



Horizon Europe

Guide for applicants

Chips JU Calls for Proposals (IA, RIA, CSA Actions)

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Version	Date	Change	Page
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1. CONTEXT

The Chips Joint Undertaking is a public-private partnership that funds Research, Development and Innovation projects in Electronic Components and Systems, engaging finances from the EU, Chips JU Participating States and the participants (industry, academia, etc.).

The specificity of the Chips JU consists essentially in its tripartite funding scheme: the actions are indeed funded by the private sector supported by European grants and national grants (including in the latter cases possible funding from regional sources). Therefore, the proposals for Chips JU projects have multiple funding sources:

- EU funding through Chips JU
- national/regional funding (through the Chips JU Participating States)

This multi-partite funding results in requirement adjustments, which are specific to Chips JU and differ in quite several aspects from the general Horizon programme.

2. INTRODUCTION

This “Guide for applicants” provides the applicants with the necessary information and/or directs them to the appropriate sources of information necessary to prepare and submit the proposals for Chips JU Calls. It highlights the differences imposed by the Chips JU specificity, provides clarification where needed, and gives additional information on an important topic: how to reconcile the specificities of the Chips JU funding mechanism and the limitations resulted from the default setup of the submission tools which is based on the standard Horizon Europe programme (later called Horizon in this document).

The guide covers all calls under the Non-Initiative part of the Chips JU 2023-2027 Work Programme as described in Appendix 3¹. The calls are launched in accordance with the Chips JU 2023-2027 Work Programme and will be managed by the Chips Joint Undertaking (‘JU’).

We invite you to read this **guide for applicants**, the Model Grant Agreement, the [EU Funding & tenders opportunities Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

This guide for applicants outlines the:

- background, objectives, scope and activities that can be funded as well as the expected results (sections 3)
- timetable and available budget (sections 4 and 5)
- admissibility and eligibility conditions (including mandatory documents; sections 6 and 7)
- criteria for financial and operational capacity and exclusion (section 8)
- evaluation and award procedure (section 9)
- award criteria (section 10)
- legal and financial set-up of the Grant Agreements (section 11)
- how to submit an application (section 12)

¹ i.e. in 2024, 1 IA call with 3 topics, 1 RIA call with 2 topics and a RIA joint call with Korea

The Online Manual outlines the:

- procedures to register and submit proposals online via the EU Funding & tenders opportunities ('Portal')
- recommendations for the preparation of the application

The AGA — Annotated Grant Agreement contains:

- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (including cost eligibility, payment schedule, accessory obligations, etc).

3. CONTEXT, EXPECTED OUTCOMES AND SCOPE


The context, expected outcomes and scope for each of the IA and RIA Calls are described in Appendix 3 of the Chips JU 2023-2027 Work Programme in section "1. Work Programme 2024: Non-Initiative Part", under each respective sub-section 1.4 to 1.9.

As an important reminder, the proposers are advised to check the following when selecting the Call for their proposal. All related information is clearly presented per Call both on the Chips JU website and the Calls Pages in the Funding & tenders opportunities.

- Type of action (Chips IA, Chips RIA)
- Type of Call – one stage (FPP) or two stages (PO and FPP)

4. AVAILABLE BUDGET

The available budget is described in Appendix 3 of the Chips JU 2023-2027 Work Programme in section "1.2 EU estimated expenditure for the Chips JU Non-Initiative calls 2024".

 It is important for applicants to carefully consider the available European and national budgets for each call and topic. The applicants are strongly encouraged to contact their National Funding Authorities as indicated in the Chips JU Annual Work Programme at their earlier convenience and check for potential issues related to the eligibility for getting national/regional funding, (e.g. necessity to include an SME in the consortium, or include an academic and an industrial partner, etc.) (see also section 7. Eligibility below).

