



DIGITAL-2026-EDIH-AC-09

Proposal submission
via the Funding &
Tenders Portal



HADEA B2
Mirela Gica

#DigitalEuropeProgramme

16/12/2025



DIGITAL-2026-EDIH-AC-09: Overview & Timeline

CALL: European Digital Innovation Hubs - Associated countries (EDIHs with reinforced AI focus) DIGITAL-2026-EDIH-AC-09	Type of Action	Funding Rate	Available budget
TOPIC: DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP Completion of the initial Network of European Digital Innovation Hubs (EDIHs) Target Country: Switzerland	Simple Grants	50%	8 000 000 EUR
Projected budget for 3 years	- Switzerland		Between EUR 2 666 666 and EUR 4 000 000 per project



Timeline

CALL OPENING
**04 November
2025**

SUBMISSION
DEADLINE
**03 March 2026
17:00:00 CET**

EVALUATION
April – May 2026

INFORMATION
ON EVALUATION
RESULTS
June 2026

GRANT
AGREEMENT
SIGNATURE
September 2026

65% PREFINANCING
paid 30 days from
the entry into force
of the Grant
Agreement




Funding and Tenders Portal & Call Document



Funding & Tenders Portal

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




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Searching the Call and Topics



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DIGITAL-2026-EDIH-AC-09



Programming period

Digital Europe Programme (DIGIT...

Call

Submission status

All filters

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1 item(s) found



Opening date



Programme

Digital Europe Programme (DIGITAL)



[Completion of the initial Network of European Digital Innovation Hubs](#)

DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP | Calls for proposals

Opening date: 04 November 2025 | Deadline date: 03 March 2026 | Single-stage

Programme: Digital Europe Programme (DIGITAL) | Type of action: DIGITAL Simple Grants



Open For Submission

Items per page: 50

Showing 1–1 of 1



1



Topic Page



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Completion of the initial Network of European Digital Innovation Hubs

DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP

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

Digital Europe Programme (DIGITAL)

Call

[AI Continent \(DIGITAL-2026-EDIH-AC-09\)](#)

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

04 November 2025

Deadline date

03 March 2026 17:00:00 Brussels time

Topic description

Expected Outcome:

The new EDIHs will support the digital transformation of SMEs, mid-caps, and public sector organizations within its geographical area and area of expertise, while also aiming to extend its impact beyond its immediate region. An EDIH can select to focus on specific group(s) of clients (e.g. mainly SMEs or mainly public sector)...



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



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How to submit a successful proposal?



Start Submission

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Completion of the initial Network of European Digital Innovation Hubs

DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP

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](#)



Creating a proposal

✓ Login

✓ Topic selection

Create proposal

○ Participants

○ Proposal forms

○ Submit

Create proposal

Deadline
03 March 2026 17:00:00 Brussels Local Time
81 days left until closure

Call data
Call: DIGITAL-2026-EDIH-AC-09
Topic: DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP
Type of action: DIGITAL-SIMPLE
Type of MGA: DIGITAL-AG
⚠ Topic and type of action can only be changed by creating a new proposal.

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Service Desk:

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+32 2 29 92222

⚠ 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 ⓘ *

ⓘ This field is required

Short name ⓘ *

[Search](#)

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



Part A & Part B

Progress bar: Login, Topic selection, **Create proposal**, Participants, Proposal forms, Submit

Create proposal

Deadline
03 March 2026 17:00:00 Brussels Local Time
81 days left until closure

Call data
Call: DIGITAL-2026-EDIH-AC-05
Topic: DIGITAL-2026-EDIH-AC-05-COMPLETION-STEP
Type of action: DIGITAL-SIMPLE
Type of MGA: DIGITAL-AG
⚠️ Topic and type of action can only be changed by creating a new proposal.

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PIC Short name [Search](#)
⚠️ This field is required
Organisations you have been previously associated with: (Click to select)

PIC: 956444445
Baird Consulting SCS
Vieille rue du Moulin-Rouge 20
Uccle, BE

Your role



[Part B](#) - Zip File - Word document comprising of:



Tpl_Application Form (Part B) (DEP).rtf



[Part A](#)
Online Form



Part A & Part B

Part A ONLINE FORM

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[Table of contents](#)[Validate form](#)[Save form](#)[Save & exit form](#)

Application forms

Call: DIGITAL-2026-EDIH-AC-09
(AI Continent)

Topic: DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP
Type of Action: DIGITAL-SIMPLE
(DIGITAL Simple Grants)

Proposal number: SEP-211270382
Proposal acronym: test
Type of Model Grant Agreement: DIGITAL Action Grant Budget-Based

