



**CALL FOR PROPOSALS No GR/002/22
EUIPO Academic Research Programme**

GUIDELINES FOR APPLICANTS

All the necessary documentation to apply, in particular the online application form (eForm) and the guide for applicants, can be found at:

<https://euipo.europa.eu/ohimportal/en/grants>

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CHAPTER I — General Overview of the Call for Proposals

1. Introduction

The European Union Intellectual Property Office (EUIPO) was created as a decentralised agency of the European Union to help protect IP rights across the EU. Founded in Alicante, Spain in 1994, it manages the registration of the European Union trade mark and the registered Community design. These industrial property rights (IPR) are valid throughout the European Union. In addition, the EUIPO hosts the European Observatory on Infringements of Intellectual Property Rights.

2. Background

The EUIPO has an ambition to develop closer ties with academia in order to foster research in IP-related areas of interest to the Office. To that end, the Office has established an EUIPO Academic Research Programme (ARP).

3. Objectives and priorities

The concept of the programme aims to ensure that:

- the programme produces research of relevance to the EUIPO and its stakeholders.
- academics perceive the programme as focused on high-quality projects and based on fair and transparent selection rules.
- the programme is expected to foster the creation, around EUIPO, of a vibrant community of high-level scholars (of IP but also of different disciplines) across Europe.
- the program should raise the interest of the academic community in topics relevant to the office.
- the programme is highly visible in the academic community and beyond.

The result of a project supported by this Call for Proposals will be a study of the relevant subject (as defined in the Call), within the timeline and budget specified in the proposal.

A control mechanism, consisting of interim online meetings, will be established to monitor the progress of the research and to ensure that is in line with the project description submitted at the call for proposals. At least one meeting will be held during the first three months after the signature of the grant agreement. Depending on the results of the initial progress meeting and the duration of the research project additional meetings may be summoned.

An Academic Research Programme workshop will be organised at the EUIPO not later than 11 months from the signature of the Grant agreement. The cost for the travel and accommodation of the participants will be covered by the EUIPO.

All awarded projects shall present the results of their research at the workshop.

Time period of not less than one month, from the end of the workshop until the deadline to submit the final research paper shall be established to allow the researches to incorporate any suggested feedback or adjustments resulting from the discussions during the workshop.

The final payment of the grant will be conditional on the validation of the final research paper.

4. Targeted projects

The EUIPO Academic Research Programme targets research in economics, law, technology, and management. Legal scholars and economists are primarily interested in IP in a public policy perspective. Preferences will be given to research proposals aiming at showing economic, societal, or political implications of findings. The studies should preferably focus on subjects related to Trademarks and designs, although other topics, like geographical indications, SMEs, customer approaches or IP training and education, could also be in scope.

Proposals are invited in the following areas/themes:

- 1) Trade marks as an indicator of innovation and other economic activity
- 2) Designs as an indicator of innovation and other economic activity
- 3) The use of IP rights by small and medium-sized enterprises to overcome barriers to growth

DISCLAIMER: Any research/topic request needs to be connected to at least one of the 3 general areas mentioned above. The selection of the final topics by the EUIPO will be on the topics of the major interest for the Office (even if they are connected to only one of the 3 areas).

The assessment of each proposal will be based on objective, transparent and standard predefined criteria (e.g., quality of the proposal, capacity of the candidates, expected impact, credibility of the budget proposal) as defined in Chapter II down below.

Projects that present the highest relevance for the Office will be considered. This includes e.g. projects that generate relevant empirical evidence for decision makers in policy and business, different relevant IP-focused projects, or data-related initiatives, as well as the SME programme.

5. Timetable

The deadline for submission is **19/05/2022 before 13.00 (CET time)**.

Any application sent after the deadline will automatically be rejected.

Applicants should be notified of the outcome of the selection procedure 6 months after the application deadline at the latest. The provisional timeframe is as follows:

	DATE
Deadline for requesting any clarifications from the Office	16/05/2022
Last date on which clarifications are issued by the Office	17/05/2022
Deadline for submission of applications	19/05/2022 13.00 CET time
Evaluation committee meetings	May/June 2022
Applicants receive written notification of the results ⁽¹⁾ .	June 2022
Signature of grant agreements⁽²⁾	July 2022

6. Available budget

The total budget available for the co-financing of actions under this call for proposals is estimated at **EUR 60,000**. This amount will be spread over two financial years and the availability of funds corresponding to the budget 2023 will be subject to the adoption of the budget by the Office's budgetary authority.

