

IPA Component IIIc - Regional Competitiveness Operational Programme 2007-2011  
for Community Assistance under the IPA Regional Development Component in Croatia

**Science and Innovation Investment Fund (SIIF) Grant Scheme,  
2nd Call**

**Reference: EuropeAid/131920/M/ACT/HR**

**Tender type: Grant**

**QUESTIONS AND ANSWERS 2**

Date: 6 June 2012

**NOTE:** Owing to the fact some of the questions submitted to the Contracting Authority by 28 May 2012 refer to project specific information, they have not been included in the table i.e. only questions that may be considered relevant for other applicants have been included.

List of Abbreviations:

**CFCA** – Central Finance and Contracting Agency

**GfA** – Guidelines for Applicants

No.	QUESTIONS	ANSWERS
1.	<p>In the full application that follows, I would like to add one more HEI partner. This partner was not included in the Concept Note. Can I add this partner in the full application form?</p> <p>In the full application that follows, can I add an Associate that was not included in the Concept Note?</p> <p>Can we reduce the number of partners in the full application form?</p>	<p>Since the Part A Concept Note template does not oblige the applicants to identify the partners and associates relevant for the implementation of the proposed Action at the stage of submission of Concept Notes to the CFCA, please note amendments concerning the number of partners/associates in the Full Application Form are generally considered acceptable.</p> <p>However, any significant modifications (e.g. removing commercial and/or intermediary associates or partners presented in the concept note as essential for achievement of objectives or any equivalent decision negatively affecting relevance of the action) with respect to the information provided in the submitted Concept Note may be considered in contradiction with the section 2.2.1 of the GfA, which stipulates the elements assessed on the basis of the concept note cannot be modified by the applicant in the full application form. In that sense,</p>

		<p>applicants are advised to consider with due care all criteria specified in the Evaluation Grid for Concept Notes under section 2.3 of the GfA prior to any change of partners/associates already identified in the concept note. Conclusively, mentioned modification should be avoided unless ensuring the quality and relevance of the proposed Action clearly remains the same or improved. .</p> <p>Furthermore, please note the eligibility criteria and the minimum number of partners required per Lot as well as other provisions stipulated under section 2.1.2 of the GfA have to be respected.</p>
2.	<p>Will the applicants on this call be supplied with the reviews of their corresponding concept notes and with the scores obtained, since I believe it would give a strong positive feedback to improve quality of the Full Application and lead to improved quality of all the projects under this grant scheme? If the reviews and the scores are planned to be supplied to the applicants, when is it planned to be done in the time-frame from now till the June 18 deadline for full applications submission?</p>	<p>In line with section 2.3 of GfA, following the Concept Note evaluation, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether the Concept Note were evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit full applications.</p> <p>Please note the CFCA will not be providing information concerning status of the Concept Notes and scores achieved during evaluation procedures to applicants who were invited to submit full application forms prior to conclusion of the evaluation procedure/contract award since such approach would not be in line with the provision of the Section 2.8.2 of the PRAG. Applicants are also reminded about following provision under quoted section of the PRAG: Any attempt by a tenderer or applicant to influence the process in any way (whether by initiating contact with members of the Evaluation Committee or otherwise) may result in the immediate exclusion of its tender or proposal from further consideration.</p> <p>The scores received during evaluation of Concept Notes, specifically concerning relevance of the Action, will be transferred to Evaluation Grid for the Full Application.</p> <p>All applicants will be officially informed about their status concerning further participation in the evaluation procedure after each step of evaluation has been completed.</p>
3.	<p>Are we going to receive information concerning the score achieved during evaluation procedure since part of score is transferred from the Concept Note evaluation?</p>	<p>The scores received during evaluation of Concept Notes, specifically concerning relevance of the Action, will be transferred to Evaluation Grid for the Full Application.</p> <p>All applicants will be officially informed about their status concerning further participation in the evaluation procedure after each step of evaluation has been completed.</p>
4.	<p>Is it possible to extend the investigations which are already approved by other source with the proposed funds? Explanation: one small part of investigation which is planned with the proposed funds is financed but at very limited scale. By proposed action we intend to do more research on</p>	<p>Section 2.2.2. <i>Methodology</i> of the Part B Full Application Forms clearly invites applicants to provide information with respect to the following:</p> <ul style="list-style-type: none"> <li>• <i>where the action is the prolongation of a previous action, explain how the action is intended to build on the results of this previous action. Give the</i></li> </ul>