Table of contents

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

[How to fill in the forms](#)

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

[Read more](#)

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

Call: —

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:	<input type="text" value="project title"/>
Project acronym:	<input type="text" value="acronym"/>
Coordinator contact:	<input type="text" value="name NAME"/> <input type="text" value="organisation name"/>

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←

←

←

←

Ethics & Security Issues Table

Mandatory for this topic



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 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



Ethics review and AI systems

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	
5. Animals		Page
Does this activity involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. Non-EU countries		Page
Will some of the activities be carried out in non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
It is planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to import any material (other than 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	
<i>For data imports, see section 4.</i>		
Is it planned to export any material (other than data) from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<i>For data exports, see section 4.</i>		
7. Environment, health and safety		Page
Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. Artificial intelligence		Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence-based systems?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<i>if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed.</i>		



Ethics review and AI systems

For proposals involving the development, testing, deployment, use, or distribution of AI systems, the proposal must clearly describe these activities to enable both technical and ethical assessment of the AI component.

- During the technical evaluation, experts will examine the robustness of the AI systems.
- During the ethics assessment, experts will evaluate compliance with ethics principles; such as human agency and oversight, diversity and fairness, transparency, and responsible social impact.



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 and 3.3** **NOT APPLICABLE** for this topic (page 12 of call document)



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



Submitting Part A & Part B + Annexes

✓ Login

✓ Topic selection

✓ Create proposal

✓ Participants

Proposal forms

○ Submit

Proposal forms

📅

Deadline

03 March 2026 17:00:00 Brussels Local Time

81 days left until closure

Call data

Call: DIGITAL-2026-EDIH-AC-09

Topic: DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP

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: test

Draft ID: SEP-211270382

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📘

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

Proof of MS designation

⬅️ BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

Technical Part B in PDF

DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP

Letter of designation by the Associated Country



Validating and Warnings

Proposal forms

Deadline
03 March 2026 17:00:00 Brussels Local Time
81 days left until closure

Call data
Call: DIGITAL-2026-EDIH-AC-05
Topic: DIGITAL-2026-EDIH-AC-05-COMPLETION-STEP
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: test
Draft ID: SEP-211276382

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Administrative forms (Part A)
Edit forms View history Print preview

Warnings:
⚠️ 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.

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

[Close](#)

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

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



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 this 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



Ranking of proposals: Two-Step Ranking Process

Step 1: Candidate list per country established based on the overall score

For ex-aequo proposals (proposals receiving the same overall score):

Proposals will be prioritised according to the scores they have been awarded for the highest criterion:

1. Relevance score
2. Impact score
3. Implementation score

Step 2: Network Optimisation

Consider the **additional criteria and objectives for the EDIH Network** set out in the **Digital Europe Regulation** and the **budget allocated to the country** to ensure proper coverage of territories, technologies and economic sectors.

For further details, refer to the Call Document Section 8 - Evaluation and award procedure



STEP Seal Recognition



Above threshold proposals
(awarded an overall score of 10 points and above)
will be:

1. Awarded **STEP Seal**; and
2. Listed on the **STEP portal** <https://strategic-technologies.europa.eu>



Guidance & Manuals


Submitting questions



Topic Q&As & Submitting questions

Internal navigation

- General information
- Topic description
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- Partner search announcements
- Start submission
- Topic Q&As
- Get support
- Call information
- Call updates

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Topic Q&As

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FAQs – EDIH Network Website

Frequently Asked Questions (FAQ)

<https://european-digital-innovation-hubs.ec.europa.eu/faq>



FAQ: European Digital Innovation Hubs

This page aims to give answers to the most frequently asked questions related to European Digital Innovation Hubs under the Digital Europe Programme.



FAQ on DTA General Aspect

This page provides a list of Frequently Asked Questions (FAQs) relating to the Digital Transformation Accelerator (DTA).



Digital Maturity Assessment Tool (DMAT)

This page addresses frequently asked questions (FAQs) related to the deployment of the Digital Maturity Assessment Tool (DMAT) by EDIHs.



Key Performance Indicators (KPIs)

This page addresses frequently asked questions (FAQs) related to the deployment of the Key Performance Indicators (KPIs) Reporting Tool.



FAQ: EDIH 2.0 Call for Proposals

This FAQ focusses on the Calls 2025-27 and complements the more general FAQ.