The amount of the financial contribution to be awarded will be determined within the limits of the available budgetary resources and taking the cost and nature of each proposed action into account.

The financial contribution of the Office cannot exceed **80 %** of the total eligible costs of the action.

The Office reserves the right not to distribute all available funds.

The minimum and maximum grant per project will be **EUR 10,000 to 30,000**. EUIPO reserves the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

The Office expects to fund up to 3 projects.

(1) Article 194(2) Financial Regulations, the applicants should be informed of the outcome of the evaluation of their application within 6 months from the final date of submission of the proposals.

(2) Within 3 months from the date of information to successful applicants.

CHAPTER II — Procedure for the Selection of Proposals

7. Admissibility requirements

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in Section 5 of the present document;
- submitted in writing using the application form and the electronic submission system available at <https://euipo.europa.eu/ohimportal/en/grants>;
- drafted in one of the official EU languages, though applicants are encouraged to submit their applications in English, if possible, in order to speed up their assessment.

All the documents referred to in the application form must be submitted and the estimated budget must be within the maximum and minimum grant amounts as indicated in Section 6 of this document.

Failure to comply with any of these requirements will lead to the rejection of the application.

8 Eligibility criteria

Applications must comply fully with all the eligibility criteria.

8.1 Eligible applicants

This call is open only to academic researchers affiliated to universities or research institutions (public or private) located in a Member State of the EU 27 Member States. They are eligible for the programme, regardless of their nationality (being however resident in the EU).

The researchers can be PhD candidates, post-doc researchers, faculty members or any other type of researchers in the academic field.

An application may be submitted by one applicant or by several applicants. Only one proposal per researcher per call will be evaluated.

Public entities that receive funds or support from the EUIPO by means of other financing measures such as cooperation programmes, and which aim to pursue the same objectives as this call, are not eligible (e.g. national and regional IP offices or international organisations).

For partnerships: to incentivise actions, an applicant may set partnerships with other researchers, called 'partners' to contribute to the implementation of a project. Therefore, in case of partnerships, the applicant will comprise a coordinator and its partner(s). Subcontractors are not considered as partners. There is no limitation in the number of partners.

The coordinator should perform a managing role during the implementation of the project, with overall responsibility for carrying out the activities in accordance with the grant

agreement. Meanwhile, the partner/s should have a concrete and essential involvement in the design, implementation and/or financing of the project.

The coordinator will submit the application to the Office on behalf of all the partners and will act as the legal signatory of the grant agreement. Consequently, **applications must include mandate letters from each partner confirming its participation.**

In case of award, the coordinator will sign the grant agreement on behalf of the partnership. All entities (coordinator and partners) will become co-beneficiaries and all will be jointly and severally bound by the agreement, being liable, vis-à-vis the Office, for obligations arising from the implementation.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- Proof of affiliation to an EU-based university or public or non-profit research organisation
- **For natural persons:** photocopy of identity card and/or passport; resident permit if applicable; certificate of liability to VAT if applicable (e.g. some self-employed persons).

8.2 Eligible proposals

Proposals are the subject of an application requesting a grant of more than EUR 10,000 but less than EUR 30,000, representing 80 % of the total eligible budget. Should the proposal fail to comply with the eligibility criteria defined herein, the whole application will be deemed as ineligible.

8.3 Eligible activities

Research studies on topics related to Intellectual Property, as defined in the topic description of the call for proposals (see section 4).

8.4 Eligible period

- Activities are to be completed within 12 months from the signature of the grant agreement.
- Activities may not start before the signature of the grant agreement.

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

However, if after signing the agreement and starting the project it becomes impossible for the beneficiary, for fully justified reasons beyond his or her control, to complete the project within the scheduled period, an extension of the eligibility period may be granted for a maximum of six additional months, if requested before the deadline specified in the agreement.

