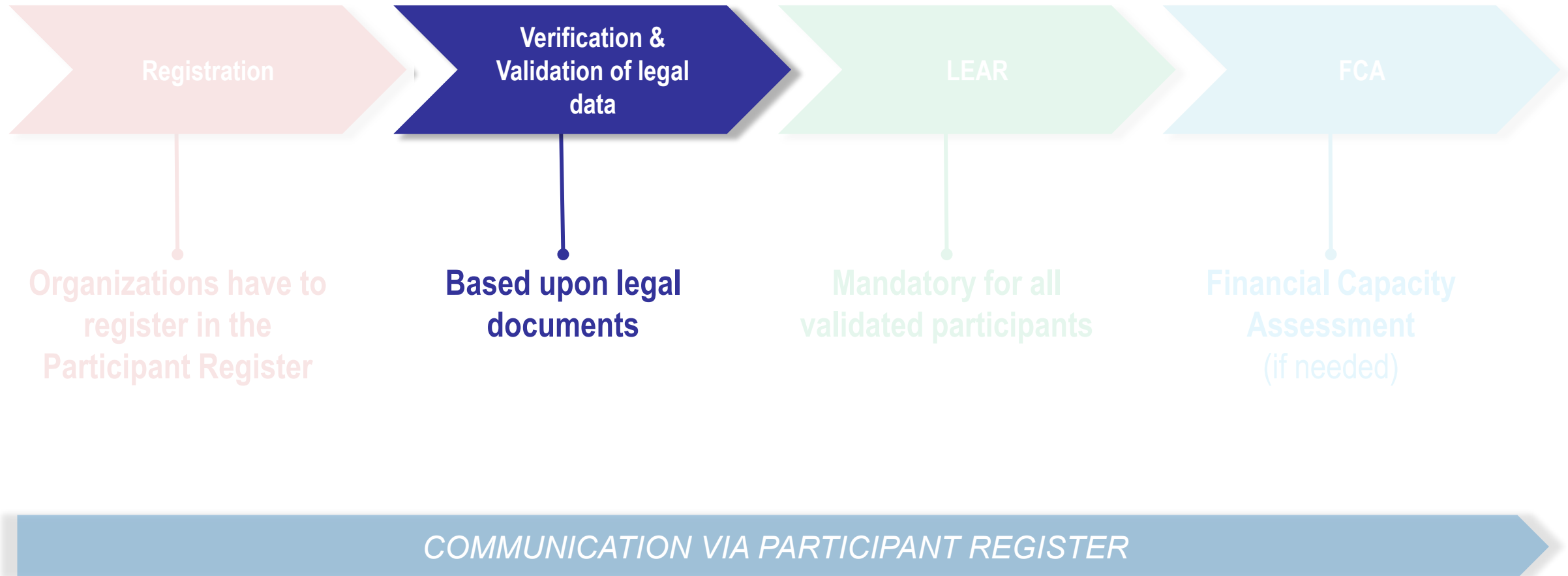
Registration

Validation & Verification of
Legal Data

LEAR

FCA

Validation Process Overview



Legal validation

- Registration data is verified by the REA Central Validation Service *before* the signature of the first Grant Agreement or Contract
- The legal validation of a participant in the Single Electronic Data Interchange Area (SEDIA) is *done once*
- It is *reused* for future participations in EU grant, procurement actions and contribution agreements

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Legal validation documents

- ✓ **Registration extract** (< 1 year) – for private law bodies
- ✓ **VAT extract** (< 1 year)
 - ✓ *If not registered for VAT – proof of VAT exemption*
- ✓ **Law/decreree/decision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations

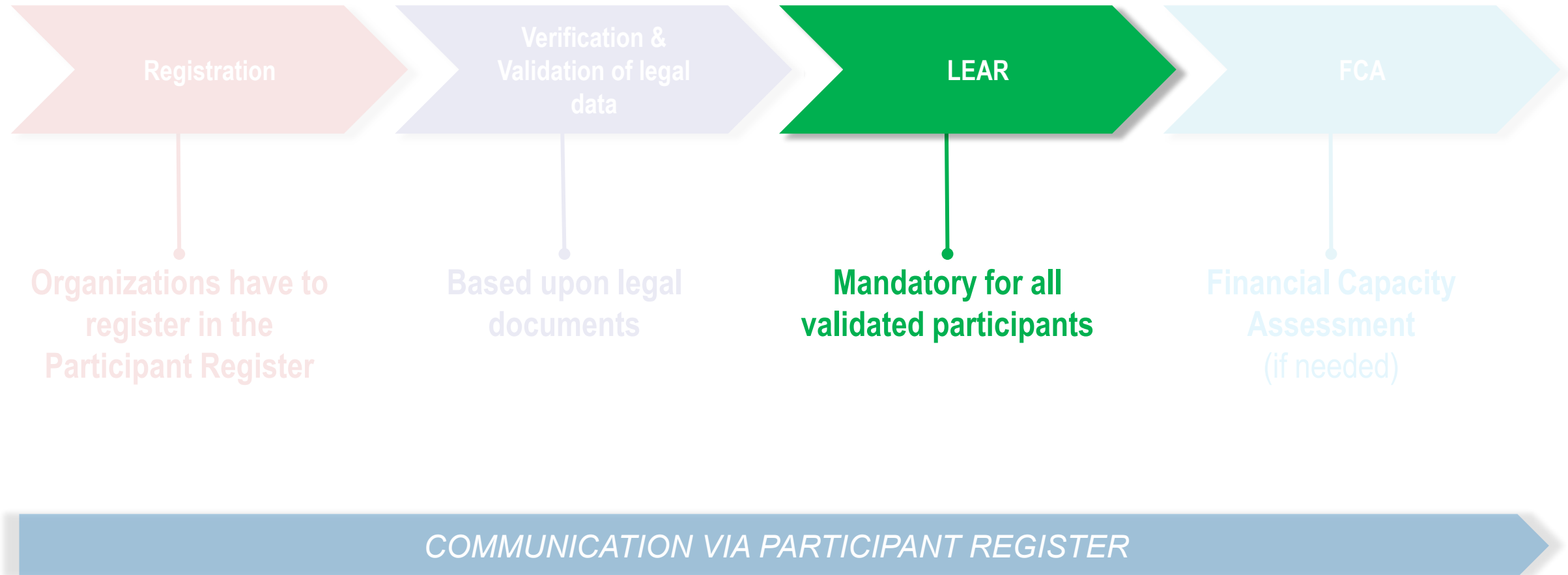
Registration

Validation & Verification of
Legal Data

LEAR

FCA

Validation Process Overview



LEAR roles and duties

The *Legal Entity Appointed Representative* (LEAR):

- Notifies the EU of changes in legal data/status
- Submits legal and financial documents if required
- Manages access rights of persons in the organisation (but *not* at the project level)
- Nominates 'Account Administrators' and individuals authorised to sign:
 - ✓ Contracts/grant agreements and their amendments (Legal signatories, i.e. **LSIGN**)
 - ✓ Financial statements (Financial signatories, i.e. **FSIGN**)

Registration

Validation & Verification of
Legal Data

LEAR

FCA

LEAR appointment documents

1. LEAR appointment letter (duly signed by both the legal representative and the LEAR)
2. Official proof of identity (ID-card/passport with photo and signature) of the legal representative and the LEAR
3. Proof of empowerment of the legal representative

Scanned version of these documents shall be uploaded in the Participant Register.
Original of 1 must be kept in the entity's premises.

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Communication

(e.g. request to submit legal documents or to appoint a LEAR)

All communication is exclusively managed through the Participant Register

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>

to me ▼

Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the [Online Manual](#) if you participate in the [programmes managed on the Funding & Tenders Portal](#).

For more information on the roles for e-Procurement, please refer to the [e-Procurement wiki page](#), if you participate in a tender call.

With kind regards,

EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu.

Messages are notified via e-mail to the contact person
(i.e. self-registrant or the appointed LEAR)

Access lost to a declared or valid PIC

Declared PIC

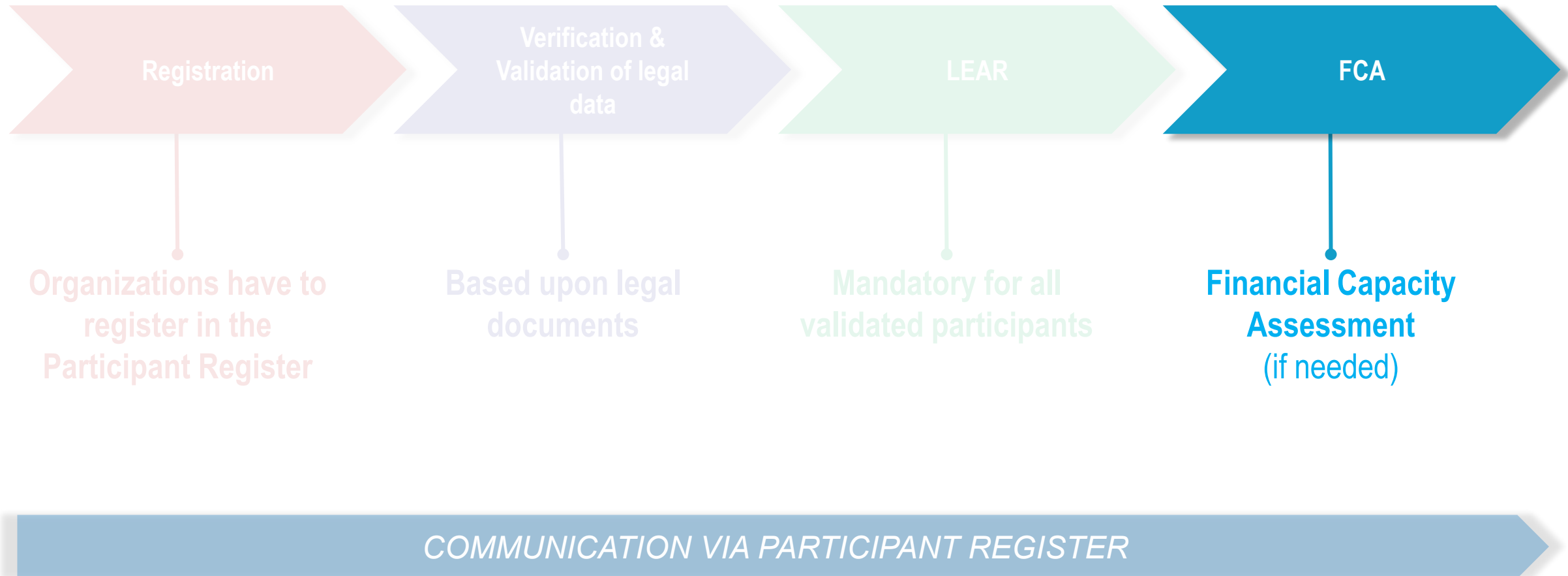
- In case the self-registrant left the organisation, and no one has access to a declared PIC – a new PIC needs to be created, and REA CVS informed

Valid PIC

- If the LEAR is not available anymore, and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

<https://ec.europa.eu/research/participants/urf/lear-recovery/request/>

Validation Process Overview



Financial Capacity Assessment (FCA)

Legal basis



Financial Regulation (2024 / 2059)
(articles 199 and 201)



Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.