Online Form to submit questions

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

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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*

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

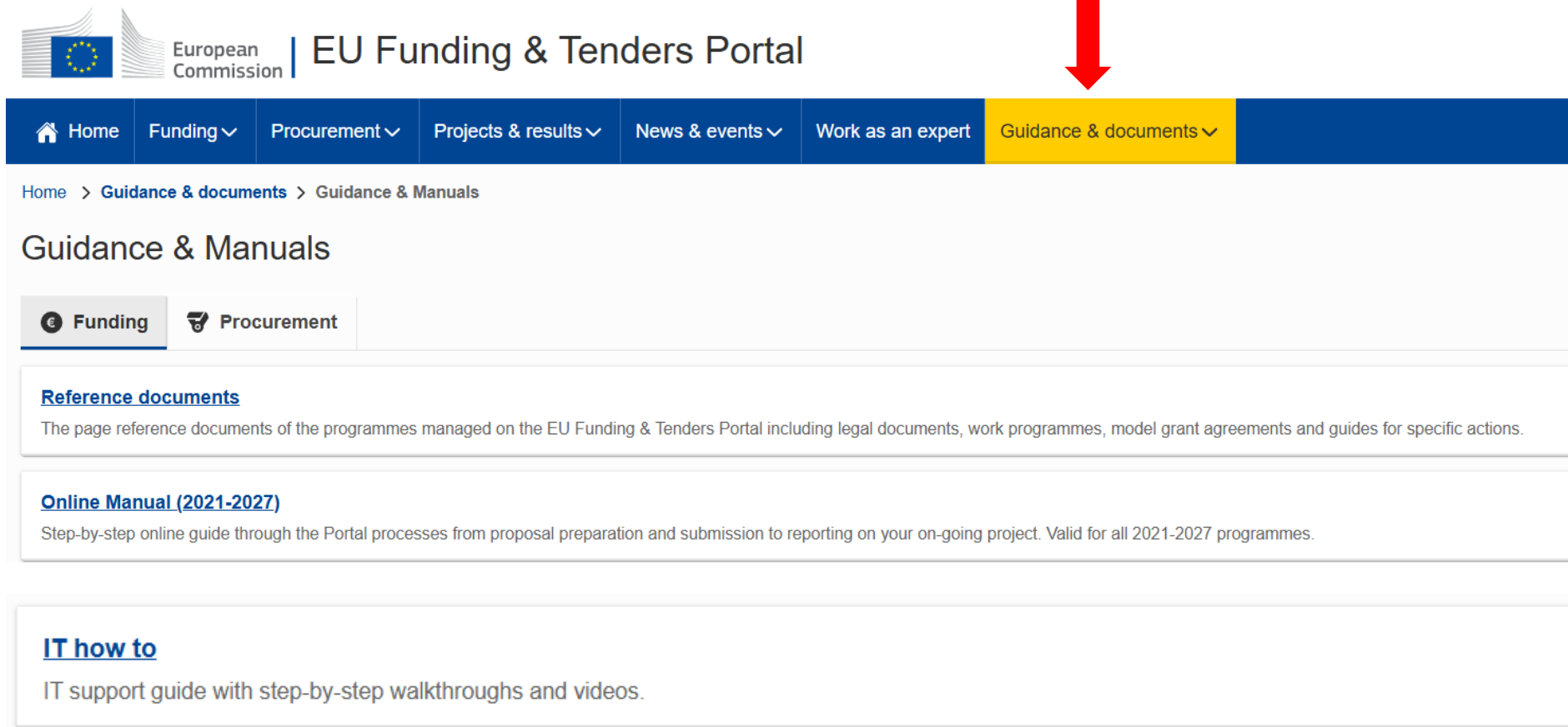

☐ I have read and agree with the [data protection terms](#) (Mandatory)

Submit



Guidance, Manuals & Step-by-step videos

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



The screenshot shows the EU Funding & Tenders Portal. At the top left is the European Commission logo. The main header is 'EU Funding & Tenders Portal'. Below this is a navigation bar with several menu items: Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. The 'Guidance & documents' menu item is highlighted in yellow and has a red arrow pointing down to it. Below the navigation bar is a breadcrumb trail: Home > Guidance & documents > Guidance & Manuals. The main heading is 'Guidance & Manuals'. Below this are two tabs: 'Funding' (selected) and 'Procurement'. Under the 'Funding' tab, there are three sections: 'Reference documents', 'Online Manual (2021-2027)', and 'IT how to'. Each section has a brief description of its content.

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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:

- only by preselected candidates for the European Digital Innovation Hubs from **Switzerland**, as designated by their respective associated country.



Final tips for applicants - Part 2

Mandatory Annexes and supporting documents:

- **DIGITAL-2026-EDIH-AC-09-COMPLETION-STEP** - letter of designation by the Associated Country.

Ethics and Security issues table:

- Applicable for **this topic**.
- 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



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