

NATIONAL PROCEDURES AND FORMALITIES FOR AAL PROJECTS – FROM RANKING LIST GA APPROVAL TO GRANT AGREEMENT SIGNATURE
VERSION 22 JULY 2015

AUSTRIA

POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)

Steps from AALA GA approval of the ranking list		Time – in weeks –		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –	Comments
Min.	Max.				
1	GA decision – Ranking list approval	W.1		<ul style="list-style-type: none"> Various information to verify structure and size of business or associations. In some cases also a plan for financing the non-funded amounts of project budget. 	The time depends on the slowest project, as one final list has to be approved (see step no. 3)
2	Negotiation				
3	Final funding list for Austrian participants – to be approved by BMVIT				
4	Funding offer				
5	Funding agreement	W.X			

NEGOTIATION AND CLARIFICATION

Steps from AALA GA approval of the funding list		Time – in weeks –		Type of information necessary for eligibility check – <u>during the negotiation</u> –	Comments
Min.	Max.				
1	GA decision – Funding list approval	W.1		A final funding list for Austrian participants has to be approved by the BMVIT before the funding offer is issued, then the funding agreement is issued	
2	Grant agreement signed	W.X			

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BELGIUM (FLANDERS)

POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)

Steps from AALA GA approval of the ranking list		Time – in weeks – Min. Max.		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –	Comments
1	GA decision – Ranking list approval	W.1			

NEGOTIATION AND CLARIFICATION

Steps from AALA GA approval of the funding list		Time – in weeks – Min. Max.		Type of information necessary for eligibility check – <u>during the negotiation</u> –	Comments
1	GA decision – Funding list approval	W.1		<ul style="list-style-type: none"> ▪ Innovation goal specifically for the applicant (less than 1 page, in Dutch) ▪ Envisaged valorisation in Flanders (1 paragraph, in Dutch) ▪ Work plan with resources and type of tasks 	
2	Meeting with applicant	W.2	W.5		
3	Decision of IWT Board	W.6	W.13		
4	Grant agreement (signed by IWT) sent to applicant for signature	W.8	W.15		
5	Grant agreement signed	W.9	W.32		

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BELGIUM (BRUSSELS REGION)				
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)				
Steps from AALA GA approval of the ranking list		Time – in weeks –		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –
		Min.	Max.	
1.	GA decision – Ranking list approval	W.1	W.1	<ul style="list-style-type: none"> ▪ Eligibility check done before the ranking list is approved ▪ Entreprises- financial accounts, organigram, information on sales , RDi activities, document that attests that the enterprise has in cash or in kind contribution ▪ Associations- attestation if association performs or not the economic activities, statutes, structural funding ▪ Research organisations- statutes, RDI activities, past RDI projects
NEGOTIATION AND CLARIFICATION				
Steps from AALA GA approval of the funding list		Time – in weeks –		Type of information necessary for eligibility check – <u>during the negotiation</u> –
		Min.	Max.	
1.	GA decision – Funding list approval	W.1	W.3	N/A- all info needed in the previous stage
2.	Discussions with beneficiary and preparation of all documents to finance the project (instruction phase)- documents for Ministry of Finances , Ministry of research and innovation	W.3	W.10	
3.	Preparation of grant agreement	W.10	W.10	
X.	Grant agreement signed	W.10	W.10	

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BELGIUM (WALLONIA)

POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)

Steps from AALA GA approval of the ranking list		Time – in weeks – Min. Max.		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –
1.	GA decision – Ranking list approval	W.1	W.4	None. The eligibility check is performed before the approval of the ranking list. The approval of the ranking list would take maximum 4 weeks.

NEGOTIATION AND CLARIFICATION

Steps from AALA GA approval of the funding list		Time – in weeks – Min. Max.		Type of information necessary for eligibility check – <u>during the negotiation</u> –
1.	GA decision – Funding list approval	W.1	W.4	Update of the financial accounts
2.	Recommendation for funding approved -> Grant agreement consolidated	W.4	W.10	
X.	Grant agreement consolidated -> Grant agreement signed	W.10	W.16	

