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**PRIMA Training and Mobility Award (PTMA)**

**National Application Form**

Version: 1

Issue Date: January 2025

**Notes to Applicants**

1. The official National Rules for Participation can be downloaded from the [Xjenza Malta’s website](https://xjenzamalta.mt/media/open-funding-schemes/). Kindly ensure that this national application form is filled in with reference to the National Rules for Participation 2025 for this Call.
2. The application form and any attached documents will be treated as confidential throughout and after the appraisal process.
3. Only application forms which are complete and that include all relevant supporting documents will be evaluated.
4. Only electronically filled in application forms will be accepted. Should the application be hand-written or should the format of the application form be altered, the application form will not be evaluated.
5. All responses must be clearly explained and substantiated.
6. A complete application form must be submitted to Xjenza Malta via email on [prima.xjenzamalta@gov.mt](mailto:prima.xjenzamalta@gov.mt) . Relevant annexes could be found on the [Xjenza Malta’s website](https://xjenzamalta.mt/media/open-funding-schemes/).
7. Deadlines for submission of the complete and signed application form are:

**17th March 2025 at 23:59 CET**

**16th June 2025 at 23:59 CET**

**6th October 2025 at 23:59 CET (final deadline)**

Any submissions received after the stipulated deadline will be rejected.

1. This national application form will be evaluated as per the National Rules for Participation 2025. Xjenza Malta reserves the right to request further information should this be required.

**Section one: Applicant’s Details**

*Please fill in all sections of the form.*

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| **Applicant Details**  *(Please include details of the Malta-based entity applying for the Call)* | |
| **Applicant Information** | *Name:* Click or tap here to enter text.  *Designation:* Click or tap here to enter text.  *Gender:* Click or tap here to enter text.  *Contact Number:* Click or tap here to enter text.  *E-mail address:* Click or tap here to enter text.  *I consent to receive information about other initiatives by Xjenza Malta* |
| **Legal Name of Academic Institution / Private Entity** | Click or tap here to enter text. |
| **Name of Department/Institute/Centre**  (if applicable) | Click or tap here to enter text. |
| **Website address** | Click or tap here to enter text. |
| **VAT number** (not applicable to public entities) | Click or tap here to enter text. |
| **Legal Form of Undertaking/Entity** | Choose an item. |
| **Business Activity** *[please state NACE code; a list of NACE Codes may be accessed* [*here*](https://ec.europa.eu/eurostat/documents/3859598/5902521/KS-RA-07-015-EN.PDF)*]* | Click or tap here to enter text. |
| **Registration/Identification number** (not applicable for public entities) | Click or tap here to enter text. |
| **Entity / Undertaking Size** | Click or tap here to enter text. |

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| **Foreign Partner Organisation’s Details:**  *(Please include details of the contact person/partner from the* ***foreign partner*** *involved)* | | | |
| **Legal Name of Foreign Academic Institution / Private Entity** | Click or tap here to enter text. | **Name of Department/ Institute/ Centre** | Click or tap here to enter text. |
| **Contact Details** | **Name:** Click or tap here to enter text. | **Designation:** Click or tap here to enter text. | |
| **E-mail:** Click or tap here to enter text. | |
| **Address:** Click or tap here to enter text. | **Contact Number:** Click or tap here to enter text. | |

**Note:** Kindly replicate the table above, should you need to add additional foreign partner organisations.

**Section two: Project /Activity details**

In this Section, the Applicant needs to give detailed descriptions of the proposed project/activity to be evaluated. Kindly refer to the National Rules for Participation 2025 associated with this Call to ensure eligibility of participation.