Following verification, only those applications that fulfil all the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

9. Exclusion criteria

9.1 Exclusion

Applicants will be excluded from participating in the call for proposals procedure if:

- a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- b) a final judgment or administrative decision establishes that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- c) a final judgment or administrative decision establishes that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Office during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure.
- d) a final judgment establishes that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;

- (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.
- e) the applicant has shown significant deficiencies in complying with its main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
 - f) a final judgment or final administrative decision establishes that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
 - g) a final judgement or final administrative decision establishes that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
 - h) a final judgement or final administrative decision establishes that an entity has been created with the intent referred to in point (g);
 - i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions that may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in the decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;

- (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law;
- (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

9.2 Remedial measures

If an applicant declares one of the situations of exclusion listed above, it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include technical, organisational and personnel measures to correct the conduct and prevent further occurrences, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence illustrating the remedial measures taken must be provided in an annex to the declaration. This does not apply for the situations referred to in point (d) of Section 9.1.

9.3 Exclusion from award

The Office will not award a grant to an applicant (project leader/coordinator and partners) who:

- is excluded from eligibility in accordance with Section 9.1;
- has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- was previously involved in the preparation of documents used in the award procedure leading to a breach of the principle of equal treatment, including the distortion of competition, that cannot be otherwise remedied.

Administrative sanctions (exclusion) may be imposed on applicants if any of the declarations or information provided as a condition for participating in this procedure proves to be false.

Supporting documents

Applicants must provide a signed declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 of the Financial Regulations, which is attached to the application form Annex 1.C.

In case of partnership, the applicant (coordinator) must sign this declaration on its honour certifying that he or she and their partners are not in one of the situations referred to above.

10. Selection criteria

Selection criteria should facilitate the assessment of the applicant's ability to complete the proposed action.

10.1 Financial capacity (only for grants exceeding EUR 60 000)

Not applicable

10.2 Operational capacity

Applicants must have relevant experience with research projects of a similar nature, a non-exhaustive list of topics could include: research on trademarks and/or designs; geographical indications; other intellectual property rights; small and medium enterprises related research; customer approaches; intellectual property training and education, etc.

Applicants have to submit the following supporting documents:

- Proof of the PhD degree or admission to candidacy;
- A curriculum vitae using the [Europass](#) model;
- A list of previous projects and activities performed and relevant to the objective of this call.

11. Award criteria

The award criteria helps with the evaluation of the quality of the applications in relation to the set objectives and priorities, and makes sure that the grants are awarded to the projects that will maximise the overall effectiveness of the call for proposals.

The following award criteria apply:

Award criteria	Minimum threshold	Maximum score
Excellence	20	40
<ul style="list-style-type: none"> ○ Clarity and pertinence of the objectives; ○ Soundness of the concept and credibility of the proposed methodology; ○ Extent that the proposed work is beyond the state of the art and demonstrate innovation; ○ Appropriate consideration of interdisciplinary approaches, and if relevant, use of stakeholder knowledge, gender dimension and innovation content. 		
Impact	15	30
<ul style="list-style-type: none"> ○ Extent to which the outputs of the project would contribute to call target areas; ○ Any substantial impacts not mentioned in the call that would enhance empirical evidences for decision makers in policy and business innovation capacity, new market opportunities or other IP-focused initiatives; ○ Quality of the proposed measures to exploit and disseminate the project results and communicate the project activities to different target audiences. 		

Quality and efficiently of the implementation	15	30
<ul style="list-style-type: none"> ○ Quality and effectiveness of the work plan, including extent to which the resources assigned to different steps are in line with objectives and deliverables; ○ Appropriateness of the management structures and procedures, including risk management; ○ Complementary of the participants and extent to which the proposal brings together the necessary expertise and the allocation of tasks. 		
Overall (pass) score	50	100

To be considered for funding, proposals for each lot must score:

- At least **50 points** overall,
- At least the **minimum threshold in each of the criteria** mentioned above.

The score for each of the six award criteria will be calculated based on the relative weighting of the criterion. The total score will be a figure between 0 and 100.