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CYPRUS							
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)							
Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> –		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <i>after the evaluation, on the ranked proposals</i> –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Ranking list approval	W.1	Ø	W.2,5	No additional information is required for the eligibility check. Eligibility check has to be approved by RPF's General Director.	There have been no delays in Post-Evaluation Eligibility Check	
2.	Eligibility Check	W.2	W.3				
NEGOTIATION AND CLARIFICATION							
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> –		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <i>during the negotiation</i> –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Funding list approval	W.1	Ø	W.16	Contracts of Employment for researchers, form for companies' statutes, audited financial statements for companies.	<ul style="list-style-type: none">▪ Late submission of additional information and/or changes required by Partners during negotiation.▪ Late signature and submission of Consortium Agreement by Partners.▪ Approval of new Contract Documentation.	
2.	Approval of proposals (to be funded) with Cypriot partners by RPF's General Director	W.2	W.3				
3.	Negotiation meeting (depends on the availability of Cypriot partners)	W.4	W.6				
4.	Conclusion of negotiation procedure (depends on Cypriot partners)		W.14				
5.	Approval of the finalised grant agreement by RPF's General Director (depends on the approval date of legal documents)	W.14	W.15				
6.	Grant agreement signed	W.15	W.17				

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DENMARK

POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)

Steps from AALA GA approval of the ranking list		Time – in weeks –		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –
		Min.	Max.	
1	GA decision – Ranking list approval	W.1	W.3	<ul style="list-style-type: none"> ▪ Danish applicants are contacted and informed of the positive outcome of the evaluation, and confirm their plan to participate in the AAL project ▪ Budget check: check that all expenditure items can be funded. If not, the applicant is informed of the actual funding amount
2	Contacts/meetings with applicants (of funded projects)	W.2	W.5	

NEGOTIATION AND CLARIFICATION

Steps from AALA GA approval of the funding list		Time – in weeks –		Type of information necessary for eligibility check – <u>during the negotiation</u> –
		Min.	Max.	
1	GA decision – Funding list approval	W.1	W.3	<ul style="list-style-type: none"> ▪ As soon as the consortium agreement is signed by the partners, grant agreement's for Danish participants are sent out. ▪ Grant agreements can be sent to the participants before the consortium agreement is signed but expenditures paid before the signature of the grant agreement will not be funded. ▪ Danish applicants have 40 days to accept and sign the agreement.
2	Sending grant agreements (depends on when the consortium agreement is signed)	W.1	W.8	
3	Informing Danish participants that did not get their projects funded	W.1	-	
4	Grant agreement signed	W.X	-	

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HUNGARY						
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)						
Steps from AALA GA approval of the ranking list		Time – in weeks – Min. Max.		Average time – in weeks –	Type of information necessary for eligibility check – after the evaluation, on the ranked proposals –	Comments
1.	GA decision – Ranking list approval	W.1	Ø		If the applicants are found eligible at the pre-eligibility check, there is no other eligibility check at this point.	
NEGOTIATION AND CLARIFICATION						
Steps from AALA GA approval of the funding list		Time – in weeks – Min. Max.		Average time – in weeks –	Type of information necessary for eligibility check – during the negotiation –	Comments
1.	GA decision – Funding list approval	W.1	Ø	25 weeks	<ul style="list-style-type: none">▪ During eligibility check, it is checked whether the submitted proposals comply with the administrative requirements, and whether the Hungarian participants are financially viable.▪ The following documents need to be sent back together with the signed grant agreement:<ul style="list-style-type: none">○ in case of public bodies: a certified copy of the resolution, law, decree or decision establishing the entity not older than 30 days;○ in case of companies: certificate of incorporation not older than 30 days;○ Declarations○ Specimen signature○ Authorisation for prompt collection order	Hungarian applicants have 60 days to accept and sign the agreement
2.	Submission of proposals in Hungarian to MAG Zrt.	W.2	W.5			
3.	Registration of submitted proposals	W.3	W.6			
4.	Eligibility check	W.5	W.8			
5.	Request for missing data; Sending in missing data by applicants	W.6	W.11			
6.	Decision on funding by NFÜ based on the eligibility and the AALA GA decision, publishing the list on the website	W.7	W.13			
7.	Notification of the successful applicants about the decision and sending out the grant agreement offers	w.9	W.15			
8.	Signed grant agreements to be sent back with the compulsory documents by HU participants	W.13	W.23			
9.	Final check of signed agreement and compulsory documents by NFÜ and request for additions if needed	W.16	W.26			
X	Grant agreement signed	W.20	W.30			

