Graphical user interface, application

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**Contracting authority**:

**Central Project Management Agency, Lithuania**   
[www.cpva.lt](http://www.cpva.lt)

Fellowships to Belarusian lecturers, scientists, and PhD students at EU higher education and research institutions

“Support to Advanced Learning and Training (EU4Belarus – SALT II)”

**Guidelines**  
for applicants

Deadline for submission of full application: **December 15, 2023**

**at 13:00 EET/UTC+ 2**

**Reference: NDICI-GEO-NEAR/2022/434-092**

**NOTICE**

The call for proposals and the grant contract relates to an external action funded by the EU, represented by the European Commission.

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), national legislation of the state of the contracting authority and with the provisions of the respective financing agreement for the purposes of execution of recruitment and selection procedures as well as implementation of the grant contract.

The call for proposals and the grant contract relates to an external action funded by the EU, represented by the contracting authority. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the contracting authority, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the contracting authority, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.

Details concerning processing of your personal data by the contracting authority are available on the privacy statement at: <https://www.cpva.lt/en/protection-of-personal-data/558>

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full applications will be evaluated. As a final step of selection, eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the applicant’ sent together with the full application.

**Online submission via “SUBMITTABLE”**

**To apply for this call for proposals, individuals submit their application via electronic platform “Submittable” (see section 2.2.2 of the guidelines).**

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1. **EU4Belarus – salt II: fellowships to belarusian lecturers, scientists and PhD students at EU Higher education and research institutions**
   1. **Background**

The European Union adopted the special measure “EU4Belarus: Solidarity with the People of Belarus” in December 2020. With no realistic perspective of a short-term political resolution to the current crisis, the European Commission adopted another special measure in favour of Belarus in December 2021. The Action entitled “EU4Belarus: Reinforcing Resilience and Democratisation” has the overall objective to reinforce the resilience and capacity among the Belarusian people affected by the political crisis to achieve democratic changes in Belarus.

The current Action – the 2nd Phase of EU4BELARUS Support for Advanced Learning and Training (EU-SALT II) – concerns the implementation of activities aimed at promoting mobility and people-to-people contacts for Belarusian youth, academics, and professionals.

EU4Belarus–SALT II programme is specifically designed to establish support schemes for Belarusian students, lecturers, scientists, and young professionals who have been severely affected by the political crisis since August 2020. Funds have been foreseen to provide opportunities to Belarusian lecturers, scientists, and PhD students for fellowships at EU-based higher education and research institutions to enable them to continue and strengthen their academic or pedagogical activity as well as provide an opportunity for a new start.

The support scheme is administered by Central Project Management Agency (CPMA) who acts as a contracting authority and implemented in close collaboration with the independent Belarusian civil society organisations.

* 1. **Objectives of the programme and priority issues**

The **global objective** of this action is to reinforce the resilience and capacity among the Belarusian people affected by the political crisis to achieve democratic changes in Belarus.

The **specific objective** of this call for proposals is to support Belarusian lecturers, scientists, and PhD students affected by the current political crisis in Belarus to access EU-based universities and research institutes through individual fellowship grants to benefit from access to higher education and opportunities for lifelong-learning compliant with the EU standards and values:

* Enabling Belarusian applicants who have been subjected to threats and repressions on political grounds to continue their academic and/or pedagogical activity, upgrade their knowledge, build professional contacts in the EU countries.
* Supporting Belarusian applicants who have been forced to relocate from Belarus to the EU due to the political crisis in Belarus.
* Promoting academic mobility of Belarusian lecturers, scientists, and PhD students.

The **target group** (hereinafter “Applicants”):

The target group that the proposal applies to is:

* lecturers at universities
* scientists at research institutions
* PhD students
  1. **Financial allocation provided by the contracting authority**

The overall indicative amount made available under this call for proposals is **EUR 384,400.** The contracting authority reserves the right not to award all available funds.

Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts per one fellowship:

• minimum amount: **EUR 5,518 (min 89 days (no less than 3 months))**

• maximum amount: **EUR 19,220 (max 310 days (no more than 10 months))**

Any grant requested under this call for proposals must not exceed the maximum amount.

Any grant requested under this call for proposals may cover 100% of total eligible costs.

