

TRP Application Process

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Today's Agenda



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De Minimis vs Non-State Aid

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7 key sections at a glance

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04

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Application Routes



OPTION A

De Minimis

- ✓ Private Sector companies
- ✓ NGOs and foundations
- ✓ State aid under EU regulations
- ✓ Max €300,000 over 3 fiscal years
- ✓ Economic activities eligible

OPTION B

Non-State Aid

- ✓ Public entities
- ✓ Knowledge Disseminating Orgs (RKDOs)
- ✓ Non-economic entities
- ✓ Must provide clear justification of non-economic activities

De Minimis: Key Rules



€300,000 Cap

Total state aid received across all de minimis schemes must not exceed €300,000 over a rolling 3-fiscal-year period.

Who Qualifies

Private sector companies and NGOs operating in economic activities. Must be a legal entity registered in Malta.

State Aid Declaration

Applicants must declare all prior de minimis aid received. Failure to disclose may result in disqualification.

Non-State Aid Route



This route is exclusively for Public Entities and RKDOs engaging in non-economic activities only. Private sector applicants must leave Section 3 blank.

Eligible Bodies

- University of Malta
- Malta College of Arts, Science & Technology
- Government Ministries & Departments
- Other accredited RKDOs

Non-Economic Activities

- Fundamental research
- Knowledge transfer not for profit
- Education and training activities
- Science communication & outreach

Justification Required

- Clear written justification needed
- Must demonstrate non-commercial nature
- Link to public interest objectives
- Separation from economic arms

Application Form Structure



S1 Proposal Details
Title, acronym, domain, dates, abstract

S2 Applicant Details
Lead and co-applicant information

S3 Option B Specifics
Non-state aid justification (RKDOs only)

S4 Technical Components
Excellence, Impact, Implementation

S5 Budget
Personnel, equipment, overheads, travel

S6 Declarations
State aid, compliance, ethics

S7 Additional Documents
CVs, financials, supporting material

S1: Proposal Details



Full Project Title

Maximum 200 characters. Must be descriptive and accurately reflect the project scope.



Project Acronym

A concise, memorable abbreviation used as the project identifier throughout the process.



Sub-Area Selection

Select the most relevant programme domain from the available list of research areas.



Project Abstract

A clear, compelling summary outlining the core idea, objectives, and anticipated outcomes.

S2: Applicant Details



Lead Partner

- Full legal name of organisation
- Company/NGO registration number
- VAT number (if applicable)
- Registered address
- Contact person & role
- Email address

Partner

- Each co-applicant submits their own details
- Role in the project must be defined
- Budget allocation per partner
- Signed collaboration agreement required
- Academic partners qualify as RKDOs
- Max partners: no set limit

S3: Option B Specifics



Private sector applicants must leave this section entirely blank.



For Public Entities & RKDOs selecting Option B:

- 1 Provide a clear written justification explaining why the proposed activities are of a non-economic nature.
- 2 Demonstrate that the activities serve a public interest or knowledge advancement goal without commercial exploitation.
- 3 Clearly separate any economic activities your organisation undertakes from the proposed project scope.

S4: Technical Components



The core of your application – split into three pillars

Excellence

State of the art, aims, objectives and advancement beyond current knowledge

Impact

Improvements, dissemination, and alignment with Malta Vision 2050, RIS3, Horizon Europe

Implementation

Deliverables, milestones, work packages, Gantt chart and percentage weighting

Excellence: What to Cover



Aims & Objectives

Clearly state the specific aims of the project. What concrete outcomes will be achieved? Use measurable, time-bound objectives.

State of the Art

Summarise the current knowledge landscape in your area. Identify key literature, prior work, and gaps your project addresses.

Advancement Beyond Current Practice

Articulate precisely how your project moves beyond existing knowledge or technology. What is genuinely novel or innovative?

Impact: What to Cover

Your project must demonstrate meaningful, measurable impact – both scientifically and strategically.



Significance of Improvement

Will the actions result in a significant improvement



Malta Vision 2050 Alignment

Explicitly map your project to Malta's long-term strategic vision.



Dissemination Measures

Describe planned dissemination: publications, conferences, policy briefs.



Horizon Europe EU Missions

If applicable, explain how the project contributes to or prepares for application for Horizon Europe



RIS3 Smart Specialisation

Link to Malta's Smart Specialisation Strategy.