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IRELAND (1/2)				
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)				
Steps from AALA GA approval of the ranking list		Time – in weeks –		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –
		Min.	Max.	
1	GA decision – Ranking list approval	W.1		<ol style="list-style-type: none"> 1. When the AAL ranking list is produced the NCP checks the availability of budget to support the participants. 2. When the AAL ranking list is produced the NCP informs the Dept. Head of International Technology Programmes and the Divisional Manager Research and Innovation, of the successful Irish participants and checks the availability of budget to support the participants. 3. NCP indicates to AAL how many applicants can be supported from the budget. 4. The NCP submits a note for circulation to the next R&D Committee meeting with a short description of the successful Irish AAL applicants and projects. 5. The NCP or the Development Advisor sends the participants the documentation required to complete the national funding process. For industrial participants this documentation consists of the following: <ol style="list-style-type: none"> a. Project cost sheet outlining the detailed cost breakdown for the project b. For participants with costs greater than €150,000 A Financial Data Sheet (FDS) For academic participants this documentation consists of the following: <ol style="list-style-type: none"> c. An annex detailing and justifying the project costs, describing the milestones and deliverables with particular emphasis on their collaboration to the Irish company in the consortium. 6. The applicant completes the documentation and submits the documentation, plus the AAL application form to the Client Services Unit, copying both the NCP and the DA indicating that the submission is a AAL registration submission. For academic participants the documentation is submitted to the NCP. 7. The submitted proposal is assigned a technical assessor to review the project costs in the context of the requirements of the relevant national funding scheme (normally the R&D Fund), or the International Research Fund in the case of academic participants. 8. For industrial participants the DA, with support of the NCP prepares the standard Commercial assessment documents for circulation to the relevant committee, (normally the R&D Committee). 9. For academic participants the NCP prepares the documentation for circulation to the Industrial Research & Commercialisation Committee (IRCC). 10. The DA submits the documents to the R&D fund committee for circulation or the NCP to the IRCC for circulation. 11. The projects are presented to the R&D committee by the DA for the participants or to the IRCC by the NCP. Based on the approvals detailed in the minutes of the relevant committee meeting Grant administration prepares a "letter of offer" for the participant and sends to the participant. The participant must sign and return the letter of offer. Grants are labelled in the system as AAL grants with reference to the AAL project number and a list of on-going AAL projects is maintained by Grants administration and the NCP.

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IRELAND (2/2)

NEGOTIATION AND CLARIFICATION

Steps from AALA GA approval of the funding list		Time – in weeks –		Type of information necessary for eligibility check – <u>during the negotiation</u> –	Comments
		Min.	Max.		
1.	GA decision – Funding list approval	W.1		Funding eligibility checked prior to this stage	<ul style="list-style-type: none"> ▪ For industrial participants, grant payments must be claimed retrospectively by submitting grant claim ▪ For academic participants, an upfront payment of 30% of the grant is made to the participant on signing of the contract; subsequent payments are made according to the schedule of payments outlined in the contract.
2.	Submission of national documents				
3.	DA/NCP presents to funding committee				
4.	Funding approval				
5.	Letter of offer				
6.	Signed acceptance of letter of offer				
7.	Update project commitments				
8.	Grant agreement signed	W.X			

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ISRAEL					
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)					
Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> –		Type of information necessary for eligibility check – <i>after the evaluation, <u>on the ranked proposals</u></i> –	Comments
		Min.	Max.		
1	GA decision – Ranking list approval	W.1			
2	The proposers ranked for funding should fill in the application for the national fund (OCS) based on the application for the AAL				
3	The national research committee decide the percentage of funding for the company and the budget for one year on the application		W.12		
NEGOTIATION AND CLARIFICATION					
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> –		Type of information necessary for eligibility check – <i><u>during the negotiation</u></i> –	Comments
		Min.	Max.		
1	GA decision – Funding list approval	W.1			
2	Negotiation between the proposers and the OCS		W.8		
3	Approval sent to the proposer by the OCS fund		W.12		

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ITALY					
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)					
Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> – Min. Max.		Type of information necessary for eligibility check – <i>after the evaluation, <u>on the ranked proposals</u></i> –	Comments
1	GA decision – Ranking list approval	W.1		Last accounts – declaration	Financial liability: non-liaible partners can be replaced
2	Calculation of the funding quota of Italian partners		W.2		
3	Financial check – the companies send national documents		W.6		
NEGOTIATION AND CLARIFICATION					
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> – Min. Max.		Type of information necessary for eligibility check – <i><u>during the negotiation</u></i> –	Comments
1	GA decision – Funding list approval	W.1		Usual: Italian ful proposal (form Progetto di Ricerca) and detailed information for each partner	Steps 4 & 5 depend on the timely delivery of documents by Italian partners
2	MIUR asks the partners to apply for national funding procedure	W.5			
3	The application is checked from an administrative point of view	W.8			
4	Assessment of cost congruity by technical expert	W.14			
5	Financial and administrative assessment of the application by an independent financial institution	W.20			
6	Final assessment of CTS (national technical committee)	W.23			
7	Signature of national decree	W.27			
8	Check by the court of auditors	W.31			
9	Publication in the official journal	W.34			
10	Collect documents for contracts	W.40			
11	Grant agreement signed	W.40			