1. **Rules for this call for proposals**

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address ePRAG - EXACT External Wiki - EN - EC Public Wiki (europa.eu)

2.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors (2.1.1.): i.e. the **‘applicant’** submitting the application form;
2. the actions (2.1.2.): actions for which a grant may be awarded;
3. the costs (2.1.3.): types of cost that may be eligible for the grant.
   * 1. ***Eligibility of applicants***

**Applicant**

(1) In order to be eligible for a grant, the applicant must:

* be a natural person **and**
* be a citizen of the Republic of Belarus **and**
* reside in an EU member state or one of the Eastern partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine). In case of residence outside Belarus, it should not exceed 4 years by the time of application **and**
* be current or former lecturer or scientist at a higher education institution or a research institution, including think tanks and research NGOs, or a PhD student in Belarus **and**
* demonstrate that the applicant has been under threats, suffered from actual persecution /repression, or risks of threatening, persecution, repressions on political grounds (based on official protocols or other documents, such as reference letters issued by independent civil society organisations, human rights activists, members of Coordination council, etc.) **and**
* be directly responsible for the preparation and management of the action, not acting as an intermediary.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide: <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules#id-2.Basicrules-2.6.10.Exclusion,selectionandawardcriteria>

In Part B Section 5 of the grant application form (‘declaration(s) by the applicant’), the applicant must declare that the applicant is not in any of these situations.

The applicant must act individually only. If awarded the grant contract, the applicant will become the beneficiary identified as the coordinator in Annex I (special conditions). The coordinator is the sole interlocutor of the contracting authority.

1. In addition, contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).
   * 1. ***Eligible actions: actions for which an application may be made***

Definition

An action is composed of a set of activities.

Duration

The planned duration of an action is minimum **89 days (no less than 3 months)** but may not exceed **310 days (no more than 10 months)**. Number of days should be calculated depending on the start and end dates of the fellowship).

**Amount of the grant indicated in the application should be calculated according to the planned amount of calendar days of the fellowship not exceeding 310 days. The final amount of grant will be paid according to the actual number of days spent on the fellowship, 62 EUR per day. (xx calendar days in fellowship (calculated according to start and end date of fellowship) x 62 EUR = grant amount)**

Fellowships may start from April 1, 2024, and be completed by June 30, 2025.

Sectors or theme

Applications for Fellowships may be submitted in any field of science.

Comparative and interdisciplinary fellowships are welcome.

Location

Actions must take place in one of the EU member states.

Types of action

Types of action which may be financed under this call include:

* Actions concerned only or mainly with individual fellowships.

Types of activity

* fellowship actions for academic exchange at higher education institutions to improve professional experience in the field of interest, as well as collaborate with academic colleagues, develop a course or curriculum, teach, or give guest lectures and presentations.
* fellowship actions for research in a specific field at a higher education institution or a research centre, including time in libraries and archives, field work (data collection); this may include international collaboration leading to peer reviewed articles.
* fellowship actions for non-paid internships at a higher education institution or a research centre.

The contracting authority shall not engage in facilitation of the fellowship process or placement.

The following types of action are ineligible, applicants may **NOT** receive grant assistance for:

* actions concerned only with participation in workshops, seminars, conferences, and congresses.
* actions concerned only or mainly with individual scholarships for studies or training courses.
* fellowships at the same higher education institution or research centre where an applicant has been employed or was a doctoral student in the past 12 months and/or at the institution of current employment.
* multiple fellowship awards at the same time.

Financial support to third parties

Applicants may not propose financial support or in any other way transfer the grant to third parties.

Number of applications and grants per applicants

The applicant may not submit more than one (1) application or be awarded more than one (1) grant under this call for proposals.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission. If applicable, communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Requirements for Visibility Communication for EU external actions specified and published by the European Commission at <https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en>)

* + 1. ***Eligibility of costs: costs that can be included***

European Union contributions under this call for proposals take the following form(s):

Reimbursement of eligible costs that may be based on any or a combination of the following forms:

1. One or more simplified cost options.

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs”.

Simplified cost options (SCOs) may take the form of **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing because of these corrections.

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex II for guidelines).

Specifically, the eligible direct costs may include only the following:

* Daily fellowship (individual support grant) of EUR 62 for a maximum 310 days (no more than 10 months)

Contingency reserve

The budget may **NOT** include a contingency reserve.

Indirect costs

The indirect costs incurred in carrying out the action may not be eligible.

Ineligible costs

Any type of costs other than specified under the eligible direct costs are NOT eligible.

* + 1. ***Ethics clauses and Code of Conduct***

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating, and comparing applications will lead to the rejection of their application and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant must comply with human rights. In accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation and with the core labour standards as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

|  |
| --- |
| **Zero tolerance for sexual exploitation, abuse, and harassment**  The European Commission applies a policy of “zero tolerance” in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.  Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment, and verbal abuse, as well as other forms of intimidation shall be prohibited. |

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity, or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

* 1. **How to apply and the procedures to follow**
     1. ***Application forms***

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex I). Applicants should keep strictly to the format of the grant application form and fill in all paragraphs and pages.

