



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL AND URBAN POLICY
Communication Unit

CALL FOR PROPOSALS

2021CE160AT144

'Preparation and implementation of a course on the EU and on EU Cohesion policy for higher education institutions teaching journalism

Questions & Answers (Q&As)

31/03/2022

You will find below a list of questions received for this call for proposals. Please note that the present document aims to complement and clarify the call for proposals and does not replace it. A Q&As document will be periodically published; applicants are invited to check this website regularly.

Q1. We would like to know if a member of a consortium (leading or not the proposal) could be part of another proposal.

A1. Applicants may participate in more than one application (eg. as monobeneficiary and as part of a multibeneficiary application / or as part of two multibeneficiary applications, either as lead applicants or co-applicants), as long the two projects are clearly distinct in a way that funding does not end up being granted twice.

Q2. Referring to section 2 of the Call for proposals where it is indicated that one of the objectives is to *“Create a network of accredited higher education institutions teaching journalism in the Member States (at least two universities, each from a different Member State), network which will implement the course”* is there an expectation of creating a network of accredited higher education institutions teaching journalism in **each** of Member States.

A2. The call encourages the applicants to include in the network as many higher education institutions from as many EU Member States as possible. While the minimum number of such institutions is at least two, each from a different Member State, there is no expectation to have representatives from each EU country.

Q3. [A]ccording to the current political situation, we would like to adress the course also to the Ukrainian students, whether the cost of the translation into Ukrainian will be en eligible cost.

A3. The call for proposals requires applicants to make sure that “the curriculum and teaching materials are available in all EU languages”. However, given the current exceptional circumstances caused by the Russian invasion of Ukraine and the probability of a high number of Ukrainian students attending studies in EU universities, applicants may also propose translations into Ukrainian.

Q4. Our consortium members (mostly universities including two associations) are requesting if every consortium member needs to fill in the Declaration of Honour?

A4. All applicants and affiliated entities must provide a declaration on honour.

As mentioned in section 7.4 of the call, the following options are available for the signature of the declaration on honour (also mentioned on the top of the declaration of honour):

For mono-beneficiary grants:

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities; OR
- (ii) the applicant and its affiliated entities each sign a separate declaration in their own name.

For multi-beneficiary grants:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

Q5. On page six of the Declaration of Honour the following is mentioned:

“The person is not required to submit the evidence if it can be accessed on a national database free of charge.”

We do not know in this case what is exactly meant by national database? Furthermore it is mentioned that the person who fills in the Declaration of Honour needs to provide the Internet address of the database. We do not know where we can get this information in order to fill in the form correctly.

A5. A national database is the database of companies, associations, and physical persons engaged in economic activity, and well as public services.

Q6. Is the QES on the Declaration of Honour mandatory or can it be signed also in handwriting and the form itself submitted as a scan?

A6. As indicated in the template for Declaration on honour, declarations on honour are to be signed with **one** of the following two options:

1. Electronic signature (recommended option):

Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

You can find more background information here on QES:

<https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eSignature+-+Businesses>

Before sending back your electronically signed document, please check the signature and validity of the certificate with one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in a document.
- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#>

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

The signed document must be in a **pdf format (NOT a pdf.p7m format)**.

2. Hand-written signature:

In case you do not have the possibility to sign the declaration using a qualified electronic signature (QES), please fill it in electronically, then print it and have it signed and dated by your authorised representative(s) using a hand-written signature.

Q7. PIC: In case a PIC of a consortium member for this EC call is still connected to an old residential address and this organization has already another ongoing project that is EC funded, how should we ensure for the Call of Proposals "Preparation and implementation of a course on the EU and on EU Cohesion policy for higher education institutions teaching journalism" to use the PIC correctly as it actually cannot be changed due to the ongoing project?

A7. Updates to the registered organisation data may be requested via the Participant Register (**My Organisations > Actions > Modify Organisation**).

Potential applicants' attention is drawn to the fact that as indicated in Section 6.1 of the call for proposals, "*applicants may be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicants will receive instructions on how to create a PIC in due time.*"

Applicants have to provide a PIC only upon request.