5. TIMETABLE AND DEADLINES

Proposals must be submitted before the Call **deadlines, which are:**

- **14 May 2024 at 17:00:00 Brussels time**, for the PO phase of all 2-stage topics, and the FPP phase of the joint RIA call with Korea
- **17 September 2024 at 17:00:00 Brussels time**, for the FPP phase of all 2-stage topics

6. ADMISSIBILITY AND DOCUMENTS

Proposals must be submitted before the call deadline (see call deadlines in section 5).

Proposals must be submitted electronically via the Funding & Tenders Portal Electronic Submission System (accessible in the Search Funding & Tenders section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided inside the Submission System.

Proposals must be complete and contain all the requested information and all required annexes and supporting documents:

- Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (to be filled in directly online).
- Part B — contains the technical description of the project to be performed under Horizon Europe programme (template to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded).
- National Budgets Table — contains information on the national budgets. The template for the National Budgets Table can be downloaded by the proposal coordinator from the submission tool after the draft proposal has been created in the portal. A PDF file - not editable is also provided for applicants' convenience with the call documents.

Admissibility conditions are indicated in Appendix 3 of the Chips JU 2023-2027 Work Programme in section “1. Work Programme 2024: Non-Initiative Part”, under each respective sub-section 1.4 to 1.9 and “1. Annex 1: General Annexes for the KDT calls 2024”. There are several levels of admissibility due to the various funding sources:

- Admissibility at EU level
- Admissibility at national/regional level (for national/regional funding); the applicants are invited to contact at their earliest convenience the respective National Funding Authorities to check compliance at national/regional level.

7. ELIGIBILITY

The eligibility for the Calls for Proposals to the Non-Initiative Part are described in Appendix 3 of the Chips JU 2023-2027 Work Programme in section “1. Work Programme 2024: Non-Initiative Part”, under each respective sub-section 1.4 to 1.9, “1. Annex 1: General Annexes for the KDT calls 2024” and “2. Annex 4: Country specific eligibility rules”.

As an important reminder, the proposers are advised to check the eligibility conditions when selecting the Call for their proposal as there are several levels of eligibility due to the various funding sources:

- Eligibility at EU level
- Eligibility at national/regional level (for national/regional funding); the applicants are invited to contact at their earliest convenience the respective National Funding Authorities to check compliance at national/regional level.


8. FINANCIAL AND OPERATIONAL CAPACITY AND EXCLUSION

The financial and operational capacity and exclusion for the Calls for Proposals to the Non-Initiative Part are described in in Appendix 3 of the Chips JU 2023-2027 Work Programme in section “1. Work Programme 2024: Non-Initiative Part”, under each respective sub-section 1.4 to 1.9.

9. EVALUATION AND SELECTION PROCEDURE

The evaluation and selection procedure for the Calls for Proposals to the Non-Initiative Part are described in Appendix 3 of the Chips JU 2023-2027 Work Programme in section “1. Work Programme 2024: Non-Initiative Part”. Under each respective sub-section 1.4 to 1.9 are listed:

- [The evaluation thresholds](#)
- [The evaluation criteria](#). An evaluation form is also provided in the Calls Documents in case, applicants would like to self-check their proposal. The forms used by the experts for their evaluation reports will be broadly similar, although the detail and layout may differ with respect to the criteria, scores and thresholds defined for the respective Calls as mentioned above.

 On both evaluation thresholds and criteria, there may be differences between the PO and FPP phases as well as between Calls/Topics depending on the type of action (IA, RIA, CSA).

[Information on the outcome of the evaluations](#): The Horizon rules apply also to Chips JU Calls: i.e. 5 months from the final date of the submission. For the two stage Calls, the applicants will be communicated the results of the first stage (PO results) at the latest 6 weeks before the deadline for the second stage submission (FPP submission). Only the successful proposals that passed the PO stage will be invited to submit an FPP proposal.

The evaluation and selection procedures related to the Chips JU Calls are subject to the decision of the Governing Board of the Chips JU. The GB decision is included in the Calls documents and the applicants are invited to consult it when preparing their proposals.²

As per the Chips JU PAB decision on the evaluation and selection procedures related to the Calls for Proposal (included in the respective Call’s Documents) a possibility is given to the applicants to send a list of companies or experts that should not be assigned to the evaluation of their proposal – by email to calls@kdt-ju.europa.eu (together with a supporting justification).

