



EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY
Directorate F : Security
Unit F4 : Financial support - Security

PROGRAMME

**"PREVENTION OF AND FIGHT AGAINST CRIME"
2007-2013**

CALL FOR PROPOSALS 2010

RESTRICTED TO FRAMEWORK PARTNERS

**Action grants 2010 within the framework partnership
agreements**

Deadline 1: 15 June 2010

Deadline 2: 30 July 2010

Deadline 3: 29 October 2010

1. BACKGROUND AND MAIN OBJECTIVES

Within the context of the specific programme "Prevention of and Fight against crime"¹, (Council Decision 2007/125/JAI of 12/02/2007) which is a part of the general programme "Security and Safeguarding Liberties", following a call for proposals in 2007, framework partnership agreements have been concluded for a period of maximum 4 years to provide for **long term cooperation between** public bodies with responsibility in the area of prevention of and fight against crime.

In order to implement the Programme, the Commission has adopted on 20 October 2009 the 2010 Annual Work Programme², specifying its specific objectives and thematic priorities.

This Call for Proposals corresponds to the implementation of Part I. Heading C. of this Annual Work Programme.

2. BUDGET ALLOCATED FOR GRANTS

The total amount proposed for co-financed projects in 2010 on the basis of this Call for Proposals is € 20.000.000.

3. OBJECTIVES, TYPES OF ACTIVITIES, TARGET GROUPS AND AREAS OF ACTIVITIES

3.1 Proposals submitted should target at least one of the following **specific objectives** of the Programme:

- to stimulate, promote and develop **horizontal methods and tools** necessary for strategically preventing and fighting crime and guaranteeing security and public order such as the work carried out in the European Union Crime Prevention Network, public-private partnerships, best practices in crime prevention, comparable statistics, applied criminology and an enhanced approach towards young offenders;
- to promote and develop **coordination, cooperation** and mutual understanding among law enforcement agencies, other national authorities and related Union bodies in respect of the priorities identified by the Council in particular as set out by the Europol's Organised Crime Threat Assessment;
- to promote and develop best practices for the **protection and support witnesses**;
- to promote and develop best practices for the **protection of crime victims**.

3.2 Financial support in the framework of this call for proposals may be provided for the following **types of activities**:

- actions improving **operational cooperation** and coordination (**strengthening networking**, mutual confidence and understanding, exchange and dissemination of information, experience and best practices);
- **analytical, monitoring** and evaluation activities;
- development and **transfer of technology** and methodology;
- **training, exchange** of staff and experts; and
- **awareness and dissemination** activities

3.3 Proposals submitted should target at least one of the following **target groups**:

- judicial authorities, legal practitioners
- law enforcement officials
- other public officials
- civil society, associations, NGO

¹ Council Decision 2007/125/JHA of 12.2.2007 establishing for the period 2007 to 2013, as part of General Programme on Security and Safeguarding Liberties, the Specific Programme 'Prevention of and Fight against Crime' – OJ L 58, 24.2.2007

² Commission Decision C (2009) 7624 of 20 October 2009 adopting the Annual Work Programme for 2010, available at: http://ec.europa.eu/justice_home/funding/isec/doc/awp_isec_2010_en.pdf

- professional organisations
- researchers
- private sector

3.4 Proposals should be submitted by bodies or organisations that were offered the framework partnership with the Commission **in a relevant area of activities** following the Call for framework partners:

- Cross-border cooperation in law enforcement
- Cooperation in the prevention of, protection against, pursuit of and response to terrorism
- Training and other exchanges among law enforcement officers
- Prevention of general crime (notably juvenile, drug-related and urban crime)