Strategic Alignment



National Strategy

Malta Vision 2050

Malta's long-term development vision covering economic, social and environmental sustainability goals through to 2050.

Innovation Strategy

RIS3 Smart Specialisation Strategy

Malta's Research and Innovation Strategy for Smart Specialisation defining priority areas for public R&I investment.

EU Framework

Horizon Europe EU Missions

EU research missions addressing major societal challenges. Projects preparing for or aligning with these gain a tie-breaker advantage.

Implementation Plan



01

Work Packages

Structure your project into logical work packages. WP1 must always be Project Management.

02

Deliverables

Assign deliverables to each role and work package. Up to 10 deliverables allowed.

03

Milestones

Define key milestone checkpoints that demonstrate project progress at defined intervals.

04

Gantt Chart

The Gantt chart must perfectly mirror the tasks and deliverables defined in the form.

05

Percentage Weighting

Assign % importance to each deliverable. All deliverable weights must total exactly 100%.

Work Package Structure

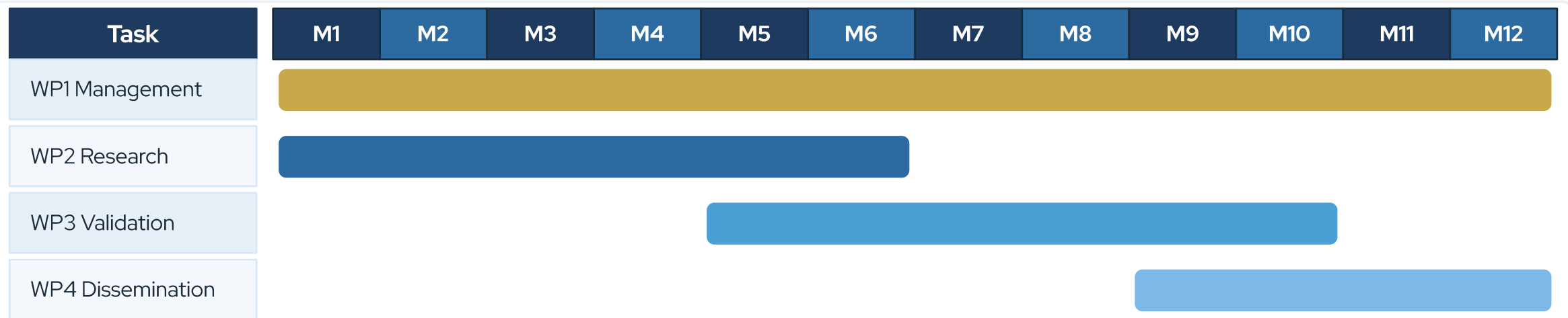
WP1 (Project Management) is always mandatory. Additional WPs are defined by the applicant.



Deliverable Weighting Rules

- Each deliverable must be assigned a % importance value
- Maximum 10 deliverables per project
- All deliverable percentages must total exactly 100%
- Deliverables must align precisely with the Gantt chart timeline

Gantt Chart Example



S5: Budget



Personnel

Staff costs for researchers & support persons directly on project



Equipment

Depreciation costs for purchased equipment (not full purchase)



Subcontracted

Activities subcontracted to third parties



Consumables

Research materials and laboratory consumables



Travel

Capped at €5,000 for meetings and events



Overheads

20% indirect costs – must absorb audit fees

Personnel Costs

The largest budget category – covering all staff working directly on project activities.



Eligible Staff: Researchers, research assistants, and technical/administrative support staff directly assigned to project activities.

Time Allocation: Staff must have clearly defined roles and time allocations expressed as person-months to a maximum of 215 days per year

Calculation Method: Personnel costs are calculated based on the total charge-out rate

Documentation: Employment contracts, payslips and timesheets will be required at audit stage.

Ineligible Costs: Staff not directly working on the project, recruitment fees, and subcontracted labour.