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LUXEMBOURG / FNR							
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)							
Steps from AALA GA approval of the ranking list		Time – in weeks –		Average time – in weeks –	Type of information necessary for eligibility check – after the evaluation, on the ranked proposals –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Ranking list approval	W.1		2	<ul style="list-style-type: none">▪ The FNR funding is granted to applicants employed at the following Luxembourgish organisations:▪ a public research centre or the CEPS/INSTEAD;▪ the University of Luxembourg;▪ the public institutions authorised in their respective fields to undertake research activities and to develop and transfer technology for the scientific progress or technological innovation.▪ Budget check: check that all expenditure items can be funded.		
2.	Funding evaluation	W.2	W.3				
3.	Eligibility is confirmed	W.2	W.3				
NEGOTIATION AND CLARIFICATION							
Steps from AALA GA approval of the funding list		Time – in weeks –		Average time – in weeks –	Type of information necessary for eligibility check – during the negotiation –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Funding list approval	W.1	W.2	16	<ul style="list-style-type: none">▪ Signed consortium agreement▪ Budget for each Luxembourgish partner	Due to a pre-fixed schedule of our board meetings, any delay in other parties can cause a delay of maximum 16 weeks	The contract with the institution is not signed until the FNR has received the signed consortium agreement
2.	Informing the FNR scientific board	W.2	W.3				
3.	Approval by the FNR administrative board	W.3	W.5				
4.	Confirmation to AAL of the approval	W.4	W.6				
5.	Wait for the approval of the other agencies						
6.	Negotiation with all parties	W.6	W.27				
7.	Grant agreement prepared	W.7	W.28				
8.	Grant agreement signed	W.8	W.28				

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LUXEMBOURG / LUXINNOVATION (1/2)							
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)							
Steps from AALA GA approval of the ranking list		Time – in weeks –		Average time – in weeks –	Type of information necessary for eligibility check – after the evaluation, on the ranked proposals –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Ranking list approval	W.1	Ø	4 weeks	<ul style="list-style-type: none">- In case documents were not submitted for the pre-eligibility check:- Balance sheet and P&L of the three last closed exercises- Articles of incorporation- Legal organisation chart and related declarations to confirm the size of the company- In some cases, cash flow prevision, situation towards fiscal and social administration etc.- Proposals – Parts A&B	<ul style="list-style-type: none">▪ Company does not provide requested elements.▪ Further checks required (cf ultimate beneficial owner, linked companies, etc)▪ Company does not have the required financial capacity to start a R&D project▪ Etc...	<ul style="list-style-type: none">□ Entities in danger of insolvency cannot be funded□ Legal persons which are not engaging in economic activities or which cannot demonstrate the business soundness of their implication in a project are not eligible□ The Luxembourg participant's contribution shall not be limited to management or dissemination issues (RTD activities shall be the core contribution of the Luxembourg partner)
2.	Luxinnovation asks the required documentation to the concerned legal persons	W.2	W.3				
3.	Optional complementary elements have to be finalised (cash flow prevision etc.)	W.2	W.5				
4.	Entry into negotiation stage	W.2	W.12				

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LUXEMBOURG / LUXINNOVATION (2/2)						
NEGOTIATION AND CLARIFICATION						
Steps from AALA GA approval of the funding list		Time – in weeks –		Average time – in weeks –	Type of information necessary for eligibility check – <u>during the negotiation</u> –	Reasons for delays
		Min.	Max.			Comments
1.	GA decision – Funding list approval	W.1	Ø	16 weeks	Information required for post-eligibility check + national application	<ul style="list-style-type: none"> ▪ Company does not enter the national application ▪ Consortium decides to start later ▪ Consortium agreement not provided or implying further checks (cf indirect State Aid, etc)
2.	National application (detailed cost scheme, description of tasks achieved by the national partner in the consortium, precisions on the AAL project in the company's background and expected foreground, draft consortium agreement etc.). application in French, German or English	W.3	W.16			
3.	The State aid commission proposes a decision (eligible costs, funding rate)	W.6	W.22			
4.	Decision of the Ministers (economy & finances) / notification	W.9	W.27			
5.	Grant agreement signed	W.12	W.32			
6.	Consortium agreement signed entry into force of the grant agreement (compatibility check with the funding decision; cf indirect State aid)	W.X	W.X			