² There may be small adjustments from year to year therefore the applicants are advised to consult the decision in the Calls Document of the respective call and not rely on versions from previous years, which might no longer be valid. This decision describes in particular the specific differences with regard to the generic Horizon Europe procedure, including the role of the Chips JU PAB in the process.

10. AWARD CRITERIA

The award criteria for the Calls for Proposals to the Non-Initiative Part are described in Appendix 3 of the Chips JU 2023-2027 Work Programme in section “1. Work Programme 2024: Non-Initiative Part”, under the respective sub-sections 1.4 to 1.9.

11. LEGAL AND FINANCIAL SET-UP OF THE GRANT AGREEMENTS

Once your proposal has been selected for funding by the Chips JU PAB, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the Chips JU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

National Grant Agreements (National Contracts). Because of the Chips JU tripartite funding, the participants in Chips JU projects are in general requested to conclude also Grants/Contracts with the funding authorities in their respective countries in order to receive the National/Regional funding. The procedures for these grants/contracts are specific for each country and in the case of countries with various funding sources, there may be differences depending on these sources (for example for a country where both National and regional Funding are available, the funds may be managed by different organizations). Because the National/Regional Grants (Contracts) are handled exclusively by the National Funding Authorities in the respective countries, the applicants are advised to contact them directly. Ideally this should be done as soon as they receive the invitation for the Grant Agreement Preparation from Chips JU in order to have both processes (at EU level and at the national level) run in parallel in order to align/synchronize the requirements at both levels. In some countries, the National Funding may depend on the amount of EU Funding received and changes of one imply adjustments of the other. The Chips JU office and the National Funding Authorities work together to align and synchronize the procedures, but this is only possible with the full cooperation of the applicants. Applicants must also be aware of the specific conditions at their national level: for example, in case the costs are only eligible from the date the National Grant/Contract is signed even if the project starts at an earlier date.



As soon as the Chips JU PAB takes the funding decision, the coordinators of the proposals selected for funding are invited to start the GAP process using the electronic exchange system. The indicative date for the signature of the GA is 8 months from the final date of submission (in case of the two stage Calls the final date of submission of the second stage: FPP submission).

Please note that the Chips JU Calls do not foresee negotiations for the proposals selected for funding. Under the Chips JU during the Grant Agreement Preparation phase (GAP) there will however be a request-for-change procedure to align the national and EU sides of the proposals. The process will be concluded with the PAB decision for funding based on which the Grant Agreements are signed.

12. HOW TO SUBMIT AN APPLICATION

All information concerning the Chips JU Calls is published on the [Chips JU website](#) and can be found under the menu “**Participate**” – including the links to the **Calls Pages** in the [Funding & tenders opportunities](#) (under “**Search Funding & Tenders**” / “**Grants**” / “**Horizon Europe**”). The electronic submission system has also an [online wizard](#) that guides the applicants step-by-step through the preparation of their proposal (“Grants”/“Applying for funding”/“Submit a proposal — Electronic Submission System”).

All proposals must be submitted directly online via the Funding & tenders opportunities Electronic Submission System. Paper applications are NOT accepted.

All information on the steps to follow in order to submit a proposal is available in the [Online Manual](#): For step by step tutorials with screenshots and short videos just click on  button. There are  for all phases of the process (registration of participants, create a draft proposal, fill in various parts in the submission tool, edit the proposal, add participants to the consortium, remove participants from the consortium).

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).


Once you have an EULogin account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).


b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- **Part A** includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online.

 The portal does not implement all funding rates of the Chips JU Calls. Therefore, the funding rate for the entities for-profit non-SMEs (i.e. large enterprises), the maximum grant amount computed by the portal does not reflect the applicable funding rate. The applicants need to compute their EU requested funding separately and input manually the figure in the portal. In any case, the SME status being checked through the SME self-assessment, requesting higher funding than that allowed by the funding rates from the Chips JU 2023-2027 Work Programme will not lead to higher effective funding.