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| **Project Title/Name of Activity** | Click or tap here to enter text. |
| **Project Acronym** | Click or tap here to enter text. |

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| 1. **Quality of Project/Activity** | | | | |
| *Please provide the relevant information on this evaluation criterion (maximum number of words:500)*   * *Proposals will be evaluated on the clarity and quality of the collaboration activities proposed with the foreign partner(s). Activities must either be, or be supportive of, high quality international R&I with the potential to yield mutually concrete beneficial results and demonstrate innovation and interdisciplinarity in the selected field of interest. The involvement of early career researchers (at Master or PhD level) in the implementation of the internationalisation activities will be considered an advantage, to acquaint them with such practices of capacity building, and establishing their international network.* * *Proposed project/activity must be in line with the PRIMA SRIA, PRIMA Annual Work Plan and/or PRIMA-related Call Texts.* | | | | |
| Click or tap here to enter text. | | | | |
| 1. **Strength of the Partnership and Leadership** | | | | |
| *Please provide the relevant information on this evaluation criterion (maximum number of words:500).*   * *Projects/activities must be led by recognised experts with a demonstrated track record in R&I and good leadership ability.* * *Evidence of past collaborative work between the partnering entities (i.e., joint projects, publications, and any other relevant past achievements) would be a testament of the strength of the partnership.* * *New partnerships between local and foreign entities in the interest of furthering R&I collaboration are highly encouraged with the aim of fostering closer ties between local and foreign entities established in the various PRIMA Participating States. A convincing case should be made for the benefits of the partnership(s), including the potential for long-term partnership.* | | | | |
| Click or tap here to enter text. | | | | |
| 1. **Outcomes and Sustainability** | | | | |
| *Please provide the relevant information on this evaluation criterion (maximum number of words:500).*  *Proposed activities must have significant potential outcomes including the mandatory submission of a grant bid to Calls under the PRIMA programme. Other outcomes could also include, joint publications, popular dissemination material and so on. Such outcomes will build longer term international relationships based on a genuine commitment by the partners to invest in a sustained successful partnership. Evidence of the potential to attract or generate external funding will be considered an asset.* | | | | |
| Click or tap here to enter text. | | | | |
| 1. **Expected Timelines** | | | | |
| *Kindly provide a description of the timeframe and plan for the implementation of the project/activities funded through this Call. Please note that all activities funded through this Call would need to be completed by 1 year from the signature of the Grant Agreement (maximum number of words:250).* | | | | |
| Click or tap here to enter text. | | | | |
| **Breakdown of Costs covered through the Call (estimate in €)** | | | | |
| *Kindly provide an estimated breakdown of costs i.e., how much of the Awarded funds you plan to use on: Travelling?, Accommodation?, Research & Innovation?, Publication?, Host activities? etc. Refer to Section 4.1 of the National Rules for Participation to ensure eligibility.*  *NB: As stated in the National rules, costs for consumables and equipment are not eligible under this Call. When subsistence costs are calculated, your pre-approved entity or company subsistence allowances can be used as a guide. If this is not available, official per diem rates established by the Ministry of Finance could be used for guidance.* | | | | |
| |  |  | | --- | --- | | **Line Item** | **Budget** | | **Flights** | € | | **Travel Insurance** | € | | **Subsistence Allowance** | € | | **Catering** | € | | **Information & Promotional Material** | € | | **Conference Registrations** | € | | **Publication/Media Articles** | € | | **Other expenses** (must be approved beforehand by the Managing Authority) | € | | **TOTAL** | € | | | | | |
| **Total Amount of Funds Requested through this Call: (in €)**  *(Please keep in mind that funding for any one proposal is capped at €8,000)* | | | € | |
| **Supplementary / Match Funding**  *Does the Partner organisation plan to provide any additional funding?* | Yes    No | **Name of institution that will be supplying the funds** | | Click or tap here to enter text. |
| **Supplementary Fund Provided over duration of the Project/Activities (in €)** | | € |

**Section three:** **Applicable State Aid Regulation**

For applicants that qualify as undertakings that carry out an economic activity within the meaning of Article 107 TFEU, the PRIMA Training and Mobility Award will be implemented in line with the *de Minimis* Regulation (Commission Regulation (EU) *2023/2831 of 13 December 2023* on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid). More information is provided in the rules for participation and Xjenza Malta can also be contacted for further clarifications.

State aid rules will not apply to Public Entities and Public Research and Knowledge-dissemination Organisations, that are registered in Malta and do not carry out an economic activity within the meaning of Article 107 TFEU.

