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Bu proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından  
finanse edilmektedir



TURKEY<sup>in</sup>  
**HORIZON 2020**  
COOPERATION. INNOVATION. COMPETITIVENESS

Technical Assistance for Turkey in Horizon 2020 Phase-II

EuropeAid/139098/IH/SER/TR

# Turkey in Horizon 2020 II

## ‘HE-CSA Proposal Template’

Gorazd Weiss, Centre for Social Innovation (ZSI)

Focused Group Training 14 on  
Horizon Europe Twinning Call  
29-30 June 2021



REPUBLIC OF TURKEY  
MINISTRY OF INDUSTRY  
AND TECHNOLOGY



COMPETITIVE  
SECTORS  
PROGRAMME



TÜBİTAK

Example: structure of a HORIZON EUROPE - CSA (Coordination and support Action) LINK:

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af\\_he-csa\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af_he-csa_en.pdf)

**Part A**  
(online form)

- Administrative forms

**Part B**  
(to be uploaded as pdf PDF)

- Excellence
- Impact
- Quality and efficiency of implementation
- ->additional Annex with information if required in the call

# Part A

(online forms)

- Administrative forms

to be completed online (Funding and tender portal)

Proposal number: SEF [redacted]

Proposal acronym: [redacted]

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

## Table of contents

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Ethics and security	<a href="#">Show</a>
5	Other questions	<a href="#">Show</a>

### How to fill in the forms

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

# 1 – General information

Section 1 provides basic data on the proposal. It can be filled in by contacts of the coordinator. Other participants may view this section only. Read-only parts are marked in blue.

Topic	Type of action
Call	Type of Model Grant Agreement

Acronym

Proposal title

*Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: <-> \* &*

Duration in months

Fixed keyword

Fixed keyword

Free keywords

## Abstract

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Use plain typed text, avoiding formulas and other special characters. If the proposal is written in a language other than English, please include an English version of this abstract in the Part B (technical description) of the proposal.

Example not to complete

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.	<input type="radio"/> Yes	<input type="radio"/> No
Please give the proposal reference or contract number	XXXXX-X	

## Application Forms

Proposal ID XXXXXXXXXX

Acronym XXXXXXXX

## 2 – Participants

### List of participating organisations

#	Participating Organisation Legal Name	Country
1		
2		
3		

Coordinator contacts have the rights to:

- add, delete, edit and re-order partners in the consortium
- add, delete, edit and re-order contact points for those organisations
- edit all sections of the administrative forms
- upload, delete, view and download Part B and Annexes (when required for the call)
- submit the proposal

Participant contacts may:

- view all the information in this screen, but not edit it
- edit only the section for their organisation in the administrative forms (including budget)
- view the entire administrative forms
- view/download the Part B and other Annexes

You can manage the list of organisations and access rights of persons at Step 4 of the submission process. You may identify and give access to as many contact persons of the selected organisations as you wish. The identification is based upon the e-mail address of the person. When you add a contact person, you will be prompted to supply the contact details: name, e-mail, phone.

**Person in charge of the proposal (main contact person):** Each organisation needs to have one main contact person identified; the main contact person will have to fill in full contact details in the administrative form. The 'Main Contact Person' for the coordinating organisation (Participant no. 1) will become the primary contact person for the Services. Other contact persons may also be identified and may receive read-only or full access rights. Contact persons with full access rights of the coordinator (Participant no. 1) will be called 'Coordinator contacts' in the Funding & Tenders Portal, while for the other participants 'Participant Contacts'; contact persons with read-only rights will be called 'Team Members'. Other contact persons are listed with basic details in the administrative form.

**Access rights:** The main contact person and contact persons of the coordinator with full access rights have the same level of rights: they can manage the list of participants and contacts, edit any part of the administrative part of the proposal and upload any attachments (eg. Part B - technical description), and submit the proposal. Contact persons with read-only rights can only view/download the information. Participant contacts with full access rights can only edit their section of the administrative form and view all proposal data. Access rights can be revoked by the Coordinating Organisation contacts. The person who created the proposal cannot be deleted.

**Invitation:** All contacts will receive an e-mail and a notification to the Portal about the invitation to the proposal upon saving the data at Step 4 of the submission process.

NEW

Application Forms		
Proposal ID XXXXXXXXX	Acronym XXXXXXXX	Participant short name: XXXX

**Researchers involved in the proposal**

*Include only the researchers involved in the proposal, (see below definition of 'researcher'). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.*

*'Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques, instrumentation, software or operational methods. (Frascati Manual 2015)'*

*Include also person in charge of the proposal if a researcher.*

Title	First Name	Last Name	Gender	Nationality	E-mail	Career stage <sup>1</sup>	Role of researcher (in the project)	Reference Identifier	Type of identifier
			[Woman] [Man] [Non-binary]			[Category A – Top grade researcher] [Category B – Senior researcher] [Category C – Recognised researcher] [Category D – First stage researcher]	[Leading] [Team member]		[ORCID] [Researcher Id] [Other - specify]

<sup>1</sup> Career stages as defined in Frascati 2015 manual:

Category A – Top grade researcher: the single highest grade/post at which research is normally conducted. Example: 'Full professor' or 'Director of research'.