Call for Proposals
("7. Financial & operational capacity and exclusion")

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Financial Capacity Assessment (FCA)

When is the FCA needed?

✓ **all beneficiaries**, except for:

public bodies (including local, regional or national authorities)

individual grant requests of **less than 60,000 EUR**

✓ **may be requested** for other beneficiaries/ affiliated entities

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

✓ Balance sheet

Balance Sheet

- ASSETS
- LIABILITIES
- EQUITY

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

Balance Sheet

**Profit & Loss
account**

- REVENUES
 - EXPENSES
-
- Net result

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)

Balance Sheet

**Profit & Loss
account**

**Explanatory
notes**

Annexes
to the FS

Details on accounts

Breakdown on items

Additional explanations

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

if the requested EU-contribution exceeds
EUR 750.000 (art. 196 FR)

Financial Audit report

Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

Balance Sheet

Profit & Loss account

Explanatory notes

Annexes to the FS

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

...or Self Declaration on the accounts

if the requested EU-contribution exceeds
EUR 750.000 (art. 196 FR)

Financial Audit report

Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

Self Declaration on the accounts

I, the undersigned
declare that the
accounts are:

- VALID
- no audit required

Signed

Balance Sheet

Profit & Loss account

Explanatory notes

Annexes to the FS

Registration

Validation & Verification of
Legal Data

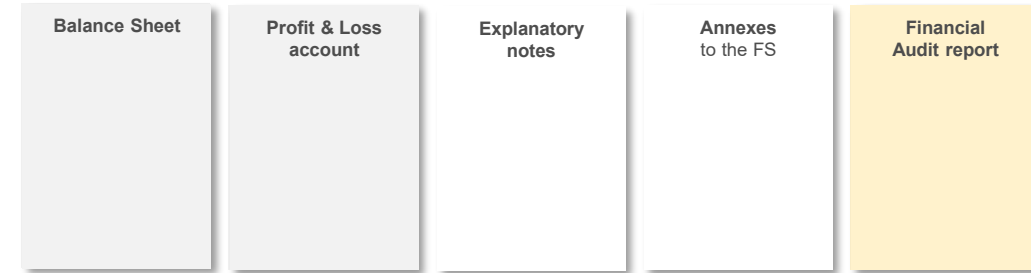
LEAR

FCA

FCA supporting documents

(via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)
- ✓ Financial audit report



Registration

Validation & Verification of
Legal Data

LEAR

FCA

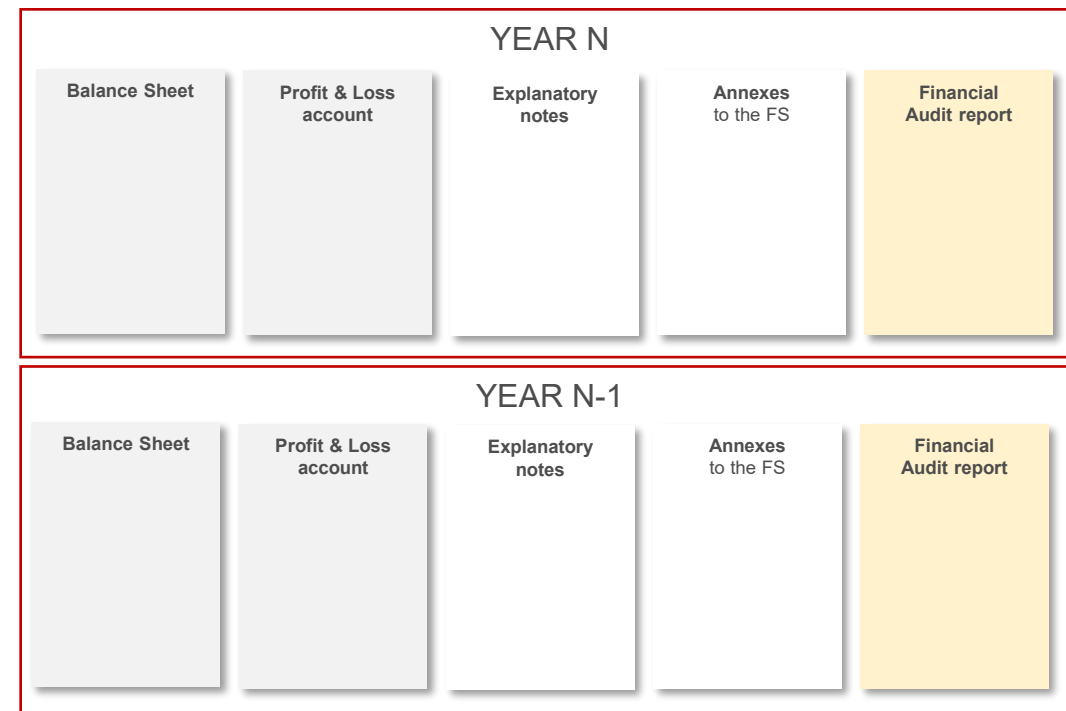
FCA supporting documents (via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report



For the 2 most recent closed and approved financial years

- official language (for EU languages)
- unofficial translation (for non-EU languages)
- dated
- signed

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents (via Participant Register)

✓ Balance sheet

✓ Profit and loss account

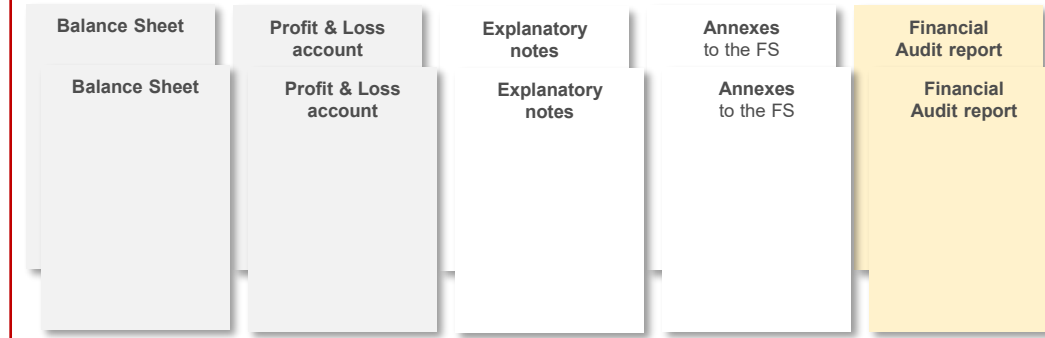
✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

Newly established entities

✓ Business plan

YEAR N and YEAR N-1



For the 2 most recent closed and approved financial years

- official language (for EU languages)
- unofficial translation (for non-EU languages)
- dated
- signed

Business plan

Forecasts on:

- Sales
- Expenses
- Investments
- Financing sources
-

Registration

Validation & Verification of
Legal Data

LEAR

FCA

FCA supporting documents (via Participant Register)

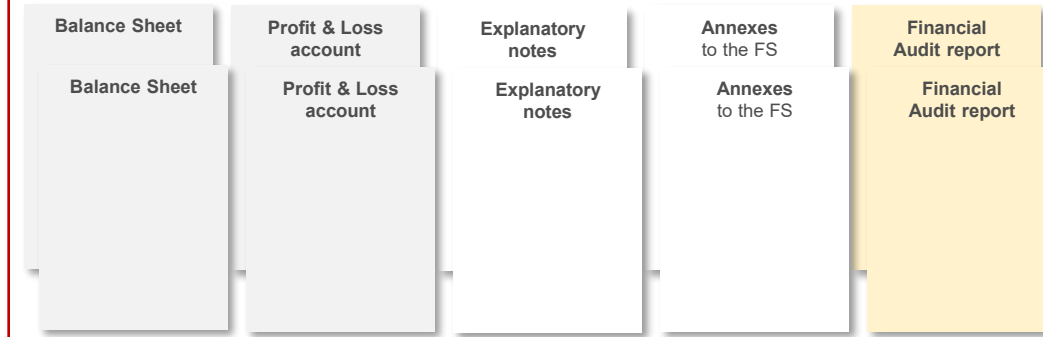
✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

YEAR N and YEAR N-1



For the 2 most recent closed and approved financial years

- official language (for EU languages)
- unofficial translation (for non-EU languages)
- dated
- signed

Business plan

Newly established entities

✓ Business plan

**Once completed, the assessment is valid for 18 months
from the closing date**

Registration

Validation & Verification of
Legal Data


LEAR

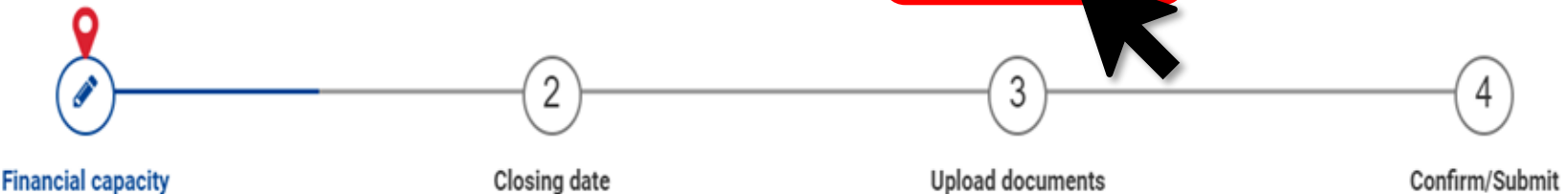
FCA

Financial Capacity Assessment:

Requests in Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	Financial capacity 	Messages 1	Documents	SME
-------------------	-------------------	-------------------------	---------------	--	-------------------	-----------	-----



Financial capacity Closing date Upload documents Confirm/Submit

You might be requested to provide additional financial information. In this case you are asked to upload your financial statements containing the balance sheet, the profit & loss account, the corresponding explanatory notes and, under certain conditions, an audit report issued by a certified external auditor or a self-declaration on the validity of the accounts, signed by your legal representative, the template for which is available [here](#).