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NETHERLANDS				
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)				
Steps from AALA GA approval of the ranking list		Time – in weeks –	Average time in weeks	Type of information necessary for eligibility check after the evaluation, <u>on the ranked proposals</u>
1	GA decision – Ranking list approval	W1	16-20 weeks (including 3 weeks of end-of the year activities and Christmas break	<ul style="list-style-type: none">▪ Submission via ZonMw Projectnet (electronic submission tool). For AAL projects, a light version of this tool is used and the proposal is attached as an annex. This light version contains information about the Dutch participant(s) and a summary of the proposal▪ Budget for each Dutch partner▪ Short work plan for each Dutch partner▪ For unknown companies/organisations:<ul style="list-style-type: none">- A copy of statutes or memorandum of association- A copy of registration at the Chamber of Commerce- A copy of a mandate letter (if applicable)- Financial information (annual accounts of the previous year, signed by the auditor)- In case of doubt, additional information will be asked for and/or the company will be called for a conversation at ZonMw Information if the proposal is also submitted somewhere else for a grant (and if so, status of the procedure)
2	Official invitation letter to Dutch project partners to submit their proposal to ZonMw (incl. short work plan and budget for each Dutch partner). One of the Dutch partners will act as the Dutch coordinator, and will be contact person for ZonMw. This person will receive the money and provide the contribution to the other partners. If the consortium coordinator is Dutch, then he will be the Dutch coordinator. Otherwise, the Dutch coordinator will be the “biggest” partner (in effort/budget).	Within 2 weeks after notification of coordinator by the CMU		
3	Deadline for submission to ZonMw	Ca. 4 weeks		
4	Check of individual work plan, additional documents and budgets by NCP resp. the financial department of ZonMw	Ca. 3 weeks		
4a	If things are unclear or parts of the budget (e.g. overhead %) are not acceptable for ZonMw, partners have to provide additional information or resubmit a budget	Ca 2 weeks		
4b	Check of new budget etc.	Ca 2 weeks		
5	If the Dutch partners are OK, the NCP writes an e-mail to the other NCPs involved in the proposal and the CMU that the Dutch partners are OK and asks what is the status /planning of their procedures			
6	ZonMw sends the Grant Award letter for the Dutch project partners (via the Dutch coordinator)			
7	Returning Acceptances Form to ZonMw in which the partner(s): <ul style="list-style-type: none">- Accept the ZonMw funding conditions- Give the starting date of the project- Attach a declaration that the project is not double funded	4 weeks after reception of the Grant Award letter		
8	After the signed consortium agreement is received, as well as a guarantee (by e-mail) of the other NCPs that their partners will be funded, the NCP sends a memo to the ZonMw financial department that they can give the first pre-funding.			
9	The ZonMw financial department sends a letter to the Dutch coordinator with a confirmation of the grant awarded and an explanation of the funding scheme and procedure			
10	The first prepayment is made by ZonMw financial department			
<i>In the Netherlands the final eligibility check is part of the clarification and negotiation phase, when selected project partners have to submit the project + additional administrative and financial information to ZonMw.</i> <i>Time in weeks depend on the period of the year (e.g. the financial department is very busy at the end of the year). If it turns out that other involved countries have not even started their procedures, this time will in practice be longer, so the difference in weeks (max./min.) is the difference that in principle should be possible.</i>				

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NORWAY							
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)							
Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> –		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <i>after the evaluation, on the ranked proposals</i> –	Reasons for delays	
		Min.	Max.				
1.	GA decision – Ranking list approval	W.1	Ø	3	Calculations underlying the contribution requested by Norwegian partners in the original AAL proposal	▪ Reconfigurations ▪ Delayed input from project partners	
2.	Verification of the result of the pre-eligibility check	W.3	W.5				
NEGOTIATION AND CLARIFICATION							
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> –		Average time <i>in weeks</i>	Type of information necessary for eligibility check – <i>during the negotiation</i> –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Funding list approval (max.: after revisions of national budgets and approval of potential partner replacements)	W.1	W.4	20	Detailed cost scheme (in accordance with standard RCN funding rules for each type of partner), description of tasks and work plan for all Norwegian partners (in English, approved by all partners) and updated DoW for the AAL project (all partners) Legal and tax status of partners is checked in the public registry by the funding agency (RCN). Only if this checks indicates a potential problem will the partner in question be required to submit additional information and proof of financial liability.	Revision of project descriptions, especially related to reconfigurations.	When partners have to be replaced and the original DoW revised, a great effort and lots of time is required from the lead-coordinator of the proposal (and from the NCPs affected). In order to avoid the kinds of delays we have experienced in AAL Call 2010-3 (up to 6 months), a deadline for when this process must be completed if the proposal is to be retained on the ranking list, must be set for each by AAL centrally.
2.	Analysis of national budget situation and changes required (e.g. partner replacement, major budget cuts) and initiated.	W.3	W.10				
3.	Norwegian partners asked to appoint a coordinating national partner, responsible for submitting a joint application (in English) on behalf of all Norwegian partners (for national grant and EC contribution)	W.5	W.13				
4.	Application submitted in complete and final form (max.: after partner replacement and DoW revision).	W.9	W.29				
5.	Application checked and discussed (nationally and with NCPs from other involved countries).	W.12	W.34				
6.	Administrative handling of grant proposal (issuing of contract).	W.14	W.37				
7.	Signing of contracts by RCN and national coordinating partner	W.16	W.40				
8.	Grant agreement entering into force (consortium agreement signed by all partners and received by RCN).	W.X	W.X				