If you deem that State Aid is not applicable, a justification will need to be provided. If the activities undertaken by the applicant are found to have State Aid implications, the Applicant would need to follow State Aid rules.

More information is provided in the rules for participation and Xjenza Malta can also be contacted for further clarifications.

Please provide justification below:

Click or tap here to enter text.

**Section four: Declaration**

**4.1 Personal Data Protection**

1. Contact email address of the Data Protection Officer: [dpo.xjenzamalta@gov.mt](mailto:dpo.xjenzamalta@gov.mt)
2. The legal basis and purpose of processing:

The personal data collected by Xjenza Malta via this written application for the aid and its subsequent processing by Xjenza Malta to evaluate data subject’s request for aid under the Scheme is in line with.

1. The relevant National Rules for the Call.
2. Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (hereinafter referred to as the ‘de minimis Regulation’) in the case of those projects submitted under Regulation A of the National Rules for Participation – State aid.
3. Data Protection Act, Chapter 586 of the Laws of Malta and Regulation (EU) 2016/679 of the European Parliament and of the Council 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).

The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for aid 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’*.

1. Data retention period:

The data collected by Xjenza Malta as submitted by the data subject via this written application for aid will be retained for a period of ten (10) years from the last aid granted to the Entity represented by the data subject in relation to this written application for aid, in line with the Scheme’s National Rules for Participation and Article 6 of the *de minimis* Regulation (where applicable).

1. Pursuant to General Data Protection Regulation (GDPR), you have the right to access the personal data, rectify inaccurate personal data, request to erase personal data and request Xjenza Malta to restrict the processing of personal data.
2. To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.
3. Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:

* Render one or more cost items or the Entity ineligible for assistance under the Scheme or render void the Grant Agreement issued in favour of the Entity for assistance under the Scheme in relation to this written application for aid;
* Lead Xjenza Malta to enforce a recovery of aid granted to the Entity as part of this written application for aid.

1. Sharing of data where strictly necessary and required by law:

For the purpose of processing this written application for aid in line with the National Rules for Participation and the ‘*de minimis* Regulation’ (where applicable), Xjenza Malta may share the data provided via this application with other Government Entities, subject that such processing satisfies at least one of the grounds listed under Regulation of the GDPR.

1. For the purpose of monitoring of aid in line with Article 6 of the *de minimis* Regulation or where legally required, any data provided as part of this written application for aid may be shared with the European Commission. For aid granted in line with the *de minimis* Regulation, such data includes the identification of the beneficiary, the aid amount, the granting date, the aid instrument, and the sector involved on the basis of the statistical classification of economic activities in the Union (‘NACE classification’), which will be published on a central register at national or Union level as of 1 January 2026.
2. If you feel that your data protection rights have been infringed, you have the right to lodge a complaint with the Information and Data Protection Commissioner.
3. Authorisation to engage with Xjenza Malta on matters related to this application.

I the undersigned, as legal representative of the Applicant Entity, authorise the following Legal Bodies and/or Natural Persons to act on my behalf with Xjenza Malta with respect to matters related to this written application for aid and any subsequent documentation exchanged between the two parties in relation to the same written application for aid.

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| **Name of Legal Entity** | **Name and Surname of Natural Person granted authorisation(1)** | **E-mail address of party granted authorisation(2)** |
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Note 1: Leave empty if authorisation is intended to any natural person engaged with the Legal Entity. Otherwise specify the name and surname of the person(s) working for the Legal Entity to whom the authorisation is intended.

Note 2: Written communication with the Legal Entity and/or Natural Person granted authorisation via email will only be accepted via the email address specified in the table above. The Undersigned should be copied (via the email address specified in this application) in any communication between Xjenza Malta and the Person granted authorisation as per above table.

|  |  |
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| **Name and Surname of person giving authorisation:** |  |
| **E-mail address of person giving authorisation:** |  |
| **Signature of person giving authorisation:** |  |
| **Designation:** |  |
| **Date:** | Click here to enter a date. |
| *The person giving authorisation should correspond to the data subject of personal data contained in this application as well as represent the Applicant Entity as its legal representative.* | |

**4.2 Cumulation of Aid (where State Aid rules apply)**

The undersigned declares that aid approved under this Call is in line with the terms and conditions set out in the National Rules for Participation and in line with the rules on cumulation outlined in Article 5 of Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid.