4. FUNDING CONDITIONS

- Payment of a grant is normally made in two instalments:
 - A pre-financing payment, usually **60% of the grant amount, within 45 days** from the date of the signature of the Grant agreement by the last of the two parties;
 - **The payment of the balance** after receipt of a formal request within 90 days of submission to the EC of a final report and a final statement of expenditure, together with any project-specific results specified in the Specific Grant Agreement.
- The maximum rate of EU **co-financing is 80 %** of the total eligible costs of the project. As an exception, the maximum rate of co-financing for the individual projects awarded within framework partnerships **may rise to a maximum of 95%** of the total eligible costs, because the actions of framework partners are of great importance for the European Union as well as for the Member States and/or cannot be carried out without greater support from the Commission. However, any applicant proposing co-funding of more than 80% will have to duly substantiate and justify in its application why it should receive co-funding at this higher rate for an individual project. The Commission will be free to approve, reduce or reject the proposed higher rate of co-financing after the assessment of the justification provided in the application.
- Expenses incurred by the partner organisations shall only be deemed to be eligible provided that they have been re-invoiced to the Beneficiary and appear in the Beneficiary's accounts.
- The maximum rate of the amount of the grant that **can be subcontracted is 30 %** of the total eligible costs of the project. As an exception, the percentage of the amount of the grant that can be subcontracted **can be raised up to 100%**. The Commission will be free to approve, reduce or reject the proposed higher rate of subcontracting after the assessment of the justification provided in the application. The applicant has to provide offers justifying requested amount at the moment of submission of the application.

5. ELIGIBLE ACTIONS AND PRIORITIES

All areas of cooperation identified for the Programme are open for proposals.

However, in 2010, the following priorities have been identified³. Proposals submitted outside these priorities will also be considered, subject to quality and budget availability after funding projects matching priorities outside these priorities will be funded if the available budget permits.

(1) Implementation of the EU Action Plans on the security of **explosives** and on **Chemical, Biological, Radiological and Nuclear (CBRN)** materials. This may include measures related to awareness raising, the development of standards, improving information exchange mechanisms, conducting exercises, detection, raising security capacity and others (7 500 000 €);

(2) **Joint Investigation Teams (JIT)** and support to Joint Customs and/or Police Operations of limited duration; and other targeted measures such as the establishment of best practice guides and temporary cross border cooperation infrastructures, including bridge projects involving customs administrations of

³ The priorities were identified by the 2010 Annual Work Programme for Prevention of and Fight against Crime adopted by the Commission on 20.10.2009 – C(2009) 7624.

source, transit and destination countries of prohibited or restricted goods, as well as cultural goods and firearms. A grant will be awarded on condition the results of the JIT are shared with Europol and Eurojust⁴ provided these fall within their mandate. Preference will be given to those projects involving the participation Europol and/or Eurojust (2 000 000 €);

(3) Programmes/projects to prevent **radicalisation**, including such measures as addressing the ideology and narrative propagated by radical extremists, settings that are more prone to radicalisation activity and measures that enhance engagement with civil society to strengthen resilience of individuals and communities against radicalisation (2 500 000 €);

(4) Development of **Europol's** operational and strategic analysis activities (in particular concerning the OCTA and the various Analysis Working Files), both at Europol and in the Member States (2 000 000 €);

(5) Projects supporting the **cross-border Law Enforcement cooperation**, particularly in the exchange of information through the implementation of the Council Decision 2008/615/JHA and 2008/616/JHA (Prüm Decision) and Council Framework Decision 2006/960/JHA (Swedish Initiative) at Member State level (Equipment for cross-border cooperation in combating terrorism, cross-border crime and illegal immigration or cooperation in the framework of major events as well as tackling cross border vehicle crime, including the theft of cargo) (2 000 000 €);

(6) Projects analysing the possibilities for use of **privately held information** for law enforcement purposes, including in the field of passenger data, especially focusing on the aspects of achieving higher security without compromising human rights and privacy. Projects analyzing the possibilities for use of modern technologies to detect new forms of crime, such as transnational cybercrime, identity theft, fraud. And projects identifying and implementing privacy protection measures for consumers (privacy enhancing technologies), protecting citizens against cybercrime vulnerability, identity theft, fraud, etc. (2 000 000 €);

(7) **Training** of and other exchanges among law enforcement officers Actions should include the joint development, by law enforcement training bodies, of common curricula and courses with a cross-border, regional and/or EU-wide scope as well as, workshops, seminars, and exchanges among law enforcement officers and trainers aimed at sharing knowledge, experience and best practice in various areas of law enforcement activity (2 000 000 €).