Category B – Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8). Examples: 'associate professor' or 'senior researcher' or 'principal investigator'.

Category C – Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: 'assistant professor', 'investigator' or 'post-doctoral fellow'.

Category D – First stage researcher: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: 'PhD students' or 'junior researchers' (without a PhD).

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This proposal version was submitted by [Name, FAMILY NAME] on [dd/mm/yyyy HH:mm:ss] Brussels Local Time. Issued by the Funding and Tenders Portal Submission Service.

## Administrative forms

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### Researchers involved in the proposal

Title	First Name	Last Name	Gender	Nationality	E-mail	Career Stage <sup>1</sup>	Role of researcher (in the project)	Reference Identifier	Type of identifier	Add
Ms			Woman	Austria	mayr@zsi.at	Category D First s	Team member		Other ID	<a href="#">Remove</a>
										<a href="#">Remove</a>

Application Forms		
Proposal ID XXXXXXXXX	Acronym XXXXXXXX	Participant short name: XXXX

NEW

<i>Role of participating organisation in the project</i>	
<i>Applicants may select more than one option.</i>	
Project management	<input type="checkbox"/>
Communication, dissemination and engagement	<input type="checkbox"/>
Provision of research and technology infrastructure	<input type="checkbox"/>
Co-definition of research and market needs	<input type="checkbox"/>
Civil society representative	<input type="checkbox"/>
Policy maker or regulator, incl. standardisation body	<input type="checkbox"/>
Research performer	<input type="checkbox"/>
Technology developer	<input type="checkbox"/>
Testing/validation of approaches and ideas	<input type="checkbox"/>
Prototyping and demonstration	<input type="checkbox"/>
IPR management incl. technology transfer	<input type="checkbox"/>
Public procurer of results	<input type="checkbox"/>
Private buyer of results	<input type="checkbox"/>
Finance provider (public or private)	<input type="checkbox"/>
Education and training	<input type="checkbox"/>
Contributions from the social sciences or/and the humanities	<input type="checkbox"/>
Other Specify (50 character limit):	<input type="checkbox"/>

<i>List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.</i>	
Type of achievement	Short description
<i>/Publication]</i>	Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID).  Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.
<i>/Dataset]</i>	
<i>/Software]</i>	
<i>/Good]</i>	
<i>/Service]</i>	
<i>/Other achievement]</i>	

Application Forms		
Proposal ID XXXXXXXXX	Acronym XXXXXXXX	Participant short name: XXXX

**NEW**

<i>Role of participating organisation in the project</i> <i>Applicants may select more than one option.</i>	
Project management	<input type="checkbox"/>
Communication, dissemination and engagement	<input type="checkbox"/>
Provision of research and technology infrastructure	<input type="checkbox"/>
Co-definition of research and market needs	<input type="checkbox"/>
Civil society representative	<input type="checkbox"/>
Policy maker or regulator, incl. standardisation body	<input type="checkbox"/>
Research performer	<input type="checkbox"/>
Technology developer	<input type="checkbox"/>
Testing/validation of approaches and ideas	<input type="checkbox"/>
Prototyping and demonstration	<input type="checkbox"/>
IPR management incl. technology transfer	<input type="checkbox"/>
Public procurer of results	<input type="checkbox"/>
Private buyer of results	<input type="checkbox"/>
Finance provider (public or private)	<input type="checkbox"/>
Education and training	<input type="checkbox"/>
Contributions from the social sciences or/and the humanities	<input type="checkbox"/>
Other Specify (50 character limit):	<input type="checkbox"/>

Application Forms		
Proposal ID XXXXXXXXX	Acronym XXXXXXXX	Participant short name: XXXX

<i>List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal</i>	
Name of Project or Activity	Short description

<i>Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work</i>	
Name of infrastructure or equipment	Short description

<i>List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.</i>	
Type of achievement	Short description
/Publication]	Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID).  Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.
/Dataset]	
/Software]	
/Good]	
/Service]	
/Other achievement]	

NEW

## Gender equality plan

<p><i>Having a gender equality plan is an eligibility criteria for Public bodies, Higher education establishments and Research organisations. Be aware that if the proposal is selected, having a Gender Equality Plan will be necessary before the grant signature (applicable on calls published from 2022 on).</i></p> <p>Does the organisation have a Gender Equality Plan (GEP) covering the elements listed below?</p> <p><b>Minimum requirements (building blocks) for a GEP</b></p> <p><b>Public GEP:</b> formal document published on the institution's website and signed by the top management, addressing the following issues:</p> <ul style="list-style-type: none"><li>- <b>Dedicated resources:</b> commitment of human resources and gender expertise to implement it.</li><li>- <b>Data collection and monitoring:</b> sex/gender disaggregated data on personnel and students and annual reporting based on indicators.</li><li>- <b>Training:</b> Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.</li><li>- <b>Minimum areas to be covered and addressed via concrete measures and targets:</b><ul style="list-style-type: none"><li>o work-life balance and organisational culture;</li><li>o gender balance in leadership and decision-making;</li><li>o gender equality in recruitment and career progression;</li><li>o integration of the gender dimension into research and teaching content;</li><li>o measures against gender-based violence including sexual harassment.</li></ul></li></ul>	<p><input type="radio"/> Yes</p>	<p><input type="radio"/> No</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------	---------------------------------