Applicants must apply **in English**.

Any error or major discrepancy related to the points listed in the instructions or any major inconsistency in the application (e.g., if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Please note that the application form and the published annexes which have to be filled in will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

Please note that the following documents should be submitted together with the application form:

1. Academic curriculum vitae (CV).
2. Letter of invitation (faculty member or a senior administrator) by an EU-based hosting university or research institution inviting the applicant and describing the duration and type of action. This should include confirmation to support the visa process.
3. Evidence of dismissal, persecution or risks of persecution by the Belarusian authorities on the political grounds. If evidence of persecution by the Belarusian authorities on the political grounds is unavailable, letters of reference confirming the fact of dismissal, prosecution/threat of repressions on political grounds provided by organisations and/or representatives of civil society (e.g., human rights organizations, diaspora organisations etc.).
4. A financial identification form (FIF) attached as Annex IV of these guidelines, certified by the bank to which the payments will be made. This bank should be in the country where the applicant resides (in one of the eligible residence countries, outside Belarus). **Special waiver on this requirement may be given to those residing in Belarus.**
5. Doctoral student applicants must also provide proof of enrolment status at the PhD studies.

Documents must be photocopies or scanned versions of the original documents (i.e., showing legible stamps, signatures, and dates).

Where such documents are not in one of the official languages of the European Union, a translation into English or Russian of the relevant parts of these documents proving the applicant's eligibility, must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English or Russian.

If the above-mentioned supporting documents are not provided by the deadline for the submission of the application form, the application may be rejected.

* + 1. ***Where and how to send applications***

Applications must be submitted in an electronic application form through ***Submittable*** platform via the link. The applicants' attention is drawn to the fact that there is only one system for sending applications: by the electronic system “Submittable”. The link to the submission is [SUBMIT APPLICATION](https://centralprojectmanagementagencyyouthaccount.submittable.com/submit/277374/eu4belarus-salt-ii-fellowships-to-belarusian-lecturers-scientists-and-phd-s).

A tutorial how to use the Submittable and open an account can be found [HERE](https://submittable.help/en/articles/4058469-getting-started-as-a-submitter):

For any other uncertainties, the information can be found [HERE.](https://submittable.help/en/collections/185534-submitters)

Applications sent by any other means (by fax or by e-mail) or delivered to other addresses will be rejected.

**Please note that incomplete applications may be rejected. Applicants are advised to verify that their application is complete using the checklist (Section 4 of Part B of the grant application form).**

* + 1. ***Deadline for submission of applications***

The deadline for the submission of applications is **13:00 EET/UTC+2 on December 15, 2023,** Eastern European time (EET; UTC+2). After the deadline the link to the electronic application form will be de-activated. Any application or additional documents of the application submitted after the deadline will automatically be rejected.

**Applicants are strongly advised not to wait until the last day to submit their applications**, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The contacting authority cannot be held responsible for any delay due to such difficulties.

* + 1. ***Further information about applications***

Prior to the deadline for applications, the contracting authority will release a video record with information on how to fill in the applications. The video will be published on the website where the call was published: [HERE](https://www.cpva.lt/en/international-cooperation/calls-for-proposals/884/k82). The planned publishing date is November 14, 2023.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address, clearly indicating the reference or title of the call for proposals: E-mail address [eu4belarus@cpva.lt](mailto:eu4belarus@cpva.lt)

The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of an applicant, an action, or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website where the call was published: [HERE](https://www.cpva.lt/en/international-cooperation/calls-for-proposals/884/k82) , as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG (i.e. list of rules for EU grant making).

* 1. **Evaluation and selection of applications**

Applications will be examined and evaluated by the contracting authority with a possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

1. **STEP 1: OPENING AND ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION**

During the opening and administrative check, the following will be assessed:

* If the deadline has been met. Otherwise, the application will be automatically rejected.
* If the application satisfies all the criteria specified in the checklist in Section 4 of Part B of the grant application form. This also includes an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 40 using the breakdown in the evaluation grid below. The evaluation will also check compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

|  |  |  |
| --- | --- | --- |
|  | **Scores\*** | |
| **1. Relevance of the action** | Sub-score | **20** |
| 1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)? | 5x2\*\* |  |
| 1.2 How relevant is the proposal to the particular needs and constraintsof the applicant at this particular point in time? How will it contribute to their career? | 5 |  |
| 1.3 Does the proposal contain added-value elements (e.g., innovation, best practices, multiplier effect)? | 5 |  |
| **2. Design of the action** | Sub-score | **20** |
| 2.1 How coherent is the overall design of the action? Does the proposal indicate clear objectives and the expected results to be achieved by the action (research results, personal development, etc.)? | 5x2\*\* |  |
| 2.2 Does the project design reflect a robust analysis of the problems involved? | 5 |  |
| 2.3 Are the activities feasible and consistent in relation to the expected outputs (including timeframe)? | 5 |  |
| **TOTAL SCORE** | | **40** |

\*\*this score is multiplied by 2 because of its importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 25 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 150% of the available budget for this call for proposals.