6. EVALUATION CRITERIA

6.1. Eligibility criteria

The proposals for the individual projects submitted by framework partners must comply with the following eligibility criteria:

- a. Project proposals can only be submitted by bodies or organisations that were offered the framework partnership with the Commission **in a relevant area of activities** following the Call for framework partners⁵ under the programme of Prevention of and Fight against Crime;
- b. Applicants must respect the deadlines for submission of applications set for this call for proposals and upload their applications to the PRIAMOS system;
- c. Transnational projects must involve partners in at least two Member States, or one Member State and one other State which is a candidate country. Third countries and international organisations may participate as partners on a non-cost basis;
- d. National projects: eligible as starter and/or complementary measures to transnational projects, or if they contribute to developing innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods and technologies with a view to transferring them to other Member States and/or candidate countries.

⁴ Europol and Eurojust may participate but exclusively on a non-cost basis.

⁵ OJ C 031, 13.2.2007

- e. Project proposals must be submitted using the **Grant application form for action grants within framework partnership agreements** specific for this call for proposals (no other form will be accepted), all sections of the form must be completed and it **must be accompanied by all the documents** listed in Section 7.1 of this call for proposals; the formal requirements described must be respected;
- f. Project proposals must include a detailed budget using **the action grant Budget Form** specific for this call for proposals (no other form will be accepted); all sections of the form must be completed; the budget must be in **euro** and **balanced** in income and expenditure;
- g. Project proposals seeking EU co-funding of less than **€ 80.000** will not be eligible. There is no maximum limit but the amount of Community co-financing requested will be assessed with regard to the expected results.
- h. The project must not last more than **three years**;
- i. Projects cannot be already completed and **should be scheduled to start once the grant agreement is signed**. An earlier start of the project may take place only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application. In any case, whenever the project begins before the grant agreement is signed, it is always at the risk of the participants and there is no obligation for the Commission to accept the expenses of such action.
- j. The requested co-financing rate cannot exceed 95% and has to be in line with the provisions of Section 4 of this call for proposals.
- k. The maximum rate of the amount of the grant that can be subcontracted is 30 % of the total eligible costs of the project. As an exception, the percentage of the amount of the grant that can be subcontracted can be raised up to 100%. The Commission will be free to approve, reduce or reject the proposed higher rate of subcontracting after the assessment of the justification provided in the application.

Only applications which meet the above eligibility criteria will be further processed.

6.2. Award criteria

Proposals which are eligible and meet the selection criteria will be assessed by an evaluation committee. They will be ranked on the basis of the following award criteria:

- (a) **Conformity**. Projects will be assessed on the extent to which they match priority areas identified in Section C and in the relevant EU strategic documents and/or action plans. Projects should demonstrate that their objectives reflect a clearly identified need for action according to the EU's policy priorities in the field of Prevention of and Fight against Crime **20 points**
- (b) **Quality** of the proposed action regarding its conception, organisation, presentation, methodology, expected results and strategy for their dissemination. In particular, the ability of the project to attain the desired objective(s) will be assessed. **25 points**
- (c) **Value for money and Economies of scale**. size and scope of the planned activities, in particular in terms of economies of scale and cost effectiveness, cost/benefit ration of the proposed activities and appropriateness of the costs to expected results will be assessed **20 points**
- (d) **Impact** of the expected results on the general objectives of the Programme and on measures taken in the different domains as specified in Articles 7 (4) (d) of the basic act; **15 points**
- (e) **European added value**. European added-value includes geographical coverage of a project but, most of all, analysis and experimentation that lead to recommendations for common models, protocols, guidelines, structures, mechanisms, policies and processes. In practice, it implies that, over and above the attempt to run the project in a number of Member States and build multinational partnerships, applicants must look beyond the confines of the project to find the broader European relevance of the issues, the actions and the output of the project. Every project should end, if possible, with a clear indication of how the project can be further developed at EU level, and with a statement of its potential for European debate and action. **20 points**

Proposals scoring below 65 points will be rejected. Awarding a grant is **subject to availability of funds.**

7. FORMAL REQUIREMENTS FOR SUBMITTING AN APPLICATION

Applications submitted electronically via the PRIAMOS system must be uploaded by **15 June 2010, 24:00 CET (30 July 2010, 29 October 2010 for the second and the third deadline respectively)**. The PRIAMOS system will not accept any application after the deadline. Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail.

Following the conclusion of the selection process, applicants placed sufficiently high on the merit list to be considered for a grant will be requested to provide a paper copy of the application (printed out at the moment of submitting it via the PRIAMOS system) and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforesaid documents may lead to disqualification of the project proposal concerned.