The financial statements must cover the last two most recent closed years. Note that, once uploaded, the financial statements for an accounting year with a closure date on or before 30 June will be displayed by the IT systems as related to the prior calendar year. [Find out more](#).

Closing date	Status	Actions
	Data Required	Provide necessary financial information

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Financial Capacity Assessment:

Requests in Participant Register


PIC 890116427

[Organisation Data](#) [Legal Information](#) [Authorised users / LEAR](#) [Bank Accounts](#) [Financial capacity](#) [Messages ¹](#) [Documents](#) [SME](#)

[+ New message](#)

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

Subject ↕	Message	Context ↕	Date ↕	Actions
 * Financial capacity assessment - Request for documents	Dear Participant, Following your recent a...	Financial capacity assessment	06/07/2021	View

[⏮](#) [⏪](#) [1](#) [⏩](#) [⏭](#)

Registration

Validation & Verification of
Legal Data

LEAR

FCA

Guidance documents



Rules on Legal validation, LEAR appointment and financial capacity assessment

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf



How to register in the Participant Register

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>



Online Manual, IT How to, RES Helpdesk, specific FAQs on the Tenders Portal

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



Legal notice on the Funding and Tenders Portal

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

Questions, please...





Call 8: Advanced Digital Skills Sectoral digital skills academies

Information Day for potential applicants

16th of May 2025



Digital Call 8 - Topics

Call	DIGITAL-2025-SKILLS-08 - Sectoral digital skills academies	Type of Action	Funding Rate	Available budget
Topic	DIGITAL-2025-SKILLS-08-QUANTUM-ACADEMY-STEP Quantum Skills Digital Academy	DIGITAL-LS DIGITAL Lump Sum Grants	50%	10 000 000 EUR
Topic	DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP Digital Skills Academy in GenAI (AI Skills Academy, part 1/2)	DIGITAL-LS DIGITAL Lump Sum Grants	50%	7 000 000 EUR
Topic	DIGITAL-2025-SKILLS-08-VIRTUAL-WORLDS-ACADEMY-STEP Virtual Worlds Skills Academy	DIGITAL-LS DIGITAL Lump Sum Grants	50%	10 000 000 EUR

🔗 Link to the Call page on the Funding and Tenders Portal: [Sectoral digital skills academies](#)



Digital Call 8 – Timeline

Phases	Dates
Call opening	15 April 2025
Deadline for submission	2 September 2025 17:00 CEST (Brussels)
Evaluation	September – November 2025
Information on evaluation results	November 2025
Grant Agreement Signature	February 2026



Submitting a proposal via the Funding & Tenders Portal


Maria SAARELA

HaDEA B2




Where to find the Call document

Funding and Tenders Portal

 European Commission | EU Funding & Tenders Portal

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



Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

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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.

[Report fraud](#)



Where to find the Call document

**European Commission**

EU Funding & Tenders Portal

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[Home](#) > [Funding](#) > [Calls for proposals](#)

Calls for proposals

Calls for proposals are funding opportunities issued by the European Union institutions, agencies and bodies. These are direct financial contributions, known as grants, that are awarded to third-party beneficiary entities, non-governmental organisations, and private companies) to engage in activities that serve EU policies.

[More details](#)

Filters

Quick search

DIGITAL-2025-SKILLS-08 × Q

Programming period ▼

Digital Europe Programme (DIGITAL) ▼

DIGITAL-2025-SKILLS-08 ▼

Submission status ▼

All filters

GRANTS RECOMMENDED FOR YOU

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3 item(s) found

Programme **Digital Europe Programme (DIGITAL)**

[Sectoral digital skills academies: Digital Skills Academies](#)
DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP Call for proposal
Opening date: 15 April 2025 | Deadline date: 15 April 2025
Programme: **Digital Europe Programme (DIGITAL)** | Type of action: DIGITAL Lump Sum Grants

Search by Call ID:
DIGITAL-2025-SKILLS-08


by topic name:
Sectoral digital skills academies

by programme:
DIGITAL EUROPE PROGRAMME (DIGITAL)



Where to find the Call document

Call page: [EU Funding & Tenders Portal \(europea.eu\)](https://europea.eu)

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Home > Funding > Calls for proposals > Sectoral digital skills academies: Digital Skills Academy in GenAI

Sectoral digital skills academies: Digital Skills Academy in GenAI

DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP

Topic Call for proposal

Internal navigation

General information

Topic description

Mission

Destination

Conditions and documents

Budget overview

Partner search announcements

Start submission

Topic Q&As

Get support

Call information

General information

Programme

Digital Europe Programme (DIGITAL)

Call

Advanced Digital Skills (DIGITAL-2025-SKILLS-08)

Type of action

DIGITAL-LS DIGITAL Lump Sum Grants

Type of MGA

DIGITAL Lump Sum Grant [DIGITAL-AG-LS]

Forthcoming

Deadline model

single-stage

Planned opening date

15 April 2025

Deadline date

02 September 2025 17:00:00 Brussels time

Topic description

Expected Outcome:

Deliverables

- Comprehensive academic curricula designed across different levels and for different target groups, implemented at European level (curricula encompass complete academic programmes or consist of smaller modules to be injected into larger programmes)...

Show more



Where to find the Call document



[Call page](#) >
Conditions and documents



CALL DOCUMENT



European Commission

EU Funding & Tenders Portal

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

Home > Funding > Calls for proposals > Sectoral digital skills academies: Digital Skills Academy in GenAI

Sectoral digital skills academies: Digital Skills Academy in GenAI

DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP

Topic Call for proposal

Internal navigation

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

Scroll down in section “Conditions and

Call document and annexes:

[CALL DOCUMENT](#)

Application form templates

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

[Detailed budget table \(DEP LSII\)](#)

Model Grant Agreements (MGA)

[Lump Sum MGA](#)

Additional documents:

[DEP Work Programmes](#)

[DEP Regulation 2021/964](#)

[EU Financial Regulation 2024/2509](#)



Outline of the Call document

CALL FOR PROPOSALS

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 **CALL**
DOCUMENT

Section 2 – Topic specific:

- Objectives (see also [DEP Work Programme](#))
- Scope
- Outcomes and deliverables
- KPIs to measure outcomes and deliverables
- Targeted stakeholders
- Type of action and funding rate
- Specific topic conditions

Section 3-10 → Relevant for all three Topics
Budget, timetable, **Admissibility & Eligibility criteria**, Consortium composition, Award criteria...



How to submit a successful proposal



Topic page - Start a Submission

Call page: [EU Funding & Tenders Portal \(europea.eu\)](https://europea.eu)

Sectoral digital skills academies: Digital Skills Academy in GenAI

DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP

Topic Call for proposal

Internal navigation

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

Start submission

To access the Electronic Submission System, you cannot be changed in the submission system.

To access existing drafts, you cannot be changed in the submission system.

Please select the type of action and model grant agreement:

☒ DIGITAL Lump Sum Grants [DIGITAL-LS]

Start submission

Topic Q&As

0 item(s) found

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](#).

Please confirm your choice

You selected this topic: **Sectoral digital skills academies: Digital Skills Academy in GenAI - DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP**

You selected this type of action and model grant agreement: **DIGITAL Lump Sum Grants [DIGITAL-LS], DIGITAL Lump Sum Grant [DIGITAL-AG-LS]**

Related Call: **Advanced Digital Skills**

Your selection cannot be changed subsequently in the submission system.

Cancel

OK

Need help?

General FAQ



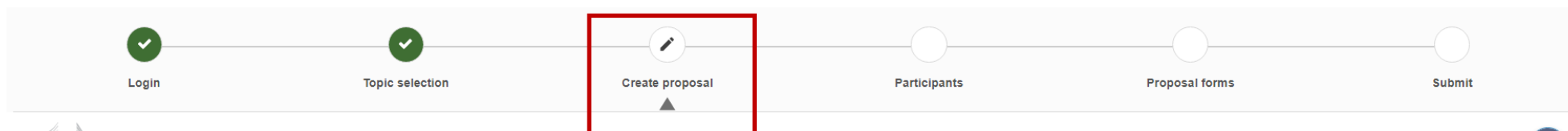
Filter...



Submission Service – Create a proposal

Submission Service:

'Metro line'



Deadline

Deadline
02 September 2025 17:00:00 Brussels Local Time
140 days left until closure

Correct topic?

Call data
Call: DIGITAL-2025-SKILLS-08
Topic: [DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP](#)
Type of action: DIGITAL-LS
Type of MGA: DIGITAL-AG-LS
⚠ Topic and type of action can only be changed by creating a new proposal.