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POLAND

POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)

Steps from AALA GA approval of the ranking list		Time – in weeks –		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –	Comments
		Min.	Max.		
1	GA decision – Ranking list approval	W.1		No information is needed from the applicants	Non-eligible participants can be replaced
2	NFA budget check	W.1	W.2		

NEGOTIATION AND CLARIFICATION

Steps from AALA GA approval of the funding list		Time – in weeks –		Type of information necessary for eligibility check – <u>during the negotiation</u> –	Comments
		Min.	Max.		
1.	GA decision – Funding list approval	W.1			
2.	National proposal from participant	W.1	W.4		
3.	Council's interdisciplinary team for international projects	W.5	W.12		
4.	Director's decision	W.6	W.13		
5.	If refusal from the Director – time for appeal	W.7	W.15		
6.	In case of appeal – Council's team for appeals	W.11	W.24		
7	Grant agreement signed (if no appeal)	W.7	W.14		
	Grant agreement signed (if successful appeal)	W.12	W.25		

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PORTUGAL

POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)

Steps from AALA GA approval of the ranking list		Time – in weeks – Min. Max.		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –
1	GA decision – Ranking list approval	W.1		<ul style="list-style-type: none"> Application forms, guidelines for Peer review, composition of the evaluation panel, individual evaluation reports, final evaluation report, minutes of the GA (final decision about projects selected for funding), final ranking list, formal announcement of the evaluation results as sent to the coordinator of the project

NEGOTIATION AND CLARIFICATION

Steps from AALA GA approval of the funding list		Time – in weeks – Min. Max.		Type of information necessary for eligibility check – <u>during the negotiation</u> –
1.	GA decision – Funding list approval	W.1		Application form filled in FCT's projects' portal
2.	Collection of the necessary information (AALA)	W.2	W.3	
3.	Preparatory procedures for the negotiation meetings (schedule & financial plan analysis)	W.4	W.6	
4.	Negotiation meetings	W.5	W.8	
5.	Filling in of the application form in FCT's projects' portal	W.9	W.14	
6.	Approval by the Ministry of Education and Science	W.11	W.17	
7.	Grant agreement signed	W.21	W.33	

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ROMANIA				
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)				
Steps from AALA GA approval of the ranking list		Time – in weeks – Min. Max.		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> – Comments
1	GA decision – Ranking list approval	W.1		<ul style="list-style-type: none"> Non-eligible participants are not replaceable in the same country The ranking list is approved after receiving summaries for the proposals with Romanian partners
NEGOTIATION AND CLARIFICATION				
Steps from AALA GA approval of the funding list		Time – in weeks – Min. Max.		Type of information necessary for eligibility check – <u>during the negotiation</u> – Comments
1	GA decision – Funding list approval	W.1		<ul style="list-style-type: none"> For the coordinator, a detailed budget per year, financing sources, partners, activities and categories of expenses must be prepared in order to negotiate and to clarify the grant agreement terms. The consortium must agree on a starting date to begin the project activities and, in accordance with the coordinator NCP, must notify the NFAs involved. The budget of the project must be split by year, financing sources, activities and categories of expenses, and must comply with the Governmental Decision 134/2011 and regulations regarding State aid for research, development and innovation activities. <p>Working plan; lists of resources (personnel and equipment), statement on own responsibility regarding organisation incapacity of payment, statement regarding the organisation type (university, research organisation, enterprise, SME, NGO etc.)</p>
2	Negotiation with coordinators to validate the budget and clarifications if needed	W.3	W.6	
3	Consortium agreement regarding the project starting date	W.4	W.7	
4	Establishment of partners' budgets and working plans, lists of resources (personnel and equipment), statement on own responsibility regarding organisation incapacity of payment, statement regarding the organisation type (university, research organisation, enterprise, SME, NGO etc.)	W.5	W.9	
5	Checking the grant agreement documents	W.6	W.10	
6	Grant agreement signed	W.8	W.12	