Applications that are not submitted via PRIAMOS cannot be considered for evaluation.

7.1. Documents to be submitted in electronic version - uploaded to Priamos:

- (1) **A Grant application form** for action grants within the framework partnership agreements specific for this call for proposals;
- (2) **A forward budget** presented on the specific budget form, including a detailed breakdown of expected expenditure and revenue (excel format; the relevant budget form, together with the timetable and the technical annex, can be downloaded from PRIAMOS);
- (3) A **timetable** for implementation of the project;
- (4) A **technical annex**;
- (5) **Signed and dated originals of declarations by all partners** (scanned versions; the relevant partnership declaration template form can be downloaded from PRIAMOS);
- (6) CVs of staff members responsible for carrying out the activities

In addition following documents may be requested by the Commission at the later stage:

- (7) The university departments applying within the framework partnership agreement of their university must submit the evidence that the person who signed the application form for the specific action can enter into financial commitments on behalf of the university.
- (8) The original of financial identification form, dated and signed by the applicant, and signed and stamped by the bank concerned is required for **all applicants**

Templates for documents (2), (3), (4) and (5) are incorporated in the application form (1) which is downloadable from PRIAMOS system.

Applicants are free to provide any other documentation which they consider appropriate in support of their application.

While preparing your proposal, please take into consideration provisions of part B of the General Conditions of the Framework Partnership Agreement (especially article II.15 – Eligible costs).

7.2. Deadline for submitting applications

Applications submitted electronically via the PRIAMOS system must be uploaded by **15 June 2010, 24:00 CET**. The PRIAMOS system will not accept any application after the deadline. Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail.

There will be a second deadline of the call for proposals restricted to framework partners – **30 July 2010, 24:00 CET**. Access to this call will be possible no sooner than May 2010. Its publication is subject to the availability of funds.

Provided there is still budget available there will be a third deadline of the call for proposals restricted to framework partners – **29 October 2010, 24:00 CET**. Access to this call will be possible no sooner than August 2010.

8. FURTHER INFORMATION

Applicants are invited to consult the "Guide for Applicants to the 2010 ISEC Programme Action Grants within framework partnerships" at the following address:

http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm

Questions may be sent by e-mail or by fax to the address or number listed below, indicating clearly the reference of the Call for Proposals:

e-mail address: JLS-ISEC@ec.europa.eu

Fax: + 32 2 299 82 15

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question.

8.1. Examination of applications

The Commission may contact applicants to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly until the end of the selection process. When the Commission contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

8.2. Ex-post publicity

All grants awarded in the course of a financial year must be published on the Internet site of the Commission during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published by any other appropriate medium, including the Official Journal of the European Union. The following will be published:

1. the name and address of the beneficiary;
2. the subject of the grant;
3. the amount awarded and the rate of funding of the costs of the project.

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests. Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.

9. DATA PROTECTION

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or

- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may

lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.

PRIAMOS - INTRODUCTION

This call published by DG-JLS is facilitated by **Priamos**, a new system for the submission of proposals by applicants, which allows the applicants to fill in an electronic application form and submit all relevant documents via the internet. In order to access the system, an applicant needs to register (this involves the applicants providing some basic data about themselves and their organisations) and subsequently use a password provided by the system.

Please keep in mind that the applicants must complete all annexes as these need to be attached to the Application Form at the moment of its submission.

Please note that the documents submitted via the Priamos system **do not need** to be sent by regular mail. However, the applicants are strongly advised to print out the Application Form for their own records.

Following the conclusion of the selection process, applicants placed sufficiently high on the merit list to be considered for a grant, will be requested to provide a paper copy of the application and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforesaid documents will automatically lead to disqualification of the project proposal concerned.

In the event that the Commission receives two or more proposals for the same project, only the last one submitted (before the deadline) shall be taken into consideration.