The evaluation will follow the below scale for attributing scores:

Quality scale	Classification	Criteria for attributing scores
0%	<i>No response (complete non-compliance)</i>	<i>The proposed answer fails to meet the criterion and/or it does not provide any solution; and/or no answer is given; and/or its meaning is totally unclear and overlong and/or it merely quotes/recalls the text of the Tender documents.</i>
1-20%	<i>Unsatisfactory response</i>	<i>The proposed answer fails to meet the criterion and has significant shortcomings in a number of key aspects and/or is inconsistent in a number of identifiable respects and/or is partially incomplete and/or its meaning is partially unclear and/or irrelevant to the question; and/or it merely quotes/recalls the text of the Tender documents in relation to most of the key aspects.</i>
21-40%	<i>Partially acceptable response</i>	<i>The proposed answer meets the criterion but has some shortcomings that render the answer partially satisfactory and/or not specific to the question.</i>

41-60%	<i>Satisfactory and acceptable response</i>	<i>The proposed answer meets the requirements of the criterion covering most of the key aspects.</i>
61-80%	<i>Fully satisfactory/very good response</i>	<i>The proposed answer meets the requirements of the criterion in all key aspects.</i>
81-100%	<i>Excellent response</i>	<i>The proposed answer meets the requirements of the criterion in all aspects and exceeds some or all of the major requirements.</i>

12. Evaluation procedure

All admissible applications received will undergo an evaluation procedure.

12.1 Evaluation

The Office will appoint an evaluation committee to oversee the organisation of the whole evaluation process.

The assessment includes:

- a formal check to verify that the eligibility and exclusion criteria are respected;
- an assessment to which extent the participating applicants meet the selection criteria (i.e. operational capacity) and
- an evaluation that the project meets the award criteria defined in these guidelines.

The evaluation committee will establish a list of projects proposed for selection based on the above mentioned methodology.

12.2 Grant amount

The grant amount is calculated on the estimated budget clearly indicating the costs that are eligible for funding (budget form in Annex 1.B).

The grant is limited to the maximum co-financing rate and amounts indicated in the previous section (as indicated in Point 6 of Chapter I).

As co-financing, part of the total estimated eligible expenses must be financed from sources other than the EUIPO grant.

Acceptance of an application by the Office does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

The awarding of a grant does not establish an entitlement for a grant in subsequent years.

12.3 Final decision

At the end of the evaluation procedure, the Office will decide which projects are to be given a grant on the basis of:

- the ranking of the list proposed by the evaluation committee;
- the budget available for any given action by lot.

For proposals with the same score (within a topic or budget envelope) a priority order will be determined according to the following approach:

Successively for every group of equally placed proposals, starting with the highest scored group, and continuing in descending order:

1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.

2) The equally placed proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Excellence'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality and efficiency of the implementation'.

3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the evaluation report.

The Office may include a reserve list in case awarded projects drop out.

12.4 Notification of grant award decisions

Applicants will be informed of the results of the evaluation once the award decision will be signed. Unsuccessful applicants will receive a letter stating the reasons for the negative decision.

CHAPTER III — Financial and Contractual Conditions

13. Legal commitments

13.1 Grant agreement

Should a grant be awarded by the Office, a grant agreement, drawn up in euros and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

In the event of a sole applicant, a mono-beneficiary grant agreement will be used. In case of a partnership, a multi-beneficiary type of agreement will be used. Both models are annexed to this call for proposals (annex 2).

Two copies of the original agreement must be signed first by the beneficiary (the coordinator in case of a partnership) and returned to the Office immediately. The Office will sign it last.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and constitute an annex to the grant decision.

13.2 Publication

By submitting a proposal, the applicant (coordinator and partners) accepts that in case of award, certain data such as its name, location and the amount awarded (among other details) will be published.

Once the applicants are informed, the list of selected proposals will be published on the Office's website: <https://euipo.europa.eu/ohimportal/en/grants>

14. Funding method

The system of financing applied under this call for proposals, is based on the application of the following criteria:

- **reimbursement of eligible costs declared on the basis of a single lump sum;**

The grant will be defined by applying a maximum co-financing rate of 80 % to the eligible costs actually incurred and declared by the beneficiary (and its partners) on the basis of a single lump sum covering the entire eligible costs of the action. The amount of the lump sum shall be established on the basis of the estimated budget of the action. The lump sum will be paid provided the said activities were properly implemented.