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SLOVENIA							
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)							
Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> – Min. Max.		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <i>after the evaluation, on the ranked proposals</i> –	Reasons for delays	Comments
1.	GA decision – Ranking list approval	W.1			▪ Eligibility check performed in 1 st step		
NEGOTIATION AND CLARIFICATION							
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> – Min. Max.		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <i>during the negotiation</i> –	Reasons for delays	Comments
1.	GA decision – Funding list approval	W.1	W.1		▪ Institutions, partners, budget, start/end project, signed consortium agreement	▪ The speed of the process depends on the speedy delivery of the required documents by the institution ▪ Entities in danger of insolvency cannot be funded	
2.	Approval of funded project by the Ministry of Finance	W.3	W.4				
3.	Decision process within the responsible Ministry	W.6	W.8				
4.	Negotiation and clarification	W.7	W.11				
5.	Grand agreement prepared	W.8	W.13				
6.	Grand agreement signed	W.9	W.15				

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SPAIN / ISCIII							
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)							
Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> –		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <i>after the evaluation, on the ranked proposals</i> –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Ranking list approval	W.1	Ø	3	<ul style="list-style-type: none">▪ The eligibility checks were carried out after submission▪ No additional information is required from the applicants	<ul style="list-style-type: none">▪ The final funding decision depends on the resolution of other calls launched by ISCIII▪ The availability of additional funds depend on other ISCIII's calls	If a given consortium is modified during this process, no final decision will be possible until receiving the re-evaluation results
2.	National internal discussion	W.1	W.4				
3.	Informal discussion with Spanish partners close to the funding limit	W.2					
4.	Decision	W.2					
NEGOTIATION AND CLARIFICATION							
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> –		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <i>during the negotiation</i> –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Funding list approval	W.1	Ø	10	<ul style="list-style-type: none">▪ Project proposal in Spanish▪ CV of Spanish applicants▪ Submission template with relevant information of beneficiary institution (e.g. statutes or legal documents) and PI and other team members' contractual situation	Depending of the number of applications received, the time could vary	Before the end of the year, the definitive list of awarded projects must be published
2.	Applicants are informed	W.1	W.2				
3.	ISCIII's online application system is opened,						
4.	Check of the information submitted	W.2	W.3				
5.	Publication of provisional admission list						
6.	Correction period (10 working days)	W.2					
7.	Publication of definitive admission list						
8.	Strategic and opportunity evaluation	W.2	W.3				
9.	Publication of Awarded Projects						
10.	Allegation period (10 working days) Non allegation = Acceptance = GA	W.2					

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SPAIN / MINETUR (MITYC)							
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)							
Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> –		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <i>after the evaluation, <u>on the ranked proposals</u></i>		
		Min.	Max.				
1.	GA decision – Ranking list approval	W.1	Ø	0 weeks	In this phase we don't carry out any eligibility check		
NEGOTIATION AND CLARIFICATION							
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> –		Average time – <i>in weeks</i> –	Type of information necessary for eligibility check – <u>during the negotiation</u> –	Reasons for delays	Comments
		Min.	Max.				
1.	GA decision – Funding list approval	W.1	Ø	About four or five months since the approval of the funding list	The same information we ask in our national R&D Programmes: <ul style="list-style-type: none">▪ Data to find out the size of the enterprise (SME or not), financial data, breakdown of budgets, document to check legal status and purpose▪ Documents to check fulfilment of fiscal and social obligations, declaration that they fulfil all the Spanish requirements to receive public funds in Spain, declaration stating that they haven't received public funds from another public administration, consortium agreement. If they receive funds to subcontract they will have to submit a copy of the contract (if it is bigger than a specific amount).	<ul style="list-style-type: none">▪ A organization doesn't comply with the deadlines to send the first documents or the second ones▪ A organization doesn't send the amendments on the resolution in time▪ Internal delays due to the work load. MINETUR gives preference to the National Program	<ul style="list-style-type: none">▪ MINETUR works with Resolutions, not Grant Agreements.
2.	MINETUR send requirements to entities asking for some documents (first documents)	W.3	W.4				
3.	There is a deadline for the entities to send the documents	W.4	W.6				
4.	MINETUR studies the eligibility of costs, aid intensities, etc. that corresponds to each entity	W.8	W.12				
5.	MINETUR publishes provisional resolutions. With this publication the entities are obliged to submit some documents (second documents)	W.12	W.13				
6.	Entities can amend those provisional resolutions	W.13	W.15				
7.	Final Resolutions are published	W.16					