Equipment & Overheads



Equipment

- Depreciation costs only – not full purchase price
- Must be calculated using internal procedures
- Equipment must be used directly for project work
- Leased equipment costs may also be eligible



Overheads

Flat rate: 20% of direct costs

- Covers unplanned and minor expenses
- Automatically calculated – no itemisation needed
- Must absorb all audit fees within this 20%
- Applied to eligible direct costs only

Travel & Subcontracted Activities



Travel Costs

Capped at €5,000

- Conference attendance
- Project partner meetings
- Research site visits
- Must be project-related



Subcontracted Activities

- Clearly justified in the application
- Cannot subcontract core research activities
- Procurement rules must be followed
- Contracts required before claiming costs

Funding Disbursement Schedule

Pre-financing – 50%
of the funding would be provided upfront upon signing of the Grant Agreement

Retention payment – 20% released upon project completion, submission of final reports and successful audit verification

Mid-Project payment
– 30% of the requested funding is disbursed following a successful interim review and submission of progress reports



S6: Declarations

All declarations must be completed accurately. Incorrect or missing declarations may disqualify the application.



State Aid Declaration



Private entities must declare all prior de minimis state aid received across all schemes in the past three fiscal years. Must not exceed €300,000.

Compliance Declaration



Confirm the project complies with all applicable EU and national regulations including data protection (GDPR), ethics, and research integrity.

Authorised Signatory



The application must be signed by an authorised representative of the lead applicant organisation. Digital signatures are accepted.

Accuracy Declaration



Applicants declare that all information provided in the form is accurate, complete, and up to date at the time of submission.

S7: Additional Documents



CVs of Participants



Curriculum vitae for all key research personnel involved in the project. Highlight relevant expertise and prior publications.

Financial Documentation



Audited and management accounts for all eligible undertakings under de Minimis (Option A)

Supporting Documents



Any additional material that strengthens the application: letters of support, ethics approvals, collaboration agreements, preliminary data.

Tips for a Strong Application



Submit Both Formats

Both a scanned signed PDF and the editable MS Word document must be sent. Missing either format risks disqualification.



Horizon Europe Intent

A stated intent to apply for Horizon Europe is a tie-breaker advantage when projects score identical marks. Include this explicitly.



Abstract Quality

The abstract is often read first. Make it concise, compelling and clearly structured. It sets the tone for the entire application.



Gantt Chart Precision

Your Gantt chart must mirror the tasks and deliverables in the form exactly. Any inconsistency will be flagged by reviewers.

After the Submission Deadline



Eligibility Check

Applications are checked for completeness, eligibility, and compliance with submission requirements.

Expert Evaluation

Independent expert reviewers assess Excellence, Impact, and Implementation against the evaluation criteria.

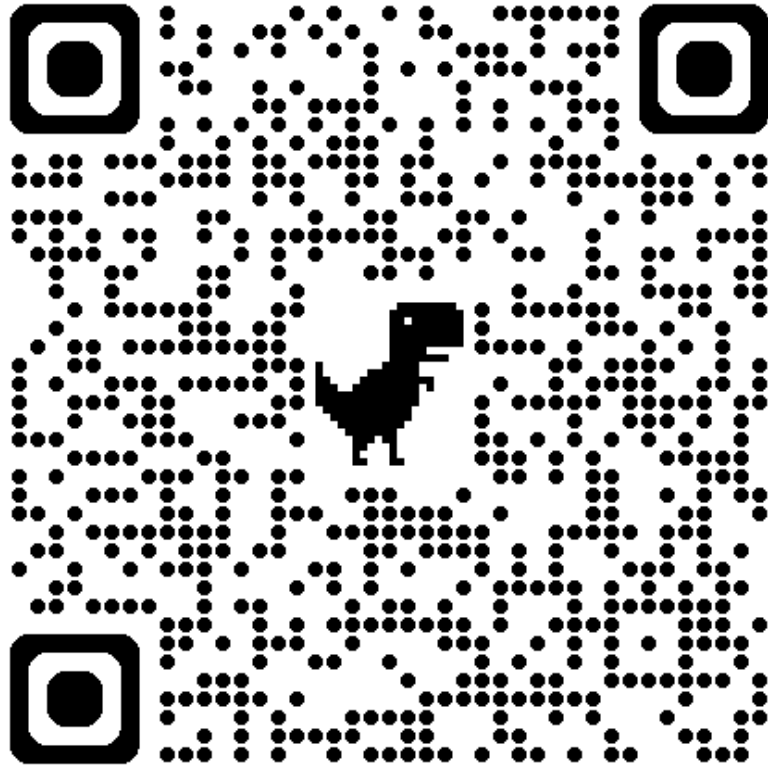
Scoring & Ranking

Projects are scored and ranked. Tie-breaker rules apply for projects with identical scores.

Grant Agreement

Successful applicants are notified and grant agreements are prepared and signed before project commencement.

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