Conditions for compliance of the beneficiary's usual cost accounting practices

The beneficiary must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions.

- The cost accounting practices that are used must constitute the usual cost accounting practices used by the beneficiary. The beneficiary must apply these practices in a consistent manner, based on objective criteria irrespective of the source of funding.
- The costs declared can be directly reconciled with the amounts recorded in its general accounts.
- The categories of costs used for the purpose of determining the costs declared do not include any ineligible costs or costs already covered by other types of grant.

15. Eligible costs

Within the framework of a single lump sum, the eligibility of costs does not apply.

The following categories of costs may be supported by the single lump sum:

- personnel costs;
- costs of travel and related subsistence allowances;
- costs of consumables and supplies;
- data access and licenses.

16. Budget

Acceptance of an application by the Office does not constitute an undertaking to award a grant equal to the amount requested by the applicant. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

Exchange rate

The budget must be drawn up in euros. Applicants not using costs in euro should use the appropriate exchange rate published by the Commission (see below).

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Any conversion into euros of costs incurred in other currencies, should be made at the monthly applicable accounting rate of the month when the call for proposals was published.

Co-financing

Co-financing means that the resources that are necessary to carry out the action may not be entirely provided by the EUIPO grant.

Co-financing of the action may be in the form of:

- the beneficiary's own resources;
- income generated by the action itself;
- financial contributions from partners;
- financial contributions from third parties.

Contributions in kind will not be considered.

17. Financial and contractual conditions

17.1 Pre-financing payments

A first pre-financing payment of up to 80 % of the maximum grant amount will be transferred to the beneficiary within 30 days of the entry into force of the grant agreement.

Pre-financing is intended to provide the beneficiary with a float. The account or sub-account indicated by the beneficiary must be able to identify the funds transferred by the Office.

17.2 Payment or recovery of the balance

The amount of the final payment to be made to the beneficiary will be established on the basis of a final report to be submitted by the deadline indicated in the grant agreement.

The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The total value of lump sum contribution is calculated as follows.

The Office applies the lump sum contribution amount specified in Section 14 if the corresponding tasks were deemed to be implemented properly.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Office may in no circumstances exceed the maximum amount of the grant, as indicated in the grant agreement.

Step 3 — Reduction due to the no profit rule

This step is not applicable to low-value grants ≤ EUR 60 000.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Office may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, only partially or late), or if another obligation under the agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach, as per article II.25.4 of the general conditions.

As a general rule, the final payment or request for recovery of the balance will be issued within 60 calendar days of the receipt of the final report.

17.3 Checks and audits

The Office and/or the European Court of Auditors, or a body mandated by them, may check the use made of the grant any time up to 5 years starting from the date of payment of the balance or execution of the recovery by the Office. Therefore, beneficiaries should keep records, original supporting documents, statistical records and other documents connected with the grant during this period. The Office may perform regular monitoring of the actions including field visits, requests for supporting documents and information and meetings/videoconferences/teleconferences.

The detailed provisions concerning checks and audits are described in the grant agreement.

18. Other financial conditions

18.1 Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances should the same costs be financed twice by the European Union (EU) budget. To ensure this, applicants should indicate the sources and amounts of EU funding received or applied for in the application form for the same action or part of the action or for its functioning during the same financial year, as well as any other funding received or applied for the same action.

18.2 Non-retroactivity

Grants cannot be awarded retrospectively for actions already started or completed.

18.3 Implementation contracts/subcontracting

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that the following conditions are complied with:

- subcontracting does not cover the core tasks of the action;
- the use of subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- the estimated costs of the subcontracting are clearly identifiable in the estimated budget;

- any use of subcontracting must be clearly stated in the proposal, or provided for in the description of the action — if not, prior written authorisation from the Office must be obtained;
- the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.) are also applicable to the subcontractors.

19. Publicity, communication and dissemination

19.1 Publicity by the Office

All grants awarded in the course of a financial year must be published on the Office's website during the first half of the year following the closure of the budget year during which they were awarded.

The beneficiary authorises the Office to publish the following information in any form and medium, including via the internet:

- the beneficiary's name and address,
- the subject and purpose of the grant,
- the amount awarded and the rate of funding.