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[IT Helpdesk](#) [FAQ](#)

Service Desk:
✉ EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
☎ +32 2 29 92222

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 ⁱ *

Short name ⁱ *

Search

Organisations you have been previously associated with. (Click to select)



Insert a validated PIC (9-digit Participant Identification Code)

Download mandatory templates:



Tpl_Application Form (Part B) (DEP).rtf



Tpl_Detailed Budget Table (DEP LSII).xlsm

Your role


Please indicate your role in this proposal *




Submission service – Create a proposal


Submission Service:





Funding: Submission Service


Welcome 
Maria SAARELA

 **Deadline**
02 September 2025 17:00:00 Brussels Local Time


140 days left until closure

Call data


Call: DIGITAL-2025-SKILLS-08
Topic: [DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP](#)
Type of action: DIGITAL-LS
Type of MGA: DIGITAL-AG-LS


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


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Service Desk:


 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

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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](#)

Organisations you have been previously associated with. (Click to select)

After inserting the first PIC number, the Part A administrative Online Forms become available

85



Part A & Part B



Part A of the proposal

*Fill in all **Part A** forms directly in the **Submission System***

Part A – administrative forms	
Section 1 – General information	Call, Topic, Type of Action, Type of Model Grant Agreement, Proposal number, acronym, title, duration, Keywords , Declarations
Section 2 – Participants	Information on the applicants and consortium partners
Section 3 – Budget	Total funding (not total budget) per partner, as calculated in the Detailed Budget table
Section 4 – Other Questions	Security issues table - <u>must be completed</u>

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 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 proposal

Use **Part B template** and upload it as a pdf to the Submission System

Part B – technical description	
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 <i>1.3 Digital technology supply chain - not applicable in this call</i> <i>1.4 Financial obstacles - not applicable in this call</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 – dissemination and communication 3.2 Competitiveness and benefits for society <i>3.3 Environmental sustainability and contribution to European Green Deal goals - not applicable in this call</i>





Part B of the proposal

Use **Part B template** and upload it as a pdf to the Submission System

Part B – technical description	
Section 4 – WORK PLAN	Work plan, Work Packages, Staff effort, Subcontracting, Purchases and equipment, Other cost categories, Timing (Gantt)
Section 5 - OTHER	Ethics, Security – leave Ethics and Security empty in Part B; fill in the Security table in Part A.
Section 6 - DECLARATIONS	Information concerning other EU grants – must be completed Financial support to third parties – eligible in this call
ANNEXES	List of previous projects (annex 4 to Part B) – mandatory



Part B Page limit: **70 pages**
Annexes do not count towards the page limit.

5.1 Ethics

Ethics

If the Call document contains a section on ethics, the ethics issues and measures you intend to take to solve/avoid them must be described in Part A.

See Application Form Part A]

#SETH-ICS-EI\$# #SEC-URI-SU@#

5.2 Security

Security

The security issues and the measures you intend to take to solve/avoid them must be described in Part A.

Note: Beneficiaries must ensure that their projects are not subject to national/third country security requirements that could affect the implementation or put into question the award of the grant (e.g. technology restrictions, national security classification, etc).


See Application Form Part A.


#SEC-URI-SU\$# #DEC-LAR-DL@#





Submission service – Part B and Annexes


Part B and Annexes


 European Commission | Funding: Submission Service


Welcome 
Maria SAARELA



Login


Topic selection



Create proposal










Participants


Proposal forms


Submit

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 *	Part B – Mandatory (upload as pdf)	 Upload 
Detailed budget table *	Detailed Budget Table – Mandatory (upload as .xls / .xlsx)	 Upload 
List of previous projects	List of Previous projects – Mandatory (upload as pdf)	 Upload 
Other annexes		 Upload 



Submission service – Validate

Validating and Warnings:

Funding: Submission Service

Call data

Call: DIGITAL-2024-ADVANCED-DIGITAL-06
Topic: DIGITAL-2024-ADVANCED-DIGITAL-06-SKILLS
Type of action: DIGITAL-CSA
Type of MGA: DIGITAL-AG

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

Proposal data

Acronym: test
Draft ID: SEP-211038585

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Validations

Your proposal cannot be submitted until the errors below are corrected

Part A Form

Budget

1 error

Declaration

1 error

General Information

1 error

JANITOM Tomasz Janisz

1 error

Part B and annexes

This mandatory attachment is missing: Part B

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

Part A Form

Budget

1 warning

Declaration

4 warnings

General Information

3 warnings

Welcome Maria SAARELA

before the call closure.

Upload

Upload

Upload

Upload

BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT



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



Award criteria



Award criteria



Award criteria and sub-criteria are in line with the Part B section titles and content.
See Call document - Section 9 – *Award Criteria*, for detailed information.

1. RELEVANCE	2. IMPLEMENTATION	3. IMPACT
<p>1.1 Alignment with the objectives and activities as described in section 2</p> <p>1.2 Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level</p> <p><i>1.3 Extent to which the project would reinforce and secure the digital technology supply chain in the EU*</i></p> <p><i>1.4 Extent to which the project can overcome financial obstacles such as the lack of market finance*</i></p>	<p>2.1 Maturity of the project</p> <p>2.2 Soundness of the implementation plan and efficient use of resources</p> <p>2.3 Capacity of the applicants, and when applicable the consortium as a whole, to carry out the proposed work</p>	<p>3.1 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</p> <p>3.2 Extent to which the project will strengthen competitiveness and bring important benefits for society</p> <p><i>3.3 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*</i></p>



Sub-criteria 1.3, 1.4 and 3.3 are **NOT APPLICABLE** in this Call.

For further details on award criteria, refer to the Call document - Section 2 - *Specific topic conditions*



Award criteria and thresholds

Award criteria	Minimum pass score per criterion	Minimum pass score per proposal	Maximum score per criterion	Maximum score per proposal
Relevance	3	10	5	15
Implementation	3		5	
Impact	3		5	

For a proposal to be considered for funding, it **MUST**:

Obtain at least **score 3** in **all three criteria** **AND** Obtain an **overall score** of or above **10**

- Proposals *below* individual or overall score → *rejected*.
- Proposals *above* individual and overall thresholds and within the limits of the *available call budget* → *can be funded*.
- For further details, please refer to the Call Document Section 9 – *Award Criteria*



Topic specific Questions and Answers

Submitting questions

Guidance & Manuals



Topic related Question & Answers, Get support



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Home > Funding > Calls for proposals > Sectoral digital skills academies: Digital Skills Academy in GenAI

Sectoral digital skills academies: Digital Skills Academy in GenAI

DIGITAL-2025-SKILLS-08-GENAI-ACADEMY-STEP

Topic Call for proposal

Internal navigation

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

Start submission

The submission system is planned to be opened on the date stated on the topic header.

Topic Q&As

0 item(s) found

[General FAQ](#)

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.



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You will usually receive an **answer within 3 working days** (more complex enquiries may take longer).

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First name*

Last name*

Email address*

name@example.com

?

Nationality*

Please select

?

Country of residence*

Please select

?

Preferred contact language*

Please select

?

Alternative contact language

Please select

?

Enquiry*

0 / 3000

?

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

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Reference documents

How to participate

FAQ

Helpdesk & support

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Guidance and Manuals

 Online Manual

 [Submit a proposal](#)

Description of the process

 IT How To

 [Create a proposal](#)


 [Submit a proposal](#)

Detailed instructions with screenshots

Support & Helpdesk

 Online Manual

 IT How To

 IT Helpdesk

 FAQ

Service Desk:



EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu



[+32 2 29 92222](tel:+3222992222)



Final tips for applicants



- **Admissibility requirements:**
 - Application form **is readable** – before uploading Part B, check that it has been correctly converted to PDF and that there are no missing parts or missing tables.
 - Always use the **standard template Part B**, and **Detailed Budget Table** downloaded from the Submission System (not an old copy or own format).
 - **List of previous projects** – mandatory Annex (see template in Part B)
- **Eligibility requirement:**
 - **Consortium composition compliance is a must** – Read carefully Section 6 of the call document and the section *Targeted Stakeholders* for each topic.



Final tips for applicants



- **Security issues tables in Part A:**
 - Security: Applicable (fill in the Security table in Part A)
 - Mark with great attention the **relevant Security issues** when applicable
 - When marking any security issues, include the corresponding **proposal Part B page** in the Security table
- **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.
 - *Call document Section 2 – Scope*
 - *Call document Section 9 – Award criteria*



Final tips for applicants



- **Part B page Limit:**
 - **70 pages.** Any additional pages will not be taken into account.
- **Deadline:**
 - **Do not submit your proposal on the last day** to avoid last minute or technical problems! Resubmission before the deadline is possible.
- **Overlaps/double funding risk:**
 - The system detects similarities between proposals. This has serious legal implications.
 - Reply relevant questions in Part A carefully.
- **Updates to the Call/Topics and Q&As:**
 - Please regularly check possible updates to the call or topics and new Topic specific Q&As.



Thanks for your attention

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

[Write to us](#)



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Call 8: Advanced Digital Skills Info Day for potential applicants

#DigitalEuropeProgramme

16 May 2025



Lump Sum

Information Day for potential applicants

16th of May 2025



Basic principles of Lump Sum

Lump sum evaluation and grant agreement follow the same standard approach as for actual cost-based grants:

Same evaluation criteria



Same pre-financing and payment



Same reporting periods and technical reporting



Lump Sum grants focus on completion of Work Packages

One lump sum share is fixed in the Grant Agreement for each Work Package:

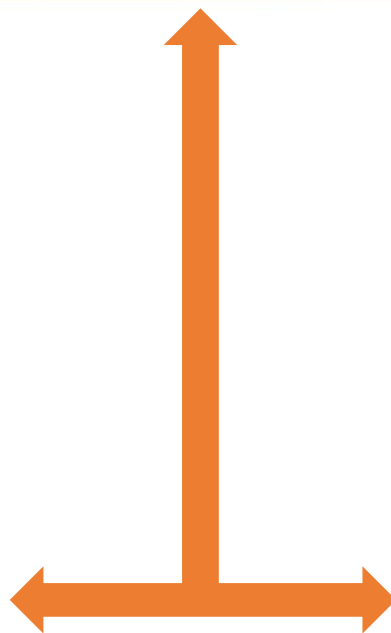
- **Work package completed → payment**
 - Payments depend on **completion of activities**, not on successful outcomes
 - Work packages can be modified through amendments
- The performance of lump sum grant is not judged more strictly than the one of other types of grants



Two Lump Sum options under EU Direct Funding

Type 1

Lump sum is fixed in the call for proposal =
prefixed lump sum grant



Type 2

You define the lump sum in your proposal
by **using a detailed budget table in MS Excel**

The type of lump sum for this call is **Type 2** and not the prefixed lump sum



Writing a Lump Sum proposal

- Use the standard **Digital Europe Programme proposal templates** available in the Funding & Tenders Portal's online **Submission System (ZIP file)**
 - **Part B (Word template):** describe in detail the **activities** covered by each **Work Package**
 - **Detailed Budget Table (Excel template):** define and justify the lump sum
- Provide a **detailed breakdown of cost estimations** by beneficiary and by Work Package
- Use the cost estimations to **automatically generate a breakdown of lump sum** shares per Work Package and per Participant (i.e., beneficiaries and affiliated entities)



The 'Detailed Budget Table' is COMPULSORY and NOT TO BE FORGOTTEN!



Project design – Work Packages

Work packages distribution:



As many as needed but no more than what is manageable.