After the evaluation of concept notes, the contracting authority will send letters/information by contact e-mail to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The evaluation committee will then proceed with the applicants whose proposals have been pre-selected.

1. **EVALUATION OF THE FULL APPLICATION**

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, the capacity of the applicant, and overall significance, clarity, and feasibility of the project. They will be evaluated using the evaluation criteria in the evaluation grid below. They will be evaluated taking all the provided documents into account.

*Scoring:*

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

**Evaluation grid**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| 1. **Relevance (**score transferred from the Concept note) | **20** |
| 1. **Overall capacity of the applicant** | **20** |
| 1. Strength of purpose and professional trajectory: has the applicant demonstrated persistence and conviction in the pursuit of their academic, professional, and/or personal goals? | 5x2 |
| 2. Significance of the research or other action: is the proposed research or other action ￼or other action ￼￼￼make to furthering academia or general socio-economic development in Belarus or the region? | 5 |
| 3. Capacity to deliver results: did the candidate demonstrate they initiated something and carried it through to an outcome? Is the candidate likely to successfully implement the project? | 5 |
| 1. **Design of the action and implementation approach** | **20** |
| 1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcomes? | 5 |
| 1. Is the action plan for implementing the action clear and feasible? Is the timeline realistic? | 5 |
| 1. To which extent does the proposal include support and acceptance of EU-based higher education institution? Is the choice of the institution relevant and justified? | 5 |
| 1. How the overall package of the application form and additional documents inform the selection committee of the potential of the project? | 5 |
| **Maximum total score** | **60** |

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

1. **STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

The eligibility verification will be performed on the basis of the supporting documents, which are requested by the contracting authority and provided by the applicant (see Section 2.2.1). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

* The declaration by the applicant (Section 5 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
* The eligibility of applicants will be verified according to the criteria set out in Section 2.1.1.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

* 1. **Submission of supporting documents**

The applicant should submit the documents listed in Section 2.2.1.

In addition, the applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority and requested to supply the following documents:

1. A copy of passport/personal identification document (page with photo, name and surname and other data).
2. A copy of evidence proving the declared country of residence.

After verifying the supporting documents, the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

* 1. **Notification of the Contracting Authority’s decision**
     1. ***Content of the decision***

The applicants will be informed in writing of the contracting authority’s decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint no later than 30 days from receipt of the letter. See Section 2.12 of the practical guide.

Applicants are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on <http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>

* + 1. ***Indicative timetable***

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Deadline for requesting any clarifications from the contracting authority** | November 24, 2023 | 21 days before submission deadline |
| **2. Last date on which clarifications are issued by the contracting authority** | December 4, 2023 | 11 days before the submission deadline |
| **3. Deadline for submission of applications** | **December 15, 2023** | 13:00 EET//UTC+2 |
| **4. Information to applicants on opening, administrative checks and concept note evaluation (Step 1)** | January 29, 2024 | - |
| **5. Information to applicants on the evaluation of the full applications (Step 2)** | February 20, 2024 | - |
| **7. Notification of award (after the eligibility check) (Step 3)** | March 1, 2024 | - |
| **8. Contract signature** | By March 31st, 2024 | - |
| **9. Fellowships start** | From April 1, 2024 | Ending by June 30, 2025 |

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 1, 2, and 3) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site where the call was published [HERE](https://www.cpva.lt/en/international-cooperation/calls-for-proposals/884/k82).

* 1. **Conditions for implementation after the contracting authority’s decision to award a grant**

Following the decision to award a grant, the beneficiary will be offered a contract based on the standard grant contract. By signing the application form (Annex I of these guidelines), the applicant agrees, if awarded a grant, to accept the contractual conditions of the standard grant contract.

1. **LIST OF annexes**

Standard grant contract (special conditions)

Annex I: Grant application form on-line ([SUBMIT APPLICATION](https://centralprojectmanagementagencyyouthaccount.submittable.com/submit/277374/eu4belarus-salt-ii-fellowships-to-belarusian-lecturers-scientists-and-phd-s))

Annex II: General conditions

Annex III: Budget (Excel format)

Annex IV: Financial identification form (FIF)

Annex V (1): Interim narrative report (for Fellowships of 5 months and more)

Annex V (2): Final Narrative report

Annex VI: Model financial report

Annex VII: Confirmation of duration of fellowship form