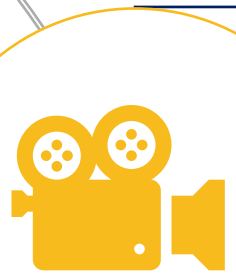
Info Webinar for applicants

Asylum case law collection
EUBA-EUAA-2026-ASYLUMCASELAW

Date: 13 July 2026



Practicalities



The webinar is recorded and will be made available via YouTube on EU Funding & Tenders Portal.



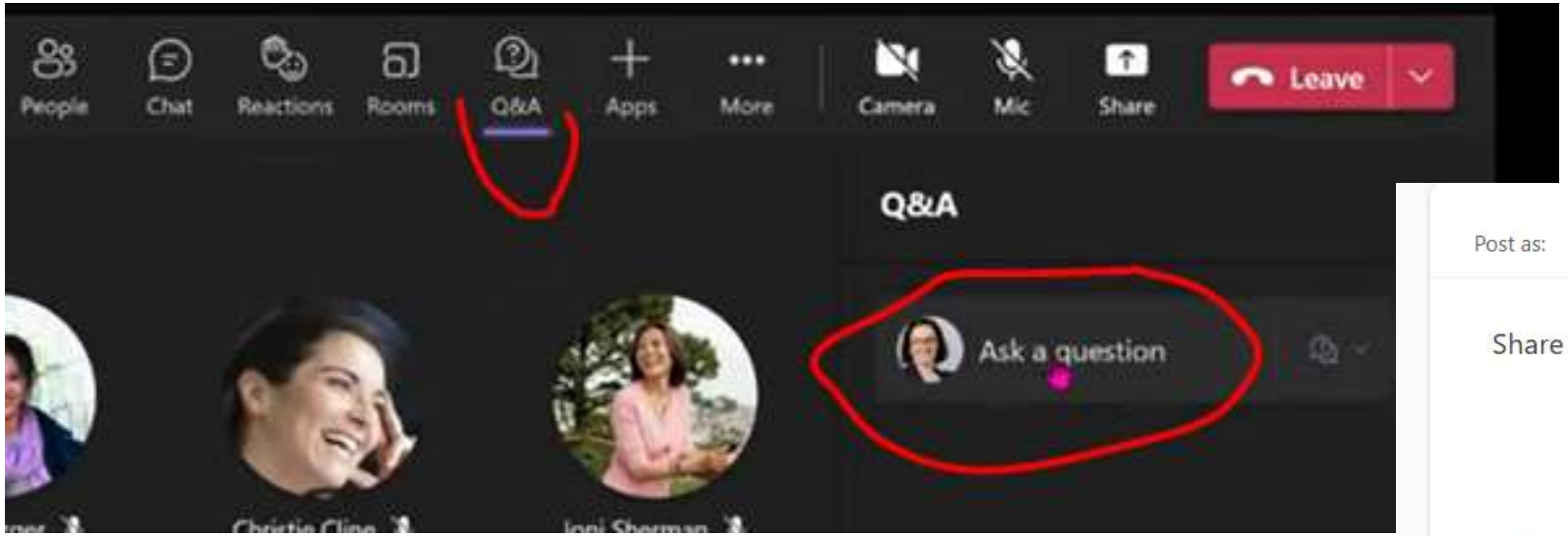
Q&A function is available: Ask a question any time (anonymous mode is available).

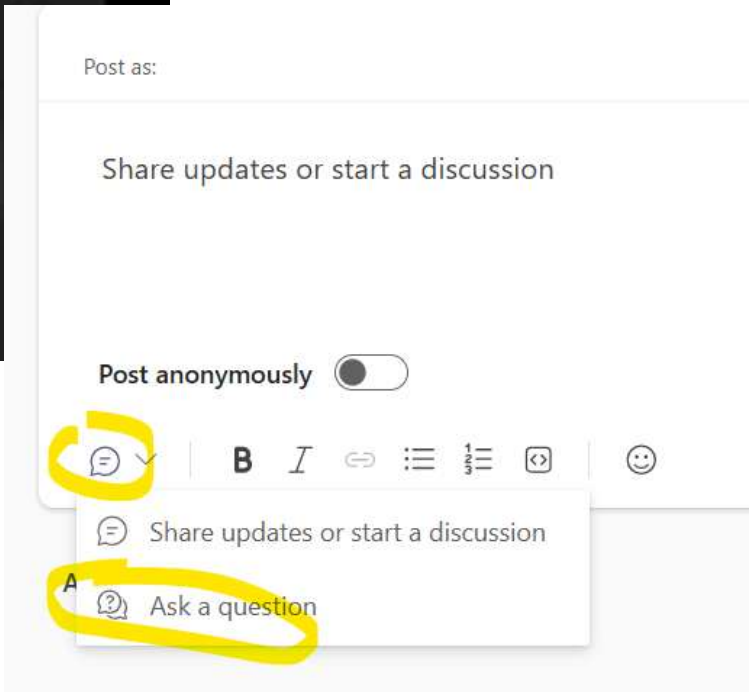
Use voting system.