 **It is essential that organisations that are eligible for the SME funding rate do not request less than what is allowed through the SME funding rate. Otherwise, given the budget constraints, it will most likely to correct such clerical mistakes during the Grant Agreement Preparation.**

– **Part B** (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file. Applicants should upload in the Portal Submission System as a PDF file the initial single complete proposal following the appropriate template provided with the call documents.

– **National Budgets Table** — contains information on the national budgets. The template for the National Budgets Table can be downloaded by the proposal coordinator from the submission tool after the draft proposal has been created in the portal. A PDF file - not editable is also provided for applicants' convenience with the call documents. The editable template is provided under the tab "Download Part B templates" – as an Excel file. It must be filled in as described below and then uploaded as an Excel file in the dedicated place holder – see the screenshot below.

The screenshot displays the submission portal interface. At the top, a red banner indicates 'TEST MODE'. Below this, a green banner shows the 'Deadline' as 27 April 2022 17:00:00 Brussels Local Time. A red warning box states: 'Your proposal contains changes that have not yet been submitted.' The main content area is divided into two sections: 'Administrative forms (Part A)' and 'Part B and Annexes'. Under 'Administrative forms (Part A)', there are buttons for 'Edit forms', 'View history', and 'Print preview'. The 'Part B and Annexes' section contains a table for uploading files. The table has columns for the file name, a status indicator, and an 'Upload' button. The files listed are: 'National Budgets Table' (with a file named 'National_Budgets_Table_test.xlsx'), 'National Part (BE-VLAIO)', 'National Part (BE-BXL)', 'National Part (BE-WA)', 'National Part (DE)', 'National Part (DK)', and 'National Part (ES)'. A blue banner at the bottom left says 'Download Part B templates' with a download icon and the text 'Download part B templates'.

Proposals usually have in the consortium participants for only part of the countries which require a National Form. The submission tool does not have the capability to connect the nationality of the participants to the National Part placeholder. Therefore, the National Part files are “flagged” as optional, and it is the responsibility of the participants themselves to check whether they need a National Part. If a National Part is requested but it is not submitted by the participants, the submission of the proposal will not be blocked due to the “optional” nature of these files. However, not submitting these files can result in the non-eligibility to receive the respective national funding. The National Parts are to be uploaded to the submission tool as a ZIP file. The size allowed is 10 MB, except for the National Part (FR) folder which is 20 MB to accommodate the needs of consortia with a large number of French participants.

The National Part of the proposal is specific to Chips JU calls and contains confidential information about participants to allow further verification of national eligibility criteria for the allocation of the national funding.

Participants from several Chips JU Participating States indicated in the section “**Country Specific Eligibility Rules**” of the respective Chips JU 2023-2027 Work Programme must provide additional information according to the guidelines published in this document. These files, if requested, will be included in the National Part of the proposal unless the guidelines in the “Country Specific Eligibility Rules” section instruct otherwise (e.g., uploading directly to a website of the national funding authority or submitting them through a dedicated IT system).

All National Part files of the participants from the same country must be grouped together in a specific folder identified by the country name; the folder contents shall be compressed in a single password protected ZIP file, before uploading it through the corresponding country specific placeholder – see the above screenshot. There is also an additional placeholder, not attributed to a specific country, in case it may be needed. Applicants are advised to pay attention that the National Part files are uploaded into the proper placeholder³. Improper upload may result in not transmitting the necessary information to the respective national authorities correctly.

The Chips JU will provide a password for each specific country folder to the project coordinator upon request sent to the dedicated calls e-mail (Chips JU Calls Help Desk): calls@chips-ju.europa.eu. The request must contain the Call Identifier (in format: Horizon-Chips-JU-Year-call number) and the proposal acronym. The Call Identifier is displayed in the respective Call page.

It is extremely important that the project coordinators request the password well in advance with respect to the submission deadline in order to avoid any unforeseen problems occurring at the last moment, which may prevent the timely submission before the deadline.