A Work Package (WP) is a major **sub-division of the work plan** of your project

- A single activity is not a WP
- A single task is not a WP
- A % of progress is not a WP (e.g. 50 % of the tests)
- A lapse of time is generally not a WP (e.g. activities of year 1)

Work Packages with a long duration may be split along the reporting periods (e.g. Management; Dissemination and Exploitation). In this way, the relevant activities (work packages) can be paid at the end of each reporting period.



Detailed Budget Table: before getting started

Digital Europe Programme
Detailed lump sum budget

Generate the Excel file in m format
Ready for the online submission

Instructions	
Go to Beneficiaries and Affiliated Entities	Go to Work packages
<p>GENERAL INSTRUCTIONS</p> <p>This workbook enables you to present the detailed estimation of costs of your lump sum project and to calculate the lump sum break down by beneficiary and per work package. It must be uploaded as an additional document at the 'Proposal forms' step of proposal submission. If you do not upload the Excel workbook, the proposal submission will be blocked. Only this template downloaded from the call should be used for detailing the lumpsum budget.</p> <p>We recommend using Excel 2013 (Windows) / Excel 2016 (Mac OS) or more recent.</p> <p>The only currency used in this workbook is EURO (€).</p> <p>You must complete the following sheets: 'BEN list' - 'WP list' - 'BEN1' (one sheet for each beneficiary with x being the beneficiary number). 'Depreciation costs' (if any). The appropriate number of individual beneficiary sheets ('BENx') will be generated automatically with the 'BEN list' and 'WP list' sheets. Please click on "apply changes" every time you add a new beneficiary or work package.</p> <p>The information in this workbook must correspond to the main proposal. For example, the list of beneficiaries and the list of work packages must be the same. Likewise, the tables in section 3.1 of Part B of the proposal must be in line with this workbook (e.g., table 3.1h 'purchase costs', and table 3.1i 'internally invoiced goods and services').</p>	
<p>BEN LIST</p> <p>In the 'BEN list', you can add as many beneficiaries (BEN) and as many affiliated entities (AE) as you need. To add beneficiaries, click "Add BEN" button. To add an affiliated entity, click on the "Add AE" button next to the beneficiary concerned.</p> <p>For each beneficiary and each affiliated entity, you must select the country and the appropriate funding rate in the drop-down menus. The funding rates are used in the automatic calculation of the lump sum breakdown. The funding rate is indicated in the work programme and call.</p> <p>Once you have completed the 'BEN list' sheet, click the "Apply changes" button to generate the corresponding sheets in the Excel workbook.</p> <p>To delete a beneficiary from the 'BEN list', click the "Clear BEN" button next to it. Likewise, to delete an affiliated entity, click the "Clear AE" button next to it. The first beneficiary BEN1 cannot be deleted, but its details can be modified. Click "Apply changes" to delete the corresponding sheets from the workbook. Deleted beneficiary sheets then appear as a backup and are excluded from the calculation. Data of deleted entities are not saved as a backup.</p>	
<p>WP LIST</p> <p>In the 'WP list', you can add as many work packages as you need. To add work packages, click the "Add WP" button. Once you have completed the 'WP list' sheet, click the "Apply changes" button.</p> <p>To delete a work package, click the "Clear WP" button next to it and then "Apply changes". The first work package WP1 cannot be deleted, but its details can be modified. There is no back-up for deleted work packages.</p> <p>You must complete one 'BEN1' sheet per beneficiary. This sheet includes one section for each work package. Each work package section must be completed.</p>	

Instructions | BEN list | WP list | BEN1 | Summary

- The file is called: 'Tpl_Detailed Budget Table (DEP LSII).xlsm'
- Read the instructions on the first tab of the Excel file
- **Do NOT** modify the template
- We recommend using **Excel 2013 (Windows) / Excel 2016 (Mac OS) or more recent version**
- The currency used in the Excel template is **EURO**



What kind of costs are covered by the Detailed Budget Table?

Cost estimations must be...

- ☒ in line with beneficiaries' normal practices
- ☒ reasonable / not excessive
- ☒ in line with the activities proposed
- ☒ an approximation of the actual costs

Cost estimations are subject to the **basic eligibility rules of Digital Europe Programme** (same eligibility rules as for actual cost grants)

These cost categories may be:



Direct personnel costs

Employees or equivalent; natural persons under direct contract; seconded persons; SME owners and natural person beneficiaries



Direct subcontracting costs



Direct purchase costs

Travel and subsistence; equipment; other goods, works and services



Other cost categories

Financial support to third parties (FSTP); internally invoiced goods and services



Fill in the beneficiaries list ('BEN list' tab)

List of beneficiaries and affiliated entities					Add BEN	! Double click buttons !		Apply changes
BEN/AE nr	BEN/AE name	Acronym	Country	Funding rate				
BEN1	University1	Univ1	BE	50%			Add AE to BEN1	
-AE1	AE1	AE1UNIV1	BE	50%	Clear -AE1			
BEN2	SME1	SME1	BG	50%	Clear BEN2		Add AE to BEN2	
-AE1	AESME1	AE2UNIV2	BG	50%	Clear -AE1			
BEN3	Uni2	Uni2	CZ	50%	Clear BEN3		Add AE to BEN3	

- To add a **beneficiary**, **double click** on the **'Add BEN'** button
- To add an **affiliated entity (AE)**, **double click** on the **'Add AE to BENx'** button on the line of the beneficiary to which the entity is affiliated to
- For each beneficiary and each affiliated entity, write the name and the **acronym** of the organisation and choose the correct **country** and **funding rate (50%)** from the drop-down menus.
- Once you have completed the **'BEN list'** tab, you must **double click** the **'Apply changes'** button to generate the related tabs in the Excel workbook: one tab will be generated for each beneficiary



Fill in the Work Packages list ('WP list' tab)

List of Work Packages		<div>Add WP</div>	<div>! Double click buttons !</div>	<div>Apply changes</div>
WP number	WP name			
WP1	Work Package 1			
WP2	Work Package 2			Clear WP2
WP3	Work Package 3			Clear WP3
WP4	Work Package 4			Clear WP4

- To add a **Work Package**, **double click** on the **'Add WP'** button to generate an additional line to the table. You can add as many work packages as needed.
- Once you have completed the **'WP list'** tab, you must **double click** the **'Apply changes'** button: One table per work package will be added to the beneficiaries' individual tabs (BEN1, BEN2, BEN3...).



Fill in the individual beneficiary sheets ('BENx' tab)

A	B	C	D	E	F	G
BENEFICIARY 1 - CALCULATION SHEET		View Summary			Affiliated Entity 1	
		University1			AE1	
COST CATEGORY	PM/Items	Cost per PM/item	BEN TOTAL COSTS	PM/Items	COST PER PM/Item	AE TOTAL COSTS
COSTS WORK PACKAGE 1: WP1						
A. DIRECT PERSONNEL COSTS						
A.1 Employees (or equivalent)						
SENIOR EXPERTS (or equivalent in the private sector)	10,00	6.500,00	65.000,00			0,00
JUNIOR EXPERTS (or equivalent in the private sector)	10,00	3.500,00	35.000,00			0,00
TECHNICAL PERSONNEL (or equivalent in the private sector)	10,00	5.500,00	55.000,00			0,00
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0,00	10,00	2.800,00	28.000,00
OTHERS			0,00	10,00	2.800,00	28.000,00
A.2 Natural Persons under direct contract	10,00	4.500,00	45.000,00			0,00
A.3 Seconded Persons	10,00	5.500,00	55.000,00			0,00
A.4 SME owners and natural person beneficiaries	10,00	5.080,00	50.800,00		5.080,00	0,00
B. DIRECT SUBCONTRACTING COSTS						
	2,00	60.000,00	120.000,00			0,00
C. DIRECT PURCHASE COSTS						
C.1 Travel and subsistence	2,00	2.800,00	5.600,00			0,00
C.2 Equipment (complete 'Depreciation costs' sheet)						
Equipment	1,00	25.000,00	25.000,00			0,00
Infrastructure			0,00			0,00
Other assets			0,00			0,00
C.3 Other goods, works and services						
Consumables			0,00			0,00
Services for meetings, seminars	2,00	1.000,00	2.000,00			0,00
Services for dissemination activities (including website)	3,00	45.000,00	135.000,00			0,00
Other (shipment, insurance, translation, etc.)	2,00	2.500,00	5.000,00			0,00
D. OTHER DIRECT COSTS						
D.1 Financial support to third parties (if applicable in the topic specific conditions)	25,00	1.500,00	37.500,00			0,00
D.2 Internally invoiced goods and services			0,00			0,00
TOTAL DIRECT COSTS (A+B+C+D)			635.900,00			56.000,00
E. INDIRECT COSTS (7% * (A+B+C+D))			44.513,00			3.920,00
F. TOTAL COSTS (A+B+C+D+E)			680.413,00			59.920,00

- Complete one **'BENx'** tab per beneficiary. This sheet includes one separate section for each Work Package – enter the cost estimates under each relevant cost category
- Enter only the **number of units and the cost per unit** for each cost category (blank cells). The total costs per cost category is calculated automatically (blue cells)
- For the cost per unit, enter only **whole numbers** (integers)
- If the beneficiary does not contribute to a specific Work Package, **leave the cells empty**
- If beneficiary has an **affiliated entity**, columns for this entity are created automatically
- If you click on **'View Summary'**, you will be taken to the summary of all work packages for this beneficiary and its affiliated entity



Fill in the individual beneficiary sheets – personnel costs

	A	B	C	D	E	F	G	H
1	BENEFICIARY 1 - CALCULATION SHEET		View Summary		Affiliated Entity 1			
2		University1			AE1			
3	COST CATEGORY	PM/Items	Cost per PM/item	BEN TOTAL COSTS	PM/Items	COST PER PM/Item	AE TOTAL COSTS	BEN+AE TOTAL COSTS
4								
5	COSTS WORK PACKAGE 1: WP1							
6								
7	A. DIRECT PERSONNEL COSTS							
8	A.1 Employees (or equivalent)							
9	SENIOR EXPERTS (or equivalent in the private sector)	3,00	6.500,00	19.500,00			0,00	19.500,00
10	JUNIOR EXPERTS (or equivalent in the private sector)	7,00	3.500,00	24.500,00			0,00	24.500,00
11	TECHNICAL PERSONNEL (or equivalent in the private sector)	3,00	5.500,00	16.500,00			0,00	16.500,00
12	ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0,00	5,00	2.800,00	14.000,00	14.000,00
13	OTHERS			0,00	4,00	2.800,00	11.200,00	11.200,00
14	A.2 Natural Persons under direct contract	1,00	4.500,00	4.500,00			0,00	4.500,00
15	A.3 Seconded Persons	2,00	5.500,00	11.000,00			0,00	11.000,00
16	A.4 SME owners and natural person beneficiaries	0,00	5.080,00	0,00		5.080,00	0,00	0,00