Similar questions may be grouped.

All questions will be answered and available on F&TP (call page)

How to ask a question:







READ THE CALL DOCUMENT

… IS LEGALLY BINDING!

This webinar is to explain the call for proposals.

We cannot provide preliminary assessment of your project idea.

Information Webinar for Applicants

Research and analysis of jurisprudence on international protection and registration in the EUAA Case Law Database (Asylum case law collection)

Call ID: EUBA-EUAA-2026-ASYLUMCASELAW

13 July 2026
10:00 – 12:30

AGENDA

10:00 – 10:15	**Welcome** *by Liana Muntean (Senior Officer, Information and Analysis Sector)*
10:15 - 11:00	**EUBA-EUAA-2026-ASYLUMCASELAW** • *Call briefing by Liana Muntean and Ana Isabela Trifescu* • *EUAA Case Law Database by Niki Bibudis*
11:00 - 11:15	**Evaluation procedures, timeline, award criteria - Q&As** *Ivana Komarkova (Grants Officer)*
11:15 – 11:45	**How to submit your proposal & Application structure - Q&As** *Ivana Komarkova (Grants Officer)*
11:45 - 12:15	**Single Lump Sum grant & Detailed budget table - Q&As** *Ivana Komarkova (Grants Officer)*
12:15 - 12:30	**Final remarks - Q&As - closure**

About EUAA



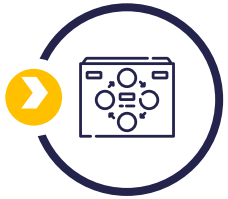
EASO Regulation 2010

Support to Member States since 2011

EUAA with enhanced mandate from 2022

euaa
EUROPEAN UNION AGENCY FOR ASYLUM

EUAA supporting implementation of the Common European Asylum System



Operational Support

Operational support, deployments, and technical assistance to Member States under pressure.



Training and Professional Development

Trainings to national authorities, promoting common standards and best practices.



Asylum Knowledge

Guidance, tools, and analysis to support asylum and reception practitioners

EUAA Case Law Database & Asylum Case Law Grant



External Dimension

Third country support and resettlement

Grants & EUAA

CALL OBJECTIVES – ACTIVITIES - IMPACT

Read Call Document!

OBJECTIVES

Enhance the accessibility to and collection of jurisprudence related to asylum in the context of the Common European Asylum System (CEAS)

- Expand the repository of relevant case law related to the implementation of CEAS and the Pact on Migration and Asylum
- Facilitate stakeholder access (including students and educational establishments) to critical jurisprudence and emerging asylum issues and trends
- Ensure that analyses of key topics in asylum jurisprudence are publicly available

TARGET

- **Higher Education Establishment (coordinator and single applicant)**
- **with Legal Clinics or Research organisations**

- Applications submitted by a single applicant must be submitted by a higher education establishment.
- In case of consortia, higher education establishment must take the role of coordinator.
- **Legal entities (public or private bodies)**
- **Established in one of the eligible countries, i.e.:**
  - **EU Member States** (including overseas countries and territories (OCTs))
  - **non-EU countries:** only EUAA associated countries (EUAA Regulation Article 34): Iceland, Liechtenstein, Norway and Switzerland.



Please read the **eligible participants section** in the call for proposals for the eligibility conditions.

