

 





**Annex 3**

**Horizon Internationalisation Partnership Awards Scheme (HIPAS)**

**Rules for Participation – Non-State Aid**

**XJENZA**MALTA

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**1.0 Introduction:**

Xjenza Malta (XM) is receiving proposals under the Horizon Internationalisation Partnership Awards Scheme (HIPAS).

The Scheme will support Maltese eligible public entities and Public Research and Knowledge Dissemination Organisations intending to submit a Horizon Europe proposal, including proposal submission to Horizon 2020/Horizon Europe Partnerships in which Maltese Managing Authorities are partners (Clean Energy Transition Partnership - CETP, Sustainable Blue Economy Partnership - SBEP, Transforming Health and Care Systems Partnership - THCS, Partnership for Research and Innovation in the Mediterranean Area - PRIMA, Water4All, European Partnership on Innovative SMEs - Eurostars), as a **Coordinator** entity to engage a service provider (local or foreign) who will be supporting the applicant entity through proposal writing and submission.

The applicant entity needs to develop and submit a proposal by engaging the services of proposal writer/s or consulting services with a proven track record in proposal writing in Horizon Europe/H2020/FP7. Unless otherwise instructed by XJENZA MALTA, applicants will be expected to participate in related Horizon Europe/Partnerships events and trainings organised by XJENZA MALTA. In addition, applicants are required to set up regular meetings/consultations with the respective Horizon Europe National Contact Point and Partnership Call Managers.

The activities must be implemented within maximum period of **one (1) year** from date of the signed Grant Agreement without the possibility of extension. Applicants under this scheme must keep in mind that service provider engagement and work on the proposal writing cannot start before the Grant Agreement is signed by Xjenza Malta, as otherwise the costs will be rendered ineligible.

1. **Definitions**

* **Applicant** means any eligible entity to apply in terms of these Rules for Participation and who consequently applies for funding under this scheme.
* **Arm’s length** means that the conditions of the transaction between the contracting parties do not differ from those which would be stipulated between independent enterprises and contain no element of collusion. Any transaction that results from an open, transparent and non-discriminatory procedure is considered as meeting the arm’s length principle. Having family ties or a personal relationship between the service provider and the applicant will lead to a breach of the arm’s length principle.
* **Coordinator entity** is one of the beneficiaries of a project consortium that is appointed as the single point of contact between XJENZA MALTA and the consortium partners from proposal submission to project end. The coordinator entity will have the responsibility of ensuring that all the partners involved in the consortium are eligible and supervises the project workflow with the help of WP leaders. Additionally, the Coordinator entity will be required to submit the project application on behalf of the consortium and must also compile and submit reports / deliverables to the funding bodies, which in turn will relay these documents to the Lead Agency.
* **Partner** is defined as a partner in a consortium of a funded project.
* **Public Entity** is any Ministry, Department, Entity, Authority, Public Commission, Public Sector Foundation, or similar organisation that does not carry out an economic activity within the meaning of Article 107 TFEU and that exercises public power, or else acts in its own capacity as public authority, where the activity in question forms part of the essential function of the State or is connected with those functions by its nature, its aim and the rules to which it is subject. However, the classification of a particular entity as an undertaking depends entirely on the nature of its activities, and the overriding criterion of consideration is whether it carries out an economic activity or not, e.g. an entity that is formally part of the public administration may nevertheless have to be regarded as an undertaking within the meaning of Article 107(1) of the Treaty. Thus, an entity that carries out both economic and non-economic activities is to be regarded as an undertaking only with regards to the former. In this case, if the economic activity can be separated from the exercise of public powers, then that entity acts as an undertaking in relation to that activity and the financing, the costs and the revenues of that economic activity shall be accounted for separately from the other non-commercial activities.

If an economic activity cannot be separated from the exercise of public power, the activities exercised by that entity as a whole, remain connected with the exercise of those public powers and therefore fall outside the notion of an undertaking.

* **Research and knowledge-dissemination organisation** means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer. Where such entity also pursues economic activities the financing, the costs and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, in the quality of, for example, shareholders or members, may not enjoy preferential access to the results generated by it.
* **Research and Development** is defined as the systematic investigation, work or research carried out in any field of science or technology through experiment, theoretical work or analysis undertaken in order to acquire new knowledge, primarily directed towards a specific practical aim or objective.

**3.0 Eligibility Criteria**

The applicant must be an entity registered as one of the following:

1. **Public research and knowledge-dissemination organisation whose main activities are education which is not offered for remuneration and independent research whose results are widely disseminated on a non-discriminatory basis;**
2. **Public entity that does not offer goods or services on a market for remuneration.**

Applicants who have other funded projects with Xjenza Malta and are in default, and/or have gone beyond the timelines of the project, are not eligible to participate.

Any application submitted by or including the participation of any legal person or legal entity having, in totality or in majority ownership, the same shareholders, partners or persons holding and / or exercising a controlling power in any other legal entity which will have been at any time prior to such application declares as non-compliant or defaulting on any other contract or agreement entered into with Xjenza Malta, shall be automatically declared as inadmissible.