I. GUIDELINES CONCERNING THE COMPLETION OF THE GRANT APPLICATION FORM

1. How to register as an applicant

The electronic submission of applications via PRIAMOS requires that you first register in the system. In order to register as an applicant please follow the relevant link **Electronic registration/ applications** on the programme website or click directly on: <https://ec.europa.eu/priamos/register>

If no person representing your organisation has registered before:

- The information marked with an * is mandatory and should be filled out, otherwise you will receive an error message when you submit the form.
- Note that the fields concerning the organisation's name have limited characters. If the name of your organisation is longer than the accepted number of characters, please use abbreviations or acronyms, but make sure that the name you register is comprehensible and suitable to identify your organisation.
- Please note the difference between:

Address (of registered office – address for the Grant Agreement in case of an award):

It refers to the official information of the organisation and its officially registered seat. Only one entry of this information can be registered in the system and it should reflect information provided in the legal entity form).

Contact address for the Commission (address for correspondence):

It refers to the information of the contact person. Note that more than one contact persons can be assigned to one organisation, e.g. in case that more applications/grants are ongoing and a different person is responsible for each. For more information, see below.

- The e-mail address under **Contact address for the Commission** will be the one used for communication concerning the registration.
- Upon successful submission of the registration form by clicking on the "Submit" button, a message appears at the bottom of the form including a registration number. This number is of importance concerning the registration procedure, thus it should be kept for future use and reference.
- The filled in registration form will be automatically sent to the e-mail you have indicated for correspondence (under contact address for the Commission). This e-mail is for information purposes only and it will not contain the user-name and password. Please save a copy of the registration form for your own future use.

- PRIAMOS USM will send your user-name and password by e-mail to the e-mail address indicated for correspondence (under Contact address for the Commission). A PRIAMOS FAQ document will be also attached to this e-mail. Your request is treated manually, so please allow reasonable time until you receive the reply. In case of undue delay, you may contact the PRIAMOS USM Mailbox JLS-PRIAMOS-USM@ec.europa.eu indicating your registration number.
- Please note that the user-name and password are specific **for each contact person**, not for each organisation.

If you have already registered as an applicant for any previous JLS calls:

- You should use your previous username and password and not register again.
- In case you have forgotten your password, please contact the PRIAMOS USM Mailbox JLS-PRIAMOS-USM@ec.europa.eu.
- For any changes (adding, deleting, modifying) of the legal representative, the contact person(s) of the organisation or address of the organisation's registered office, you should:
 - access PRIAMOS https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/
 - login using your existing password
 - click on **Organizational Data Update** and introduce the changes through the system.
 On submitting the changes you will receive a registration number for your update request. The PRIAMOS USM team will contact you per e-mail confirming that your request has been processed.

2. Log in the system and download the Grant Application Form

- You will first be invited to change your password initially received.
- The contact person who will be responsible for this call should log in the system with his/her username and password.
https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/
- In order to find the Grant Application Form, click on **Applications - Download Forms** without specifying any search criteria.
- Please be careful to select the Grant Application Form applicable to the call under which you want to apply and **save it on your computer ("download")**.
- You can find all mandatory templates for the call if you click on the "Attachments" button, which appears as a paper clip image on the left hand side of the Grant Application Form. **Please save all of them separately on your local drive of your computer by clicking on the diskette icon on top of the form.**

3. Prepare the necessary documents

- Fill out the Grant Application Form saved on your local drive and remember to click on "Save" button regularly (on top of the pdf application form).
Note that only Adobe Reader can be used to fill out the application (not e.g. Adobe Acrobat etc.)
- Some fields are automatically filled out.
Note that the information concerning the Contact Person is filled out according to the user who downloaded the form.
- The fields marked with an * must be filled out mandatorily. If you do not wish to fill out information in any of these fields, please insert 0. If the field is blank, the application cannot be uploaded on the system.
- Fill out the Project Description, the Budget (make sure that no Error messages appear) and prepare all other requested documents.
- Once all documents are finalised, attach each of them to the application form using the attachments button which appears as a paper clip image on the left hand side of the application form. **Remember to click on Save** (the save button which appears on top of the pdf application form), only then is the document attached.
- It is not necessary to zip documents before uploading them.
- No signature is required on the Grant Application Form, nor on the Project Description, nor on the Budget. For the rest of the Annexes the need of signature is indicated in the call.