**4.3 Double Funding**

The undersigned confirms that there has not been any approval or has been granted any public funding, financing or fiscal benefit in respect to the cost items included in this request for aid and will not seek funding or fiscal benefits for these cost items through other **National** and/or **European Union** measures.

Such measures may include:

1. Schemes administered by Xjenza Malta, Malta Enterprise, the Planning and Priorities’ Coordination Division (PPCD), the Measures and Support Division, JobsPlus, the Energy and Water Agency, and other government-funded schemes operated by other entities (such as JAMIE financial instrument).
2. Schemes funded through Horizon 2020, Horizon Europe, ERDF, ESF and any other European Union programmes/instruments.

**4.4 Outstanding Recovery Order**

The undersigned confirms that the applicant is not subject to an outstanding recovery order following a previous Commission decision declaring an aid granted by Malta illegal and incompatible with the internal market.

**4.5 Transparency Obligations**

By submitting this application, I hereby acknowledge that Xjenza Malta shall abide with any applicable transparency rules and may publish and make available to third parties’ information as required by such rules. In particular, such information includes the identification of the beneficiary, the aid amount, the granting date, the aid instrument, and the sector involved on the basis of the statistical classification of economic activities in the Union (‘NACE classification’), which will be published on a central register as of 1 January 2026.

* 1. **Additional declarations:**

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| **I confirm that:**  The information given on this form is accurate to the best of my knowledge. I understand that if it is later established that I misrepresented myself and I am not eligible for this Call then I will be required to pay for the services received. | I agree |
| I accept and confirm that the personal data and project/activities proposal content information can be passed on to Xjenza Malta to be used solely for the purposes of administering, processing, and review of the application. | I agree |
| I accept and confirm that the personal data and proposal content information can be passed on to third parties i.e., the Partner Organisation/s with whom I will be carrying out this project, solely for use in said project/activities, and that any misuse of the data or provision of data to parties outside this agreement will incur legal action. | I agree |
| I have read and I accept the terms and conditions stipulated within the declarations above and the National Rules for Participation 2025 and confirm that I agree with the eventual publication of personal data and project proposal content information of successful applicants, including name of entity, project contacts, title of proposal and abstract. | I agree |
| I confirm that a **Letter/s of Support** from the partnership institution has/have been attached to this application form. | I agree |
| I have never been found guilty by any competent Court in Malta or elsewhere of any crime[[1]](#footnote-1) and that I have never been adjudged bankrupt or insolvent by, or filed an application for insolvency before, any competent Court in Malta or elsewhere. | I agree |
| I have never been disqualified[[2]](#footnote-2) or excluded from participation in any Public Tender either by the Government of Malta or by the European Union or by any public entity in Malta. | I agree |
| I have never been disqualified[[3]](#footnote-3) or excluded from participation in any Public and/or European Union funding scheme. | I agree |

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| **Signature & Stamp of the Applicant:**  *The applicant needs to have sufficient authority to ensure the adequate degree of commitment and support for the activities.* | **Date:**  **Sign:**  **Stamp:** |
| **Signature & Stamp of CEO / Chairman / Rector of Applicants Entity:**  *Applications should be endorsed by the applicant’s CEO/Chairman/Rector, as the case may be.* | **Date:**  **Sign:**  **Stamp:** |

1. *This Declaration does not extend to any traffic related offences where these have been made.* [↑](#footnote-ref-1)
2. *This Declaration does not extend to disqualification of any tender proposal due to technical reasons.* [↑](#footnote-ref-2)
3. *This Declaration does not extend to disqualification of any tender proposal due to technical reasons.* [↑](#footnote-ref-3)