Funding under this scheme is made available on the basis that the Applicant has not benefited and will not benefit from any other grant or financial incentive of whatever nature, applied for and/or utilised for the same scope as that subject of the funding requested under this scheme.

Eligible applicants are those entities who are considered eligible to be Coordinators of Horizon Europe/ Partnership proposal. Eligible applicants will be supported by a proposal writer/consultant and optional graphic designer.

Applications should be endorsed by the entity’s legal representative. Applicants already featuring on XJENZA MALTA’s non-compliance list will not be eligible to apply for this Awards Scheme.

**4.0 Financing**

Each applicant is invited to provide a breakdown of the anticipated costs to carry out the proposed activities as part of the application form. XJENZA MALTA reserves the right to negotiate any amount quoted by the applicant should this be considered as being over-estimated.

The amount of the Award available to any one successful applicant is capped at €8000, except for the following cases:

* For the MSCA Postdoctoral Fellowship Call the grant is capped at €2500.
* Applicants that have already benefited from HIPAS for their first stage application that is part of a two-stage call and have been selected to submit the full proposal for the second stage, can request a top up grant of up to an additional €8000 to pay the consultant/proposal writer fees for the preparation of the full proposal.

**Eligible costs:**

* Proposal writer/s or consulting services fees;
* Graphic designer fees for improving the visual appearance of the proposal (graphs, charts, images, etc) of up to €1000 as part of the total requested grant.

XJENZA MALTA will provide 100% reimbursement upon confirmation of proposal submission and confirmation of invoice and receipt by beneficiary (further details in Section 9). Eligible expenses are only those procured after the project starts (after the Grant Agreement is signed) and invoices and receipts cannot be related to activities before the Grant Agreement has been signed. The beneficiary must follow procurement regulations and Xjenza Malta can request evidence that the services were good value for money. eg. quotations, track record of selected service provider.

A conflict of interest (COI) exists if the proposal writer/s or consulting service;

* is involved in the preparation of the HIPAS application.
* Is a Beneficiary in the Horizon Europe/Partnerships proposal to be submitted to the European Commission/Call Secretariats.
* stands to benefit directly if the proposal is positively evaluated. Providing market research information to the applicant will not be considered a COI.
* has a family / personal relationship with any person representing an applicant.
* is a director / trustee / partner of the applicant or involved in the management of the applicant’s entity or is an employee of the same entity.
* the costs incurred for the service provider do not meet the conditions outlined in the arm’s length principle.

If emerges that the chosen proposal writer/s or consulting service has a conflict of interest as explained in the previous clause, the beneficiary cannot use their services and must choose a different consultant.

In cases of resubmissions (whenever the applicant has already used the HIPAS/IPAS+ Option B in previous calls and would like to apply again in order to resubmit the same proposal to the Commission),

- a different consultant should be chosen.

- HIPAS application will be considered eligible only if the applicant has received higher score than the threshold after the Horizon Europe/Partnerships proposal was previously evaluated by the European Commission/Call Secretariats.

**Consumables and equipment cannot be funded under this Scheme. Expenses related to loans, interests and recoverable value added tax are also considered as ineligible costs.**

Award holders will be responsible for arranging all relevant activities. The Applicant should provide an estimated breakdown of the anticipated costs to carry out the project’s activities in the application form.

**No double funding** is permitted for the **same** activities carried out in HIPAS and in conjunction with other schemes.

**Additional Provisions**

Eligible Costs are to conform to the following and are subject to the final audit scrutiny:

* Any expenses incurred during the project must be consistent with the principles of economy, efficiency, and effectiveness.
* Commercial transactions between any applicants or consortium partners, or between any applicants or a consortium partner and a company with similar shareholding to a consortium partner, is not allowed. All transactions need to be carried out in line with the arm’s length principle outlined in Section 2.

**5.0 Submission of Application Form**

Interested Applicants are to submit their application form electronically to [horizon.malta@gov.mt](mailto:horizon.malta@gov.mt) keeping Lili Kankaya [lili.vasileva@gov.mt](mailto:lili.vasileva@gov.mt) in copy with “HIPAS - Application 2025” as a subject heading. The call will be open throughout the year with the following cut offs:

* **15th April 2025**
* **27th June 2025**
* **7th November 2025 (final deadline)**

The application must be dated and signed by the applicant and the legal representative. Incomplete applications will not be considered. Applications received after the cut off deadline will be considered and evaluated under the next cut off.

Submissions should include the following documents:

* The fully completed and signed ‘Horizon Internationalisation Partnership Awards Scheme - 2025 Application Form’ provided by XJENZA MALTA that is associated with this call and includes the following:
  + proposed project idea (project’s brief) and pre-identified call topic.
  + List of pre-identified potential consortium partners (if already available).
  + Track record for each of the 3 consultancy/proposal writer companies, including at least 3 relevant *Horizon Europe/ Horizon 2020 /FP7 projects (for each company) that the service providers have supported in the past (preferably successful)*. A profile of selected graphic designer company (if relevant) is also required.
  + company profile/track record of the applicant’s legal entity.