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SWEDEN

POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)

Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> –		Type of information necessary for eligibility check – <i>after the evaluation, <u>on the ranked proposals</u></i> –	Comments
		Min.	Max.		
1	GA decision – Ranking list approval	W.1		A more thorough budget check as well as controlled of roles and % of input	
2	Budget check	W.2	W.5		
3	Roles and % of input	W.3	W.9		
NEGOTIATION AND CLARIFICATION					
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> –		Type of information necessary for eligibility check – <i><u>during the negotiation</u></i> –	Comments
		Min.	Max.		
1	GA decision – Funding list approval	W.1		Check of consortium agreement, no quality check but check for ability for commercialisation	The time for grant agreement signature is totally depending on the signature of the consortium agreement. As soon as the signed consortium agreement is delivered the time to grant agreement is maximum 2 weeks
X	Grant agreement signed	W.X			

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SWITZERLAND							
POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)							
Steps from AALA GA approval of the ranking list		Time – <i>in weeks</i> – Min. Max.		Average time – <i>in weeks</i> – –	Type of information necessary for eligibility check – <i>after the evaluation, on the ranked proposals</i> –	Reasons for delays	Comments
1.	GA decision – Ranking list approval	W.1	W.1	4 weeks	<ul style="list-style-type: none">▪ Balance Sheet▪ Short description of the planned financing of the self-funded share of the project costs	The duration of the process depends on the speed of delivery of the required documents by the project partners	SERI's financial viability check is carried out as part of the negotiation & clarification phase, i.e. in parallel to the steps described below
2.	Financial viability check for SME and certain end-user organisations	W.3	W.6				
NEGOTIATION AND CLARIFICATION							
Steps from AALA GA approval of the funding list		Time – <i>in weeks</i> – Min. Max.		Average time – <i>in weeks</i> – –	Type of information necessary for eligibility check – <i>during the negotiation</i> –	Reasons for delays	
1.	GA decision – Funding list approval	W.1	W.1	12 weeks	Project Plan and Financial Plan	<ul style="list-style-type: none">▪ The duration of the process depends on the speed of delivery of the required documents by the Swiss project partners▪ Problems arising within the consortium which lead to reconfigurations, partner changes, reshuffle of tasks etc.	
2.	Swiss partners submit their “Project Plan and Financial Plan” (detailed description of tasks, milestones, deliveries and costs)	W.3	W.7				
3.	Examination of the “Project Plan and Financial Plan”; if necessary, partners are asked for corrections/alterations; receipt of final version of the document	W.4	W.14				
	Establishment of the funding agreement between SERI and the Swiss project partners; FA signed by SERI	W.5	W.17				
	FA signed by project partners, two signed originals returned to SERI	W.6	W.22				

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UNITED KINGDOM

POST-EVALUATION ELIGIBILITY CHECK (ON THE RANKED PROPOSALS)

Steps from AALA GA approval of the ranking list		Time – in weeks –		Type of information necessary for eligibility check – after the evaluation, <u>on the ranked proposals</u> –	Comments
		Min.	Max.		
1	GA decision – Ranking list approval	W.1		<ul style="list-style-type: none"> Accounts for the previous 2 financial years (if there is not enough turnover/profit within the organisation to fund its part of the project costs, information is required on how they are going to fund their part of the project costs) Filled template concerning eligible finance check No payment is made before TSB receives a copy of the signed consortium agreement 	<ul style="list-style-type: none"> The time-to-contract depends on the speed the UK partners want to work and the speed with which the UK participants return the information requested for the evaluation of the eligible costs for the project The evaluation of eligible costs uses the generic checks TSB uses for domestic projects
2	Decision on funding (yes/no)	W.2	W.3		
3	Time-to-contract	W.3	W.8		

NEGOTIATION AND CLARIFICATION

Steps from AALA GA approval of the funding list		Time – in weeks –		Type of information necessary for eligibility check – <u>during the negotiation</u> –	Comments
		Min.	Max.		
1	GA decision – Funding list approval	W.1			
2	Grant agreement signed	W.4			

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