- Enter the **total number of units** and the **average cost per unit** for each category of personnel costs
- **1 unit = 1 person-month**
- For **'A4. SME Owner and natural person beneficiaries'**, the cost per unit is **predefined**



Fill in the individual beneficiary sheets – personnel costs

- To assess if the personnel costs budget is reasonable and non-excessive, [a personnel costs dashboard](#) is provided (Horizon Dashboard)
- The dashboard shows the distribution of **average personnel costs in actual cost grants**. This information can be filtered by country and by organisation type
- In this way, you can compare your estimated personnel costs with accepted actual personnel costs in similar programmes. If your estimation exceeds the average costs, **justifications should be provided** in the Detailed Budget Table **under tab 'Any comments'**

[ACCESS HORIZON DASHBOARD
FOR PERSONNEL COST HERE](#)



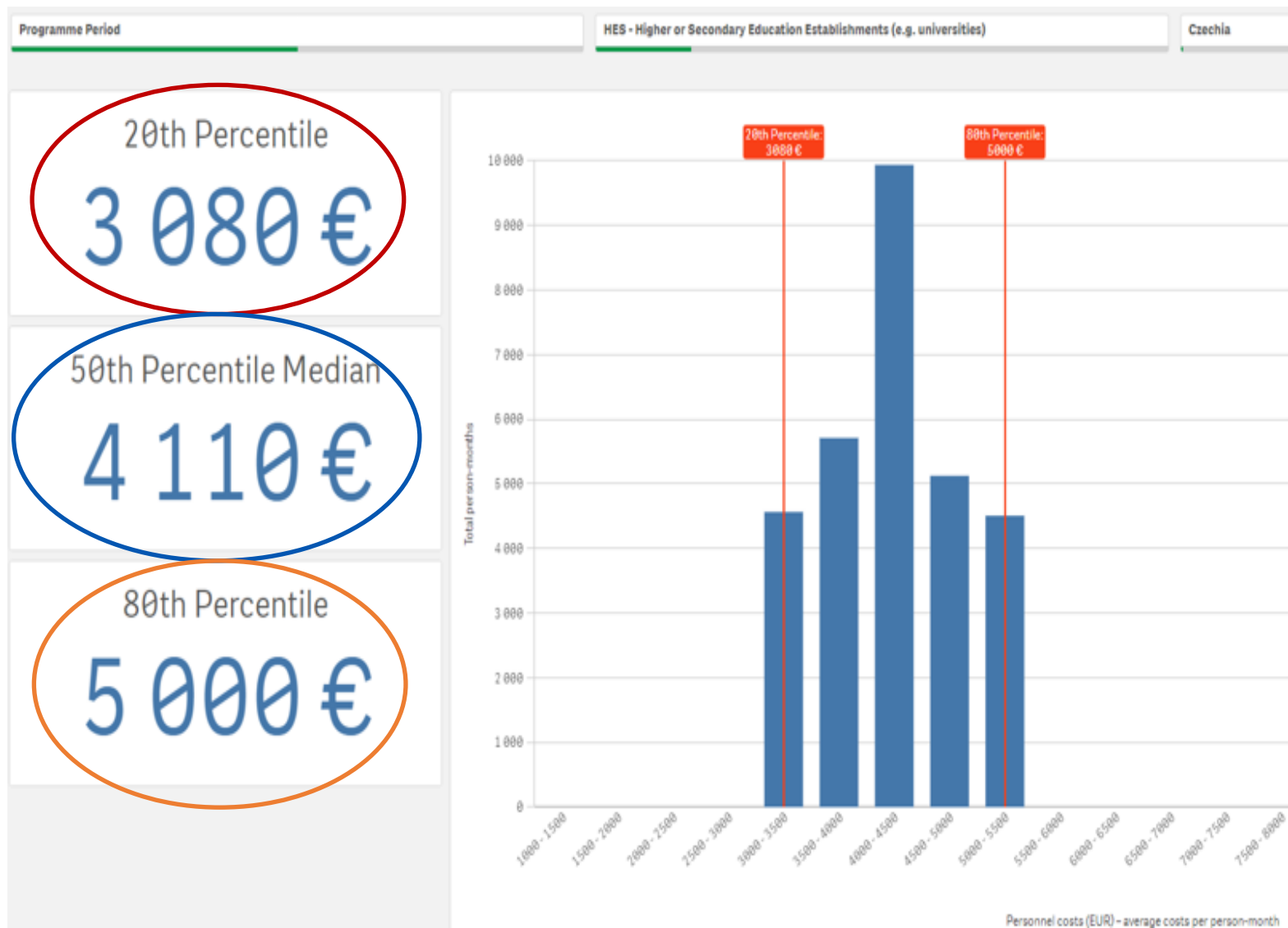
Compare the personnel costs with Horizon dashboard

Note that the **dashboard does not distinguish between the different categories of personnel**. Therefore, proceed as follows to justify high monthly salary costs:

Step 1: select the type of entity and country

Step 2: provide justification for monthly salary costs if costs are higher than these thresholds:

- Administrative and other staff – **20th percentile**
- Junior experts and technical staff – **50th percentile**
- Senior experts – **80th percentile**





Fill in the individual beneficiary sheets – subcontracting costs

17	B. DIRECT SUBCONTRACTING COSTS			
18		2,00	35.000,00	70.000,00

- There is one line for subcontracting per beneficiary and work package (i.e. the amount should cover all subcontracting activities for the beneficiary in a given work package)
- Enter the number of subcontracted tasks for a beneficiary and work package as number of units
→ The cost per unit will be an average of the costs of all subcontracting costs
- The tasks to be subcontracted and their costs must be described and justified in the **‘Subcontracting’** table in the **proposal Part B:**

Subcontracting						
<p>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</p> <p>Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.</p> <p>Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).</p>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (Why is subcontracting necessary?)	Best-Value-for-Money (How do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues:			Insert text			
<p>If subcontracting for the entire project goes beyond 30% of the total eligible costs, give specific reasons.</p>						

The costs entered in Part B **must match** with the costs entered in the Detailed Budget table Excel file



Fill in the individual beneficiary sheets – direct purchase costs

19	C. DIRECT PURCHASE COSTS			
20	C.1 Travel and subsistence	2,00	2.800,00	5.600,00
21	C.2 Equipment (complete 'Depreciation costs' sheet)			
22	Equipment	1,00	25.000,00	25.000,00
23	Infrastructure			0,00
24	Other assets			0,00
25	C.3 Other goods, works and services			
26	Consumables			0,00
27	Services for meetings, seminars	2,00	1.000,00	2.000,00
28	Services for dissemination activities (including website)	3,00	45.000,00	135.000,00
29	Other (shipment, insurance, translation, etc.)	2,00	2.500,00	5.000,00

- Enter the **total number of units** and the **average cost per unit** for each relevant cost category
→ The costs per unit will be an average of the prices of all items in the given category for a beneficiary and a work package
- If a beneficiary's purchase costs exceed 15% of its personnel costs, the beneficiary must complete the table **'Purchase costs'** in section **'Purchases and equipment'** of **proposal Part B**.

Purchases and equipment

Purchase costs (travel and subsistence, equipment and other goods works and services)

Details for major cost items (needed if costs declared under 'purchase costs' are higher than 15% of the claimed personnel costs).

Start with the most expensive cost items, down to the 15% threshold.

Participant 1:	[name]			
Cost item name	Category	WP(s)	Explanations	Costs (EUR)
[insert name]	[Travel and Subsistence] [Equipment] [Other goods and services]	[insert WP numbers]	[insert comment]	[insert amount]
				Total [insert amount]

The costs entered here (Part B) **must match** with the costs entered in the Detailed Budget table Excel file



Fill in the individual beneficiary sheets – depreciation costs list

TOOL: DEPRECIATION COSTS LIST											
BE nr	Beneficiary name	WP nr	Work Package name	Type of Equipment	Short name of the equipment	Date of purchase (real or planned date of purchase)	Purchase cost	% used for the project	% of useful life of the equipment in the project	Charged depreciation costs per investment	Justification: Needed info for depreciation
1	BE1 name	1	Communication	Infrastructures	Description of the infrastructure	10-01-22	€ 20.000,00	100%	40%	€ 8.000,00	
2	BE2 name	2	Design and delivery of modul	Equipment	Description of the equipment	15-03-22	€ 2.500,00	50%	60%	€ 750,00	
										€ -	

- For the category **‘equipment’** (equipment, infrastructure, other assets) you must enter the **depreciation costs** in the individual beneficiary sheet
- Use the **‘Depreciation costs’** tab to calculate the depreciation costs:
 - Fill in the information about the beneficiary, work package, resource type, name of the investment and date of purchase
 - Encode the (estimated) price of the equipment in the column **‘Purchase cost’**
 - Encode the percentage of usage of the equipment for the project in the column **‘% used for the project’**
 - Complete the column **‘% of useful life of the equipment in the project’**. To obtain the correct value, divide the period (in months) during which the equipment is used for the project by the depreciation period (in months) for the equipment. Multiply the result by 100%.
- This amount is **NOT** automatically transferred to the respective **‘BENx’** tab. You must **manually add** the depreciation costs in the dedicated section of the **‘BENx’** tab. If you have several items in the **‘Depreciation costs’** tab for one single section (same beneficiary, same work package and same resource type), you must enter the number of items as unit and add the average of the depreciation costs as **‘cost per unit’**.