Upon a reasoned and duly substantiated request by the beneficiary at the application stage, the Office may agree to forgo such publicity, if disclosure of the information indicated above would threaten the safety of the beneficiaries or harm their business interests.

19.2 Publicity by the beneficiaries

Beneficiaries will need to clearly acknowledge the EUIPO's support in all communications or publications, in whatever form or whatever medium or during any activities for which the grant is used, for example, 'supported by the EUIPO'.

Furthermore, beneficiaries are required to give prominence to the EUIPO's visibility, using the logo of the EUIPO for the activities in all their publications, posters, programmes and other products created as part of the co-financed project.

The name and logo of the programme must appear on all publications, posters, programmes and other products created in relation to the co-financed action.

The text, the logo and the instructions can be downloaded from the web page of the call for proposals: <https://euiipo.europa.eu/ohimportal/en/grants>

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

19.3 Communication, dissemination and measurement of the impact

The Office may identify good practices and prepare relevant dissemination materials to be shared within and across EU countries and beyond.

The results of the action may be reproduced, communicated and/or distributed to the public in line with the conditions as specified in the grant agreement. Therefore, information on content and activities, as well as on public performance and communication of the action may also be requested during the implementation phase in order to ensure an optimal promotion of the different activities for European audiences.

Beneficiaries may be invited to attend and participate in events organised by the Office to share their experience with other participants and/or policy makers.

The rights of use are granted to the Office in accordance with article II.9.3 of the General Conditions of the grant agreement and the related article I.8 of the Special Conditions.

20. Data protection

The reply to any call for proposals involves the recording and processing of personal data. This data will be processed pursuant to Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

For more information please refer to the data protection statement/privacy statement on procurement and grants procedures available at:

<https://euipo.europa.eu/ohimportal/en/grants>

CHAPTER IV — Procedure for the Submission of Proposals

21. Publication

This call for proposals is published in the Official Journal of the European Union and on the Office's website: <https://euipo.europa.eu/ohimportal/en/grants>

22. Online application form (e-Form)

An online application method has been set up. The e-Form can be downloaded from the web page of the call for proposals indicated above. Specific guidelines are available in order to help applicants.

The application must be drawn up in one of the official EU languages, though applicants are encouraged to submit the requested documents in English, if possible, in order to speed up the assessment process.

23. Submission of the grant application

Proposals must be submitted by the deadline mentioned in the call for proposals and in Section 5 'Timetable' of the present document, before 13.00 (CET time), using the online application form.

No other method of submission of an application will be accepted. Applications submitted in any other way will be rejected.

Applicants should ensure that all the documents requested and mentioned in the e-Form are provided electronically. No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Office may contact the applicant during the evaluation process.

Applicants should ensure that they have officially submitted their electronic application form and that they have received an email acknowledging receipt of their submission. A project response ID will be indicated in the PDF version of your application that must be saved as proof of submission.

Applicants are strongly encouraged not to wait until the final day to submit their application.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

Only after completion of the evaluation procedure, is the selection process finalised and the award decision adopted by the Office. All applicants will be informed by email of the results of the selection with a receipt in writing.

Once applicants are informed, the list of selected proposals will be published on the Office's website: <https://euipo.europa.eu/ohimportal/en/grants>

24. Contact

For any further information, or if you have any questions, please contact:

Grants@euipo.europa.eu

The Office will publish the answers to frequently-asked questions (FAQs) by potential applicants. It is very important for applicants to refer to these regularly to ensure that they benefit from the supplementary information and clarification that has been asked for by other applicants and provided by the Office.

These FAQs are made public to ensure that all applicants are treated fairly with respect to having access to the same information on the web page of the call for proposals.

25. Annexes

Annex 1 — Application package containing:

- Annex 1.A: Description of the project form
- Annex 1.B: Budget form
- Annex 1.C: Declaration on honour
- Annex 1.D: Legal Entity and Financial Identification form
- Annex 1.E: Letter of mandate

Annex 2 — Draft Grant Agreement models (for applicant's information)

- Annex 2.A: Mono beneficiary – special conditions
- Annex 2.B: Mono beneficiary – general conditions
- Annex 2.C: Multi beneficiaries – special conditions
- Annex 2.D: Multi beneficiaries – general conditions