



The Ministry of Finance

The Directorate for Finance and Contracting of the EU Assistance Funds (CFCU) Contracting Authority's Clarifications

Transfer of knowledge between sectors of higher education, research and industry

Minutes of the Information Session held on 25 August 2015

Following the info session held on 25th August 2015, below are presented the answers on questions raised by the participants. Also, the table contains the answers on questions received on the functional e-mail address cfcu@mif.gov.me.

Q1	Is it possible to buy a kind of machine intended for the development of the prototype of a product?
A1	Refer to the section 2.1.5 (Eligibility of costs) of the GfA and Corrigendum No. 1 published by the Contracting Authority.
Q2	Is it allowed to include salary costs of the personnel as part of co-financing?
A2	Refer to the section 2.1.5 (Eligibility of costs) of the GfA and Article 14.2 (Eligible direct costs) of the General Conditions. Under Article 14.2 of the General Conditions it is stated that following costs shall also be eligible: “a) the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Beneficiary(ies), unless it is justified by showing that it is essential to carry out the Action.”
Q3	Regarding this Call, is it possible to buy the packaging for the new product?



A3	Please, refer to answer A1 and the definition of the consumables.
Q4	Can you clarify “The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000 (the indirect costs are not taken into account)” .What is 60 000 EUR?
A4	<p>The text which provides that “simplified costs option” cannot exceed EUR 60,000 is part of the standard text of General Conditions. It the standard maximum amount as defined per PRAG. This amount applies to all grant contracts contracted under PRAG rules, and which vary in sizes.</p> <p>However, please bear in mind that under this Call for Proposals, the use of simplified costs option must fit between the minimum and maximum amounts of an eligible grant (between 3,000 EUR and 25,000 EUR).</p>
Q5	Within this Call, is it allowed to buy any equipment for production of some innovative machine (such as [REDACTED])?
A5	<p>To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities (section 2.2.4 of the Guidelines for Applicants).</p> <p>For eligibility of costs, please refer to answer A1.</p>
Q6	Is a MSME able to submit an application alone or does it have to submit an application together with the university branch (scientific research institution)? Furthermore, is it possible that the MSME act as applicant and university branch (scientific research institution) as a co-applicant?
A6	<p>Refer to section 2.1.1 (Eligibility of applicants (i.e. applicant and co-applicant(s)) of the GfA, where it is stated that “At least one eligible entity from the category 1 and one eligible entity from the category 2 must be involved as applicant OR co-applicant in this Call for Proposals”.</p> <p>This means that both MSME and scientific research institution must be included in an application. Hence, it is also possible that MSME is included as an applicant and scientific research institution as a co-applicant.</p>
Q7	If both MSME and scientific research institution are included in an application as co-applicants, can another entity act as an applicant?



A7	<p>Please refer to text referring to categories an applicant must belong to and related conditions it must fulfil provided under section 2.1.1 (Eligibility of applicants (i.e. applicant and co-applicant(s)) of the GfA,</p> <p>There it is stated that as long as MSME and scientific research institution are included as co-applicants, any entity belonging to categories of applicants defined under section 2.1.1 of the GfA (categories 1 to 6) and fulfilling related conditions can act as an applicant.</p>
Q8	<p>Considering that the University act as an applicant and is a legal person, but that number of applications is applied at the level of its organizational units (scientific research institutions/faculties), we would like to know are we supposed to present data pertaining to University or data pertaining to faculties if in the application form? Here we refer to data such as those required under ‘applicant’s experience’, ‘financial data’ and such.</p>
A8	<p>In cases where an action is to be carried out by faculties/branches of an Applicant under category 1, section 2.2 or 2.3 (applicant’s and co-applicant’s experience), section 3 or section 4 of the Application Form (with the exclusion of the mandate, which has to be signed by an authorized person in accordance with internal procedures) should be completed, as much as possible, with information referring to the body/branch that will be carrying out the Action. Please note however that necessary documents have to be signed and stamped by a legal authorized person to represent the faculty in accordance with the statutes/internal organization of each universities.</p>

The questions and answers sent to the e-mail address cfcu@mif.gov.me:

Q9	<p>Is PADOR registration necessary?</p>
A9	<p>Refer to the section 2.2 (How to apply and the procedures to follow) of the GfA. There it is stated the following: “Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call”.</p>
Q10	<p>Is it necessary to provide English translation of documents accompanying <i>Legal Entity Form (A COPY OF THE RESOLUTION, LAW, DECREE OR DECISION ESTABLISHING THE ENTITY IN QUESTION OR, FAILING THAT, ANY OTHER OFFICIAL DOCUMENT ATTESTING TO THE ESTABLISHMENT OF THE ENTITY BY THE NATIONAL</i></p>