Fill in the individual beneficiary sheets – other direct costs and indirect costs

D. OTHER DIRECT COSTS			
D.1 Financial support to third parties (if applicable in the topic specific conditions)	1,00	6.000,00	6.000,00
D.2 Internally invoiced goods and services			0,00
TOTAL DIRECT COSTS (A+B+C+D)			70.500,00
E. INDIRECT COSTS (7% * (A+B+C+D))			4.935,00
F. TOTAL COSTS (A+B+C+D+E)			75.435,00

- Certain types of costs are eligible / ineligible depending on the **specific conditions of your topic, e.g.:**
 - Financial Support to Third Parties (FSTP)
 - Internally invoiced goods and services
 - to be described in the proposal **Part B ‘Other cost categories’** table
- **Indirect costs** are calculated automatically
- **Total costs** are calculated automatically



'Lump Sum breakdown' tab

- The **ESTIMATED BREAKDOWN OF THE LUMP SUM PER WORK PACKAGE AND PER BENEFICIARY** table in '**lump sum breakdown**' tab is generated automatically
- It displays the lump sum shares per beneficiary/affiliated entity and per work package
- It calculates the lump sum based on **the funding rate (50%)** chosen in the '**BEN list**' tab
- In the Part A of the application (administrative online forms), you must fill in the Budget table, entering the **requested total grant amount for each participant (not the total budget)**
- Make sure the **totals in the Excel and in Part A match**

ESTIMATED BREAKDOWN OF THE LUMP SUM PER WORK PACKAGE AND PER BENEFICIARY					
BENEFICIARIES \ WORK PACKAGES	WP1 management	WP2 course development	WP3 dissemination	Totals	Pct %
BEN1: Baird Consulting Scs	160,500.00	160,500.00	0.00	321,000.00	49.5%
BEN2: Test Camelia-valeria	107,000.00	53,500.00	53,500.00	214,000.00	33.0%
BEN3: Aero Ltd	0.00	0.00	0.00	0.00	0.0%
BEN4: Test France	54,035.00	27,017.50	32,100.00	113,152.50	17.5%
BEN5: Charalampos Xenogiannis	0.00	0.00	0.00	0.00	0.0%
Totals:	321,535.00	241,017.50	85,600.00	648,152.50	100.0%
Pct:	49.6%	37.2%	13.2%	100.0%	

3 - Budget

Part A (online form)

No	Name of Beneficiary	Country	Requested grant amount
1	Baird Consulting Scs	BE	321 000.00
2	Test Camelia-valeria	BE	214 000.00
3	Aero Ltd	US	0.00
4	Test France	FR	113 152.50
5	Charalampos Xenogiannis	BE	0.00
Total			648 152.50



‘Summary per WP’ & ‘Person-months overview’ tabs

	A	B	D	E	G
1	SUM OF ALL BENEFICIARIES (including AFFILIATED ENTITIES) FOR ALL THE WORK PACKAGES				
2		ALL BENEFICIARIES (without affiliated entities)		ALL AFFILIATED ENTITIES	
3	COST CATEGORY	UNITS	BE TOTAL COSTS	UNITS	AE TOTAL COSTS
4					
5	COSTS WORK PACKAGE: 1 WP1				
6					
7	A. DIRECT PERSONNEL COSTS				
8	A.1 Employees (or equivalent)				
9	SENIOR EXPERTS (or equivalent in the private sector)	9,00	58.500,00	0,00	0,00
10	JUNIOR EXPERTS (or equivalent in the private sector)	13,00	45.500,00	0,00	0,00
11	TECHNICAL PERSONNEL (or equivalent in the private sector)	9,00	49.500,00	0,00	0,00
12	ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)	6,00	16.800,00	5,00	14.000,00
13	OTHERS	6,00	16.800,00	4,00	11.200,00
14	A.2 Natural Persons under direct contract	7,00	31.500,00	0,00	0,00
15	A.3 Seconded Persons	8,00	44.000,00	0,00	0,00
16	A.4 SME owners and natural person beneficiaries	6,00	24.638,00	0,00	0,00
17	B. DIRECT SUBCONTRACTING COSTS				

TOTAL PERSON-MONTHS FOR ALL BENEFICIARIES (INCLUDING AFFILIATED ENTITIES) PER WP					
<i>BENEFICIARIES \ WORK PACKAGES</i>	<i>WP1 WP1</i>	<i>WP2 WP2</i>	<i>WP3 WP3</i>	<i>Total</i>	<i>Pct %</i>
BEN1: University1	25,0	0,0	0,0	25,0	34,2%
BEN2: SME1	8,0	0,0	0,0	8,0	11,0%
BEN3: Uni2	8,0	0,0	0,0	8,0	11,0%

The tables in ‘Summary per WP’ and ‘Person-months overview’ tabs are produced automatically. They will be used by evaluators during the evaluation of your proposal.



‘Any comments’ tab – to justify/clarify costs

Any comments			
<i>nr</i>	<i>BEN ref</i>	<i>WP ref</i>	<i>Comments</i>
1	Uni2	WP1	High personnel costs per month for technical staff are justified by
2	SME2	WP5	Travel costs of this beneficiary are high, as 2 staff persons will visit each 3 months 2

Use this tab to clarify or justify your budget estimations:

- **High personnel costs** – for average personnel costs per country/organisation consult the [Horizon Dashboard](#). Please provide justification as needed per staff category involved in the work package/task
- **High travel costs** – applicable internal policy, needed days for travels, travel arrangement to clarify high travel costs per travel/or in absolute amounts
- **Equipment costs** – justification on why the equipment is needed, under which WP, etc., if not provided in the proposal Part B.



Lump Sum proposal Submission

Part A + Part B + Detailed Budget Table

- The format of the Excel template is **.xlsm** because it uses macros. While you work on it, always save it as **.xlsm**.
- Once you completed the Detailed Budget Table, upload it in the online Submission System:

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 *	<input type="text"/>	ⓘ	Upload
Detailed budget table *	<input type="text"/>	ⓘ	Upload
List of previous projects	<input type="text"/>	ⓘ	Upload
Other annexes	<input type="text"/>	ⓘ	Upload

[< BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

- Upload the Excel file in **.xlsx** or **.xls** format. For security reasons, you cannot upload the file in **.xlsm** format.
- Always keep a copy of the **original .xlsm file**.



Evaluation of lump sum proposal

- Your proposal will be evaluated by independent experts against the **standard evaluation criteria**
- The cost estimations will be assessed against the proposed activities under the **Implementation criterion**
- Experts will assess if the estimates **are reasonable and non-excessive**
- If the experts find overestimated costs, this is recorded in the **Evaluation Summary Report (ESR) → recommended budget cuts** will be reflected in a **modified lump sum amount** in the **grant agreement**



Significant shortcomings in the lump sum budget lead to a **lower score** under the implementation criterion (e.g. a flawed budget structure or a clearly overestimated or underestimated lump sum). Minor corrections recommended to individual cost estimations will not affect the score.



IMPORTANT TIPS

- **PART A BUDGET:** Insert the **Requested grant amount**, NOT the total project budget. The requested amount in Part A must be equal to the total Lump sum breakdown amount.
- **LISTING of BENEFICIARIES in the DETAILED BUDGET TABLE and in PART A:** Use the same name of the beneficiaries and affiliated entities in both tables.
- **USE of HORIZON DASHBOARD:** Compare the budgeted monthly salary costs with the average personnel costs in Horizon dashboard. **Provide justification** if the salary costs exceed the following thresholds:
 - Senior experts – costs are above the 80th percentile
 - Junior experts and technical staff – costs are above the 50th percentile
 - Administrative and other staff – costs are above the 20th percentile
- **ANY COMMENT tab:** Use tab 'Any comment' tab of the Detailed Budget table to justify the budgeted personnel costs or other direct costs. The evaluators will assess the estimated number of person-months, category of staff involved and the budgeted monthly costs per WP. In case there is not enough justification provided, the personnel costs can be reduced.



Thanks for your attention

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

[ACCESS THE FORM IN THE F&T PORTAL
HERE TO SUBMIT YOUR QUESTIONS](#)

Strategic Technologies for Europe Platform (STEP)

Boosting investment for innovation

Evita Agalianou Policy Officer

STEP Task Force – DG BUDG

April 2025

STEP

In a nutshell

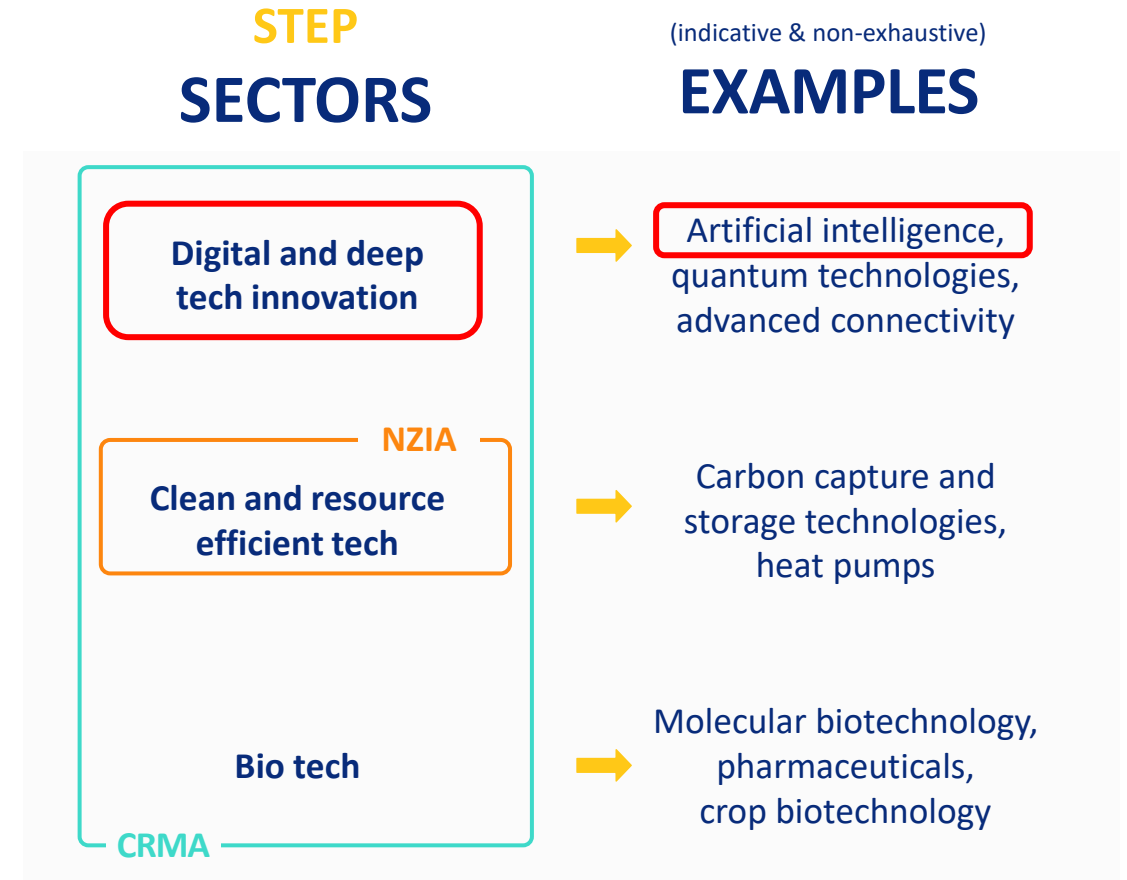


- **Not a new fund:** pooling funding from 11 EU existing programmes towards critical technologies in strategic sectors for EU competitiveness
- **Efficient:** use of existing networks/processes
- **Articulation** direct/indirect/shared managed funds
- **Regulation** entered into force on 1 March 2024
- **A pilot for a new Competitiveness Fund** as announced by Commission President