In case of unexpected uploading problems of the National Part files, the participants shall contact immediately either the Chips JU Calls HelpDesk (calls@chips-ju.europa.eu) or the representative of their National Funding Authorities (contact details are available in the section “Country Specific Eligibility Rules” of the respective Chips JU Annual Work Programme). A viable alternative will then be found to submit the National Part outside the submission tool. The portal will technically consider the proposal submission completed even if the National Part have been partially loaded, or the uploading has been unsuccessful as they are flagged “optional” as explained above. However, the coordinator of a proposal whose consortium includes participants from Participating States that require a National Part is strongly advised to check if the respective National Parts are properly uploaded in the system and submitted. ***Not uploading/submitting the necessary National Parts can have dire consequences and result in the respective participants not being eligible to receive national funding.***

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see section 5). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file

³ e.g. National Part of the Applicants from Spain (ES) shall be uploaded in the “National Part (ES)” holder and not with the “National Part (SE)” holder which is dedicated to the National Part of the Swedish Applicants)

a complaint via the [IT Helpdesk contact form](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

13. HELP

As far as possible, **please try to find the answers you need yourself**, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- [Portal FAQ](#) (for general questions).

Please also consult the call page regularly, since we will use it to publish call updates.

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#) (see the bottom left corner on the figure below).

Non-IT related questions contact: please write us to Calls@chips-ju.europa.eu

Please indicate clearly the reference of the call to which your question relates (see cover page).

Besides existing information as described in the previous sections, all the questions pertaining to the Chips JU Calls are to be addressed to the above-mentioned functional mailbox, which is continuously monitored by the Calls team, which does its best to provide an answer as soon as possible (in principle the same day if a workday).

All questions related to the national/regional funding are to be directly addressed to the contact persons mentioned by the National Funding Authorities in the Chips JU Annual Work Programme. The national/regional funding is exclusively handled by the respective National Funding Authorities and each Chips JU Participating State has its own rules and criteria.

Proposal forms

TEST MODE

Deadline

27 April 2022 17:00:00 Brussels Local Time

Call data:

Call: HORIZON-KDT-JU-2021-2-RIA

Topic: HORIZON-KDT-JU-2021-2-RIA-Focus-Topic-1

Type of action: HORIZON-JU-RIA

Type of MGA: HORIZON-AG

Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: TEST RIA Call

Draft ID: SEP-210826456

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

In this step you can edit the Administrative Forms and upload the proposal itself.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms

View history

Print preview

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		Upload
National Budgets Table		Upload
National Part (BE-VLAIO)		Upload
National Part (BE-BXL)		Upload
National Part (BE-WA)		Upload
National Part (DE)		Upload
National Part (DK)		Upload
National Part (ES)		Upload
National Part (FR)		Upload
National Part (IE)		Upload
National Part (IT)		Upload
National Part (LV)		Upload
National Part (NL)		Upload
National Part (NO)		Upload
National Part (PL)		Upload
National Part (SE)		Upload
National Part		Upload

BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

14. IMPORTANT

Don't wait until the end — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.

- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).

- **Funding & tenders opportunities Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).

- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.

- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

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The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities).

- **IA/RIA** — Innovation Action / Research and Innovation Action

The main difference between RIA and IA type of actions is the targeted TRLs (Technology Readiness Levels). The proposal's TRLs must match the Call's TRLs.

- **PO** — Project Outline phase of a 2-stage call, i.e. first phase.

It is BOTH Mandatory and GATING. Only the proposals that successfully pass the PO stage are invited to submit an FPP.

- **FPP** — Full Project Proposal. This is the final stage for both 1-stage and 2-stage calls.

- **Coordinator** — In Chips JU projects, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority.

- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).

For the National Budgets Table the applicants have to follow the instructions given by their respective National Funding Authorities – see the Chips JU 2023-2027 Work Programme.

In the Part B of the proposal, the affiliated participants need to provide the same information as the main participants.

- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.

- **Third country and International Organization** — Applicants from countries that are not members of the Chips JU are invited to consult the [List of Participating Countries in Horizon Europe](#) and the list of participants eligible for Chips JU funding published in the Funding & tenders opportunities in the General Annexes - section B which is available at [4], in order to check whether they are eligible or not for receiving funding in Chips JU projects.

- **Funding rate** — Chips JU grants usually differ from the funding rates of Horizon. They are clearly indicated in the respective Chips JU 2023-2027 Work Programme. They are also specific to the type of action addressed by the Calls (IA, RIA, CSA) and within the same call specific for various topics. The same is valid for the national funding rates.

Due to limitations of the submission tool the EU funding rates specific to Chips JU cannot be fully implemented and it requires specific actions for some of the applicants. Therefore, applicants must check the funding rate their organization(s) are entitled to as described in the Chips JU Annual Work Programme. In case the funding rate that appears in the Budget table in the Part A does not

⁴ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2023-2024/wp-13-general-annexes_horizon-2023-2024_en.pdf

correspond to the funding rate indicated in the Work programme (i.e. when it is lower than the maximum funding rate that appears in the table), they have to calculate outside the submission portal the amount of EU funding using the Funding rate from the Work Programme and manually fill in this calculated amount in the budget table in the column named “Requested EU contribution to eligible costs”

- **SME** — Small and Medium Enterprise

The European definition for an SME is used – see for more information the SME user guide⁵. In order for a legal entity to receive the funding percentage for SMEs, the legal entity needs to be validated in the system as an SME with a validation date not older than 2 years.

If a legal entity is not yet validated as an SME in the system or the information is older than 2 years (counting back from the year the Call is published), the LEAR (Legal Entity Appointed Representative) of the respective organization will have to complete the SME Self-Assessment step – see for more information the SME Self-Assessment User Guide.

For the proposal submission the self-declared SME status is sufficient. However, if the proposal is selected for funding the LEAR of the respective SME will have to complete the SME self-assessment when the Grant Agreement Preparation (GAP) starts. Failure to do so will result in applying the funding rate of the for-profit non-SME entities (large enterprise). Also, if the result of the self-assessment is that the organization is not an SME according to the EU definition, the funding rate applied will also be that of the large enterprise (for-profit non-SME) during the GAP step.

- **Consortium agreement** — For practical and legal reasons, it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

In line with the Horizon Rules for Participation and the Chips JU Grant Agreement, the beneficiaries are required to conclude a consortium agreement. It shall be concluded before the signature of the Chips JU GA.

Payments of the Chips JU Grant follow the rules of Horizon, which means that practically Chips JU transfers the money due (prefinancing, interim payments, payment of balance) to the Project Coordinator, which will further distribute it to the beneficiaries in the consortium. It is therefore highly advisable especially for the coordinator to ensure that sufficient and proper provisions are included in the Consortium Agreement with respect to payments handling and minimizing financial risk within the consortium.

- **Grant Agreement** — All the projects funded by Chips JU ARE REQUIRED to sign a Grant Agreement. The Model Grant Agreement is published on the Calls pages together with the other Call Documents. The document is not subject to any changes, and it must be signed as such (no negotiation possible on provisions, wording, etc.). Depending on the specific situation of each project some provisions may or may not be applicable.

- **Collaboration Agreement** — For the Calls/Topics that foresee “Linked Actions” the beneficiaries are required to conclude collaboration agreements in line with the respective options under Article 3 and Article 7 of the Model Grant Agreement.

⁵ [The revised user guide to the SME definition \(2020\)](#): SME self-assessment questionnaire

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully.
 - **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
 - **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
 - **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
 - **Rejection** — By submitting the application, all applicants accept the call conditions set out in this guide for applicants (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
 - **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
 - **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).
This includes:
 - o beneficiary names
 - o beneficiary addresses
 - o the purpose for which the grant was awarded
 - o the maximum amount awarded.
- The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.
- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & tenders opportunities Privacy Statement](#).