ACTIVITIES

that can be funded (examples)

1. **Research judgments on asylum pronounced by**: CJEU, ECtHR, national courts and appeals bodies of EU+ countries (EU Member States, Iceland, Norway and Switzerland) and UN bodies (when a complaint was lodged against an EU+ country)
   - **Full judgments already available in publicly accessible sources** (e.g. public national databases) or, exceptionally, official court press releases
2. **Analyse judgments to identify those most relevant**
3. **Draft summaries in English** based on original judgment
4. **Register the cases in the EUAA Case Law Database**
5. **Draft comparative analyses of jurisprudence**

- Methodology in the EUAA Case Law Database **About** page;
- Templates to be provided upon signature of Grant Agreement.

Other important aspects

Expected duration

Between 12 - 18 months.

Budget

You can request **maximum EUR 104 500** contribution from EUAA.

The grant awarded may be lower than the amount requested.

Lump sum grant.

Only 1 Project funded

DELIVERABLES



1. **Project monitoring table**
2. **Monthly case law collection**
3. **Monthly registration of cases in the EUAA Case Law Database**
4. **Analytical thematic reports and products on asylum case law**

For each work package you should use the following abbreviations:

- CLC (MX) — Monthly case law collection
- REG (MX) — Monthly case law registration (not individual per case)
- ATR — analytical thematic report

EUAA GRANT FOR ASYLUM CASE LAW

DELIVERABLE 1

Project monitoring table

- To keep track of submissions and acceptance of deliverables
- To be submitted:

  -> at the beginning, and

  -> throughout the implementation of the project

EUAA GRANT FOR ASYLUM CASE LAW

DELIVERABLE 2

Monthly case law collection

- Summaries in English for a minimum of 50, maximum 75 decisions/judgments English
- Monthly submission in the format agreed
- **Monthly temporal distribution**: at least ¼ of judgments pronounced within the last six months
- **Distribution by jurisdiction**: for the entire period
  -> at least ¼ of the judgments must be from Austria, Belgium, France Germany, Ireland, Italy, the Netherlands, Switzerland
  -> at least ¼ with original judgment in French
  + at least ¼ with original judgment in German
  + the rest from at least 10 other EU+ countries

Methodology:

- Topics to be covered
- Relevance of cases
- Sources: all cases must be **publicly available** in **free access** platforms
- Follow rules for registration and templates in the About page

★ Abstract must be factual and objective
-> minimum 2,000 characters

EUAA GRANT FOR ASYLUM CASE LAW

DELIVERABLE 3

Monthly case law registration

- EUAA reviews deliverable 2 *(monthly collection of case law)* **within a month** from submission by the beneficiary
- EUAA reviews the quality and selects relevant case-law
- The beneficiary **must register the cases selected by the EUAA within 1 week**
- Registration is done in the 'Submit New Case' page
- Overall –> **a minimum** of relevant judgments/decisions is calculated by multiplying the number of months proposed for the project by a minimum of 50 summaries per month

Methodology:

- For information on relevant judgments/decision
  -> About page

Examples

Proposed project for **14 months**
->> minimum **700** judgments registered

Proposed project for **18 months**
->> minimum **900** judgments

EUAA GRANT FOR ASYLUM CASE LAW

DELIVERABLE 4

Analytical thematic reports and products on asylum case law

- Minimum one analytical report on jurisprudence at least every five months
- **Topic agreed** in advance with the EUAA – analysing asylum topic related to CEAS or to the implementation of the Pact on Migration and Asylum
- In each report -> a minimum of **25 pages of case law analysis**
- The reports will be published by the EUAA on the EUAA Case Law Database and the EUAA website

Methodology:

- Follow the template provided and the EUAA Style Guide
- Sample case law reports in the Publications page of the Case Law Database
- Review by the EUAA team within ***one month*** from submission
- Potential request for extra info & for improvements by the EUAA
- Final draft by the beneficiary within 3 weeks after receipt of review by the EUAA

EUAA GRANT FOR ASYLUM CASE LAW COLLECTION

Expected Impact

Enriched collection stored in the EUAA Case Law Database

To enhance access to asylum jurisprudence, including to new case law on international protection interpreting the provisions of the Pact on Migration and Asylum, subject to availability of such case law.