STEP Scope*



STEP OBJECTIVES	STEP CONDITIONS
Supporting the development or manufacturing of critical technologies or safeguarding and strengthening their respective value chains	Bring an innovative , cutting-edge element with significant economic potential to the Single Market
	↑ OR ↓
Addressing shortages of labour and skills	Contribute to reduce or prevent strategic dependencies of the Union





Pooling

of EU funding across 11 EU programmes and dedicated calls for STEP sectors.



STEP Seal

Label for high-quality STEP projects supporting them to access funding.



STEP Portal

that consolidates all funding opportunities for STEP sectors financed by the EU budget.



One-Stop Shop

Entry point for any question to the STEP Taskforce and support from NCPs.

STEP

11 EU programmes supporting STEP



5

EU PROGRAMMES

Funding and STEP Seal awarded by the Commission

Horizon Europe

EU4
Health

Innovation Fund

European Defence
Fund

Digital Europe
Programme



Award of
STEP Seal

PROJECTS' **FAST TRACK** TO
OTHER FUNDING

6

EU PROGRAMMES

Funding allocated by Member States and financial institutions (e.g., EIB)

European Regional
Development Fund

Cohesion
Fund

European Social
Fund +

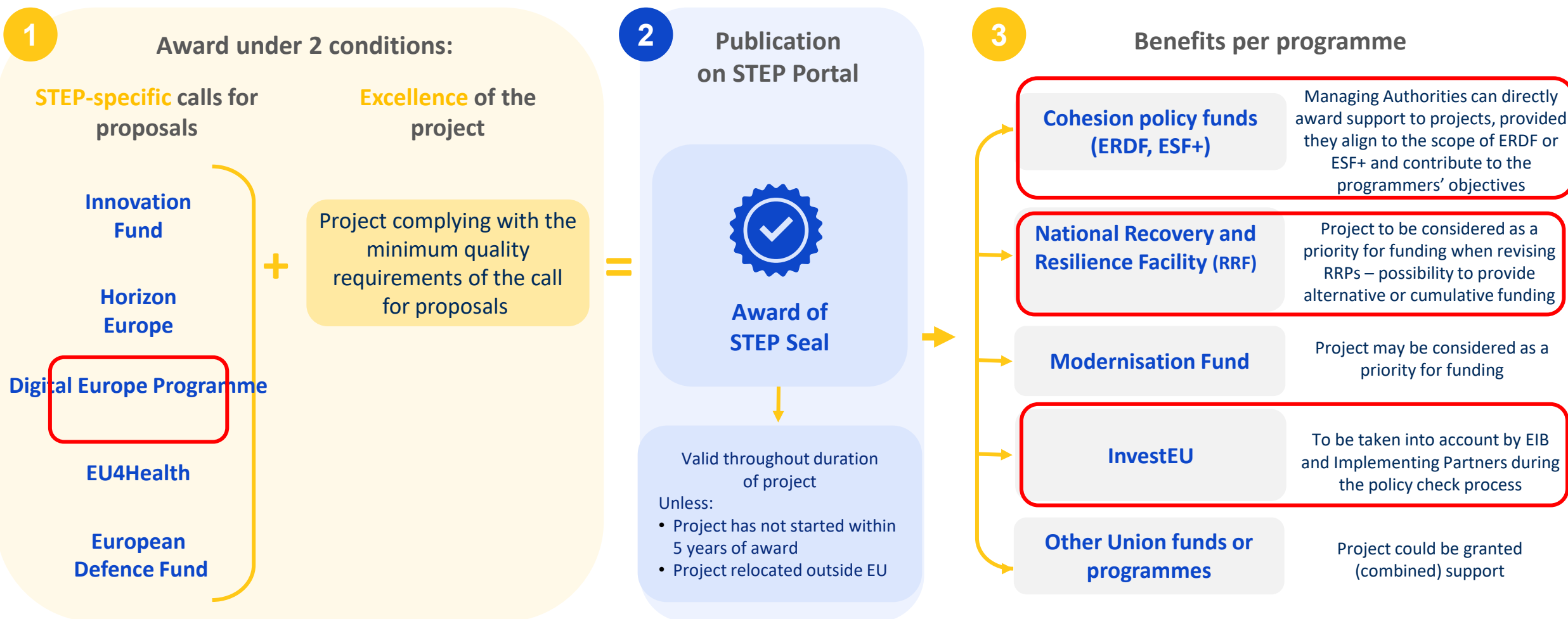
Just Transition Fund

Recovery & Resilience
Facility⁽¹⁾

InvestEU⁽²⁾

STEP

How does the STEP Seal work?



Advantages of STEP Seal



- **Access to alternative/cumulative funding:** co-funding rate, multi-beneficiary approach,...
- **Increased visibility of project** through **STEP Portal and dissemination** activities of the STEP Task Force
- **Active promotion** of the quality and strategic importance of project for Commission towards:
 - **Public investors:** NCPs, public authorities managing national or EU funds or the EIB Group
 - **Private investors:** private investors will do their own due diligence on the companies, the Seal is recognized as a quality feature and may help to raise capital in the markets.
- **Access to advisory services** for seal holders by entities cooperating with Commission, e.g., EIT Digital, InvestEU Portal

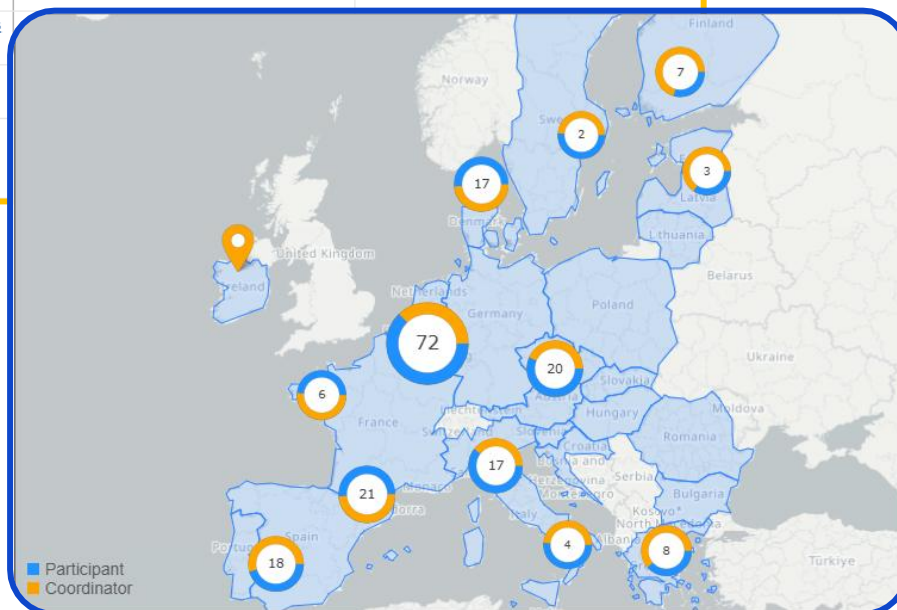
Projects' dashboard & interactive map



Sector	Programme	Proposal Title	Country	Values	Download data
Region					
Biotech				Requested EU funding	Awarded EU funding
EU4H				€130,390,001.61	-
Cleantech				€130,390,001.61	-
InnovFund				€10,070,626,591.44	-
				€10,070,626,591.44	-
		A First-Of-Its-Kind 1gw Battolyser® Factory To Manufacture A Next-Generation 100% Flexible Electrolyser And Battery That Produces The Lowest-Cost Green Hydrogen		€54,575,129.00	Yes
		Accsion - Aalborg Portland Carbon Capture And Storage Using Infrastructure Onshore In North Jutland		€220,123,498.40	Yes
		Achieving Carbon-Negative Emissions In Grey Cement Clinker Production Through Emissions Reduction And Ccs		€209,616,903.56	No
		Advent Rhyno - Renewable Hydrogen Innovative Technologies Project			
		Agrovoltaic Technology Demonstration Plant On Orellana Canal			
		Ambassador: Closed-Loop Installation For Sustainable Production Of Biomethane, Bioco2 And Biofertilizers A New Standard For Zero Waste Economy			

The Commission **publishes and promotes the following information:**

- Project number
- Project acronym
- Project title
- Project abstract
- Project location
- Programme name
- Topic to which you submitted your application
- Legal name and address of the applicant(s)
- Requested EU funding
- Awarded EU funding (Yes/No)



Thank you



Contact us at EC-STEP-PARTNERS@ec.europa.eu



More info on STEP: strategic-technologies.europa.eu



Public consultations on the next MFF: [EU funding for Competitiveness](#)



Citizens' panel on a new European budget: more info [here](#)



Join our survey



**SCAN THE QR CODE OR
CLICK THE LINK IN THE CHAT!**

Thank you.

**And now it is the time to find
partners and join a consortia!**

**Continue the online discussion in
the Partner for DIGITAL Skills
Networking Group, pitch your
organisation and connect!**



[Virtual Worlds](#)

[GenAI](#)

[Quantum](#)

Matchmaking event for DEP Call 8: *Sectoral Digital Skills Academies*



28 May 2025



14.30 CEST



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