	<p>larger area and also to extend research on other organisms.</p> <p>If the answer to the question is yes- Is it possible to show the already approved funds as a co-financing?</p>	<p><i>main conclusions and recommendations of evaluations that might have been carried out;</i></p> <ul style="list-style-type: none"> <li>• <i>where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project. Please specify the potential synergies with other initiatives, in particular from the European Union;</i></li> <li>• <i>the procedures for follow up and internal/external evaluation.</i></li> </ul> <p>The set of questions envisaged as a guide to applicants clearly demonstrate the synergy with other EU initiatives and/or any significant plans undertaken at national, regional and/or local level relevant for the action, is considered advantageous; however, duplication of intervention should always be avoided (specifically with respect to section 2.1.4 of the GfA, listing <i>costs declared by the beneficiary and covered by another action or work programme</i> as ineligible cost).</p> <p>Furthermore, please note the section 1.3 of the GfA stipulates the balance of the Action (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) <u>must be financed from applicant's or partner's own resources, or from sources other than the European Community budget.</u></p>
5.	Do we have to include Concept Note i.e. to print it and send it again together with full application?	No, the Concept Note does not need to be submitted with the full application.
6.	<p>On page 14 of the Guidelines corrected with Corrigendum No. 1 it is stated: "Please note that in case applicant is recommended to receive more than one Grant (or is recommended to be awarded a grant and is designated partner in another project recommended for financing), its operational and financial capacity will be verified in that respect."</p> <ul style="list-style-type: none"> <li>• What are the objective criteria against which the CFCA will validate (a) operational and (b) financial capacities of the applicant?</li> <li>• Will this assessment re-affect already assigned scores in the evaluation, or is it a simple assessment in terms satisfactory--non-satisfactory? In case of the second, does this lead to ruling out the lowest ranked proposal that involves the institution and a re-assessment, repeated until the assessment is satisfactory or until only one proposal that involves the institution is left for financing?</li> </ul>	<p>The operational and financial capacities of the applicant will be evaluated against the criteria defined in the section 1 <i>Financial and operational capacity</i> of the Evaluation Grid for full application under section 2.3 of the GfA.</p> <p>The assessment of the operational and financial capacities of the applicant will not affect the scores achieved during evaluation of the Concept Notes, i.e. the score under section 2 <i>Relevance</i> in the Evaluation Grid will be transferred from the Concept Note evaluation.</p> <p>In case an institution is invited to submit one or more full application forms based on the scores achieved during Concept Note evaluation, all applications will be subject to further evaluation and scoring. If the applicant is recommended to receive more than one grant, under condition the same organisation unit (unit at the first lower level of applicant's organisation, e.g. institute, department, division,</p>

		<p>section) within eligible institution does not receive more than one grant, the opinion of the Evaluation Committee concerning its financial and operational capacity will be reflected in the total score assigned under Section 1 of the Evaluation Grid rather than leading to direct exclusion on satisfactory/non-satisfactory basis.</p> <p>The description of the relevant capacities will be provided by the applicant under Section 2.2.2. <i>Methodology</i> of the Part B Full Application Form, specifically in line with the following:</p> <ul style="list-style-type: none"> <li>• <i>the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);</i></li> <li>• <i>the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented)</i></li> </ul> <p>Furthermore, the relevant information in this respect will be provided by the applicant under section 2.3, 3, 4 and 5 of the Full Application Form.</p>
7.	Concerning page 30 of Guidelines for Applicants is "List of annexes" - Documents to be completed: Do partners and associated partners have to submit Annex D (Legal entity sheet) and Annex E (Financial Identification Form)?	No, only the applicant is required to submit completed Legal entity sheet and Financial Identification Form.
8.	On the page 33 of the Application Form there is a checklist. Under no.7 we have to submit Budget (Budget, Justification and Expected sources). In the "Budget for the action" is narrative clarification for cots required - is it on free form or it is part of the "Justification" form?	Clarifications of the budget are to be included in Sheet 2: <i>Justification</i> of the Annex 3, Budget.
9.	Does "SWORN STATEMENT" of non-profit clause may be extract of Social contract or whether it must be verified by a public notary as a separate statement?	Sworn statement confirming non-profit making status, or the explanation in an accompanying letter quoting the relevant article and the provision in the applicant and each partner organisation Statues, Articles of association or the provision from relevant registration document, does not have to be verified by public notary. The statement, or any official communication, has to be signed by the representative of the institution/s participating, certifying their compliance with this requirement.
10.	Does applicant must sign a partnership statement as well, due to information that partners have to sign it?	According to section 4.2 of the Full Application Form, a partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the Central Finance and Contracting Agency (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by

		<p>agreeing to the principles of good partnership practice.</p> <p>In line with that, all partners are required to sign the Partnership Statement.</p> <p>Applicants do not sign the Partnership Statement.</p> <p>Associates do not sign the Partnership Statement; however, they have to be mentioned in Part B section 5 - “Associates of the Applicant participating in the Action” of the Grant Application Form.</p>
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