	AUTHORITIES) or these documents are enclosed in original form, in native (e.g. Montenegrin) language?
A10	<p>According to the Section 6.5.6 of the Practical Guide: “Originals or photocopies of originals of the requested supporting documents must be provided. If the supporting documents are not written in one of the official languages of the European Union or (if applicable) of the country of implementation of the action, a translation into the language/one of the languages of the call for proposals of the relevant excerpts of these documents showing proof of the applicants' eligibility may be requested for the purposes of interpreting the proposal”.</p> <p>Language of this Call for Proposals is English, meaning that applicants can be asked to provide English translations of the documents accompanying Legal Entity Form during the evaluation stage.</p> <p>For that reason, we strongly encourage you to include translations of the accompanying documents, if you are invited to submit supporting documents in case of provisionally selected applications (section 2.4 of the Guidelines for Applicants).</p>
Q11	Should <i>Concept Note</i> be prepared in max 5 pages including or not <i>Cover Page</i>? In addition to <i>Cover Page</i> should we provide max 4 or 5 pages more?
A11	<p>Refer to the section 1 (Instructions for drafting the concept note) in the Application form - Part A. Concept Note, where it is stated that Concept note shall “not exceed 5 full pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing”.</p> <p>According to the abovementioned, the Concept Note should be prepared in maximum 5 pages, not including the Cover Page.</p>
Q12	Field „<i>Ongoing contract/Legal Entity File Number (if available)</i>“ on the page 2 of the (empty) application form (also page 15, section 3 Applicant, as well as page 27, section 4 Co-applicant(s), PART B. FULL APPLICATION FORM) – Which kind of contract with the European Commission is assumed?
A12	<p>A contract with the European Commission stated in footnotes of field ‘Legal entity file number’ in the Application form (pages 2, 15, 27) is to be understood as any ongoing contract where signatories are both the applicant/co-applicant and the European Commission.</p>



Q13	Field „<i>Co-applicant</i>“ on the page 2 of the (empty) application form – What is considered as „<i>Relation with the applicant or co-applicant</i>“?
A13	<p>In the abovementioned field co-applicants might indicate briefly the background for the creation of the partnership for the application. For example: previous cooperation in other projects, common vision and strategies, shared experience etc.</p> <p>Similar information but expressed in a more elaborated way should be produced under section 4 in the Application Form when co-applicants have to indicate History of cooperation with the applicant.</p>
Q14	Field „<i>Contact person for this action</i>“ on the page 2 of the (empty) application form – Is it person from general services of UoM (e.g. person from the University Office for International Relations) or person from the Faculty who will implement the Action?
A14	<p>“Contact person for this action” required in the Application form is a person who will act as a contact point for the Action. It is left to the discretion of an applicant to decide on who will be the contact point.</p> <p>However, bear in mind that for the reasons of efficiency, and in order to help the successful implementation of an Action - it is feasible to choose a person who will be directly involved in the Action.</p>
Q15	Application section 2.2 Applicant’s experience in PART B. FULL APPLICATION FORM – Is it considered experience of the whole UoM or only experience of the Faculty who will implement the Action?
A15	Refer to the answer A8
Q16	Field „<i>The applicant’s contact details for the purpose of this action</i>“ as well as other fields concerning contact in page 15 of the (empty) application form, section 3.1 Identity (also corresponding fields on the page 27, section 4 Co-applicant(s)) in PART B. FULL APPLICATION FORM – Should contact data of some of the general UoM services (e.g. Rectorate or the University Office for International Relations) or contact-data of the Faculty who will implement the Action be provided?
A16	Refer to the answer A8.
Q17	Field „<i>Abbreviation</i>“ on the page 15 of the (empty) application form, section 3.1 Identity (as well as corresponding field on the page 27, section 4 Co-applicant(s)) in PART B. FULL APPLICATION FORM – Is it related to the UoM or to the Faculty who will implement the Action?



A17	Refer to the answer A8.
Q18	The first (general) table in section 3.2 Profile in PART B. FULL APPLICATION FORM – Is it related to the UoM or to the Faculty who will implement the Action? Should relation university-faculty be stated in the last field of this table?
A18	Refer to the answer A8.
Q19	Tables in sections 3.2.2 Sector(s), 3.3.1 Experience by sector, 3.3.2 Experience by geographical area, 3.3.3 Resources and 3.4 List of the management board/committee of your organisation in PART B. FULL APPLICATION FORM – Are these data related to the UoM or to the Faculty who will implement the Action?
A19	Refer to the answer A8.
Q20	Can the implementation [REDACTED] be eligible for financing under this grant scheme (with the transfer of knowledge with a scientific research institution)?
A20	To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities (section 2.2.4 of the Guidelines for Applicants). For eligibility of costs, please refer to answer A1.