4. Upload the application

- After all documents have been successfully attached, the contact person for this application should log in the system and upload the application under **Applications – Upload Forms.**
- Note that only the pdf document of the Grant Application Form can be uploaded and no other document (e.g. separate Word documents, Budget form, scanned documents).
- Upon successful submission of the Grant Application Form, a confirmation will be displayed on top of the window, including a number assigned by the system to your application. Please make a note of this number.
- In case a field of the application form marked with an * is not filled out, the upload of the application in the system will be rejected. You should fill out the respective field in the application form and click Save. Only afterwards can you upload it in the system.
- For your own future use and reference the uploaded Grant Application Form will be visible to you if you click **Applications-Overview Applications.**

IMPORTANT NOTES

- If you want to modify your application or an attachment, it is possible to do so only until the deadline of the call. You need to make the necessary modifications to the Grant Application Form and/or the relevant document(s) **which have already been saved (downloaded) on your local drive.** After having brought the necessary modifications, attach again **ALL** requested documents to the application form and upload it again. **ONLY the last uploaded application version and the attachments appearing on it will be considered valid for the evaluation.** If requested documents are not attached to this last version, previously uploaded versions will not be considered for evaluation.
- If you want to submit two proposals **for two different projects within the same call for proposals,** you should download the Grant Application Form for this Call **twice.** Please make sure that you give to each of the two downloaded Grant Application Forms a different name and that you use it consistently only for **the same** project during each stage of the application procedure (filling out the Grant Application Form, attaching the annexes relevant to this project, uploading the application form, re-uploading in case of changes as described above).
- If you want to submit a proposal within another call for proposals which is open at the same time, please be careful to select the Grant Application Form applicable to the call under which you want to apply, save it on your computer ("download") and proceed with steps (2) and (3) explained above.

**YOU SHOULD NOT WAIT UNTIL THE LAST MOMENT
TO REGISTER OR UPLOAD YOUR APPLICATION.**
**No extension to the deadline will be given and no applications submitted on paper,
e-mail, fax or other means will be considered eligible.**

http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Introduction_Applicants.htm

5. Useful links

- Registration as an applicant and introducing changes:
<https://ec.europa.eu/priamos/register>
- PRIAMOS portal for application form download and upload:
https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame
- Self-learning material:
http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Selflearning_Applicants03.htm
- PRIAMOS USM mailbox (for technical difficulties only)
JLS-PRIAMOS-USM@ec.europa.eu

6. Technical requirements for PRIAMOS

The PRIAMOS system is based on Web Browser technology interacting with Adobe Reader.

PRIAMOS is optimised for use with the following software versions:

- Adobe Reader 7.0.9 or higher for filling in the Application Form (<http://get.adobe.com/reader/>)
- Web Browser:
 - MS IE 6.0 or higher (<http://www.microsoft.com/windows/internet-explorer/default.aspx>)
 - Mozilla Firefox 2.0 or higher (<http://www.mozilla-europe.org/en/firefox/>)
- For the self-learning material: Adobe Flash® Player 7 or higher (<http://get.adobe.com/flashplayer/>).
- NB: You can receive them on request in a printable version by asking JLS-PRIAMOS-USM@ec.europa.eu
- In order to upload electronic versions of paper documents (e.g. signed or stamped originals), a scanner with corresponding scanning software is needed (optional, depending on the requirements of the specific Call for Proposals).
- As for the electronic Annexes that will be attached within the Application Form – unless otherwise stated – all file formats are supported. We recommend however to use the most common formats.

The speed of the PRIAMOS application depends on several factors. In particular, the size of the Application Form (containing all the Annexes) can negatively influence the performance. DG JLS recommends ensuring that the Application Form does not reach an excessive size.

7. Technical Problems

If you encounter problems in using PRIAMOS, we suggest you to first check whether your computer, computer network or internet connection are running fine; then verify whether your hardware and software meet the technical requirements mentioned under (6). You can also try, if possible, to use a different computer configuration and/or a different network.

If your problem persists, you can also contact PRIAMOS USM via email address JLS-PRIAMOS-USM@ec.europa.eu. Please clearly indicate your registration number and if applicable, your application number, as well as a clear description of the problem encountered. You will receive a reply as soon as possible. Nevertheless, please note that PRIAMOS USM Helpdesk is able to answer or solve enquiries related to **technical** difficulties only. All other enquiries related to the call for proposals as such (e.g. which documents are relevant and how they should be completed etc.) should be sent directly to the functional mailbox of the particular call indicated in the corresponding call for proposals.