It is the responsibility of the applicant to ensure the timely and correct delivery of the application form to XJENZA MALTA. It should be noted that emails larger than **15MB** will be automatically rejected by the mail system. The applicant may make use of cloud storage.

**6.0 Selection Process**

Applications will be assessed by a selection panel set up by XJENZA MALTA against the following criteria:

* Excellence of the proposed project idea (project’s brief) and relevance to the pre-identified call topic.
* Proven track record of the proposed consultancy individuals/firms, including a list of other Horizon Europe/Horizon 2020/FP7 projects that have been supported in the past.
* Quality of the proposed consortium partners, makeup, distribution, diversity (academic, public, private), if applicable.

**7.0 Award Duration**

The deadline for completion of the projects/activities funded through the award is one (1) year from the date of the signed Grant Agreement, although projects may be completed at any point within the one (1) year time frame. Requests for extension of the award will not be considered. Any activities/deliverables related to the award cannot start before the grant agreement is signed by XJENZA MALTA legal representative and the applicant’s legal representative.

**Selection of proposal writer/ consultant:** Once the GA is signed, the applicant may proceed with selection of the proposal writer/ consultant, following the organisation internal rules. If quotations are required, the 3 mentioned companies in the application form are to be contacted. If the organisation/applicant needs to publish the request for quotations on e-PPS, the 3 listed proposal writers/ consultancy companies are to be invited to submit their offer following the procedure.

Upon completion of the activities/projects (the Horizon Europe/Partnership proposal has been submitted), the applicant is to submit a final report within 60 days according to a standard template developed by XJENZA MALTA. The final report will need to be accompanied by all relevant documentation, including receipts demonstrating how the award was spent. XJENZA MALTA retains the right to audit the financial documentation and to request further proof of expenditure of the award.

Any requests for change of use of the award should be addressed in writing to Xjenza Malta at [horizon.malta@gov.mt](mailto:horizon.malta@gov.mt) and justify the change being requested (e.g. change of proposal acronym, change of call/topic where the proposal will be submitted). Such request needs to receive consent from XJENZA MALTA prior to being effected. Applicants are reminded of the importance of retaining all documents proving expenditure of the awarded funds for submission with the final report.

If the implementation of a project becomes impossible, the applicant is to inform XJENZA MALTA as soon as possible.

**8.0 Correspondence**

Successful applicants will be required to inform Xjenza Malta at [horizon.malta@gov.mt](mailto:horizon.malta@gov.mt) regularly of any direct or indirect outputs resulting from this award during and beyond the lifetime of the award.

Reference to this award should be made on any publication, marketing or PR material that is generated in relation to the project or activity undertaken.

**9.0 Final Reporting**

Successful applicants are also required to submit a final report on the activities undertaken to Xjenza Malta within 60 days from the date of completion of the activities (once the Horizon Europe/Partnership proposal has been submitted) funded by the Award. XJENZA MALTA reserves the right to take any necessary legal action should such reporting not be submitted.

**Required documents as final report:**

The reimbursement will be issued on the provision of the following:

1. Final Report
2. Invoices and Receipts related to Proposal Writer and Graphical Designer Fees
3. Proof of successful submission of a proposal through the Horizon Europe/Partnerships online submission platform.
4. Proof of successful submission of a complete national application form to the Maltese Managing Authorities by the imposed deadline (if applicable, eg. not applicable for Horizon Europe Calls).

**10.0 Interpretation of the Rules**

This document endeavours to establish comprehensive and unambiguous rules governing participation in this initiative. However, should circumstances arise where the rules are inadequate, unclear, ambiguous, or conflicting, Xjenza Malta shall exercise its discretion in the interpretation of the rules through the setting up of an ad hoc committee.

**11.0 Confidentiality of Submissions**

Unless otherwise indicated, all application submissions shall be treated in strict confidence.

The data collected by Xjenza Malta via the application for the assistance and its subsequent processing by Xjenza Malta to evaluate data subject’s request for assistance under the Scheme is in line with:

1. The Rules for Participation;
2. Data Protection Act, Chapter 586 of the Laws of Malta and Regulation (EU) 2016/679 of the European Parliament and of Xjenza Malta of 27 April 2016 on the protection of natural

persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

1. The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for assistance is Regulation 6 (1)(b) of the General Data Protection Regulation (“GDPR”), as ‘processing is necessary in order to take steps at the request of the data subject prior to entering into a contract’.

**12.0 Further Information**

For further information on the Horizon Internationalisation Partnership Award Scheme (HIPAS) kindly contact Mrs Lili Kankaya as per details below:

Mrs Lili Kankaya

Senior Executive

Framework Programme Unit

Xjenza Malta

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Email: [lili.vasileva@gov.mt](mailto:lili.vasileva@gov.mt)