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This proposal version was submitted by [Name, FAMILY NAME] on [dd/mm/yyyy HH:mm:ss] Brussels Local Time. Issued by the Funding and Tenders Portal Submission Service.

## 4 - Ethics & security

### 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, etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial <a href="#">Regulation (EU 536/2014)</a> ? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Human Cells / Tissues (not covered by section 1)		Page
Does this activity involve the use of human cells or tissues?	<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? Specify the type of personal data and countries involved	<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? Specify the type of personal data and countries involved	<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
Is it 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? For data imports, see section 4.	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	<input type="radio"/> Yes <input checked="" type="radio"/> No

## Administrative forms

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Proposal ID **SEP-210763018**

Acronym **EU\_TW1N**

Does this activity involve [low and/or lower middle income countries](#), (if yes, detail the benefit-sharing actions planned in the self-assessment)  Yes  No

Could the situation in the country put the individuals taking part in the activity at risk?  Yes  No

## 7. Environment, Health and Safety

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) ?  Yes  No

Does this activity deal with endangered fauna and/or flora / protected areas?  Yes  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) ?  Yes  No

## 8. Artificial Intelligence

Does this activity involve the development, deployment and/or use of Artificial Intelligence? (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).  Yes  No

## 9. Other Ethics Issues

Are there any other ethics issues that should be taken into consideration?  Yes  No

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

### 3 - Budget

No.	Name of beneficiary	Country	Role	Personnel costs€	Subcontracting costs€	Purchase costs - Travel and subsistence€	Purchase costs - Equipment€	Purchase costs - Other goods, works and services€	Internally invoiced goods and services€ (Unit costs-usual accounting practices)	Indirect costs€	Total eligible costs	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs€	Max grant amount	Income generated by the action	Financial contributions	Own resources	Total estimated income
1		AT	Coordinator							0,00	0,00	100	0,00	0	0,00				0,00
	TOTAL			0	0	0	0	0	0	0,00	0,00		0,00	0	0,00	0	0	0	0,00

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON>

## Horizon Europe (HORIZON)

**Programming period**

2021-2027 

Horizon Europe (HORIZON) 

Clear filter

### Reference Documents

#### Grants

This page includes reference documents of the prog up to model grant agreements and guides for specif

Please select the programme to see the reference d

#### Procurement

Reference Documents related to tendering opportun

 Filter

-  Legislation
-  Work programme & call documents
-  Grant agreements and contracts

HE General MGA v1.0 

# Horizon Europe – Model Grant Agreement (Annex 2): cost categories



## A. PERSONNEL COSTS

- **A.1** Employees
- **A.2** Natural persons under direct contract
- **A.3** Seconded persons
- **A.4** SME owners and natural person beneficiaries



## B. SUBCONTRACTING COSTS



## C. PURCHASE COSTS

- **C.1** Travel and subsistence
- **C.2** Equipment
- **C.3** Other goods, works and services



## D. OTHER COST CATEGORIES

- **D.1** Financial support to third parties
- **D.2** Internally invoiced goods and services
- **[D.3 Transnational access to research infrastructure unit costs]**
- **[D.4 Virtual access to research infrastructure unit costs]**
- **[D.5 PCP/PPI procurement cost]**
- **[D.6 Euratom Cofund staff mobility costs]**
- **[D.7 ERC additional funding]**
- **[D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services)]**



## E. INDIRECT COSTS

# Example: structure of a HORIZON EUROPE - CSA Part B

(to be  
uploaded  
as pdf

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  ⓘ

- Excellence
- Impact
- Quality and efficiency of implementation
- ->additional Annexes with further information (only if requested by Call)

# STRUCTURE OF PART B (RIA)

## **1. Excellence**

1.1 Objectives

1.2 Coordination and/or support measurers and  
Methodology

## **2. Impact**

2.1 Project's pathways to impact

2.2 Measures to maximise impact Dissemination  
Exploitation and Communication

2.3 Summary

## **3. Quality and efficiency of the implementation**

3.1 Work plan and Resources

3.2 Capacity of participants and consortium as a whole



**PAGE LIMIT!**  
**30 pages (CSA)**

Contact:

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MINISTRY OF INDUSTRY  
AND TECHNOLOGY



COMPETITIVE  
& INNOVATIVE  
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