Raising awareness on asylum case-law and appeals systems

Among students, educational and academic establishments, on the relevance of jurisprudence in the implementation of the CEAS and the Pact by appeal bodies & the functioning of appeals systems

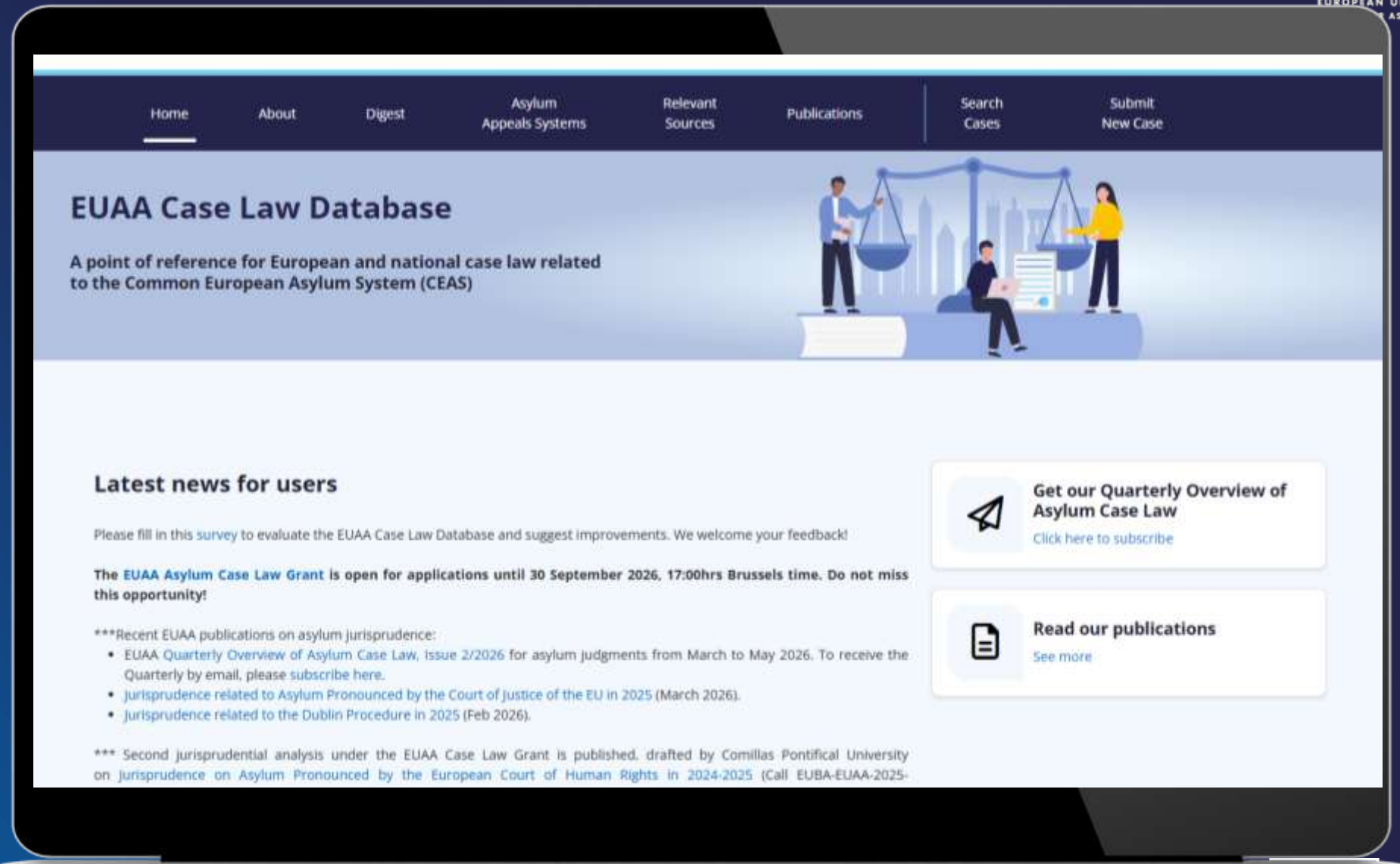
Increased expertise

On gathering and analysing relevant jurisprudence on international protection and improve legal research skills on asylum and reception.

Increased information exchange

On the organisation and functioning of appeal procedures in EU+ countries consisting of EU Member States, Iceland, Norway and Switzerland

EUAA Case Law Database



About Page

General information about the platform

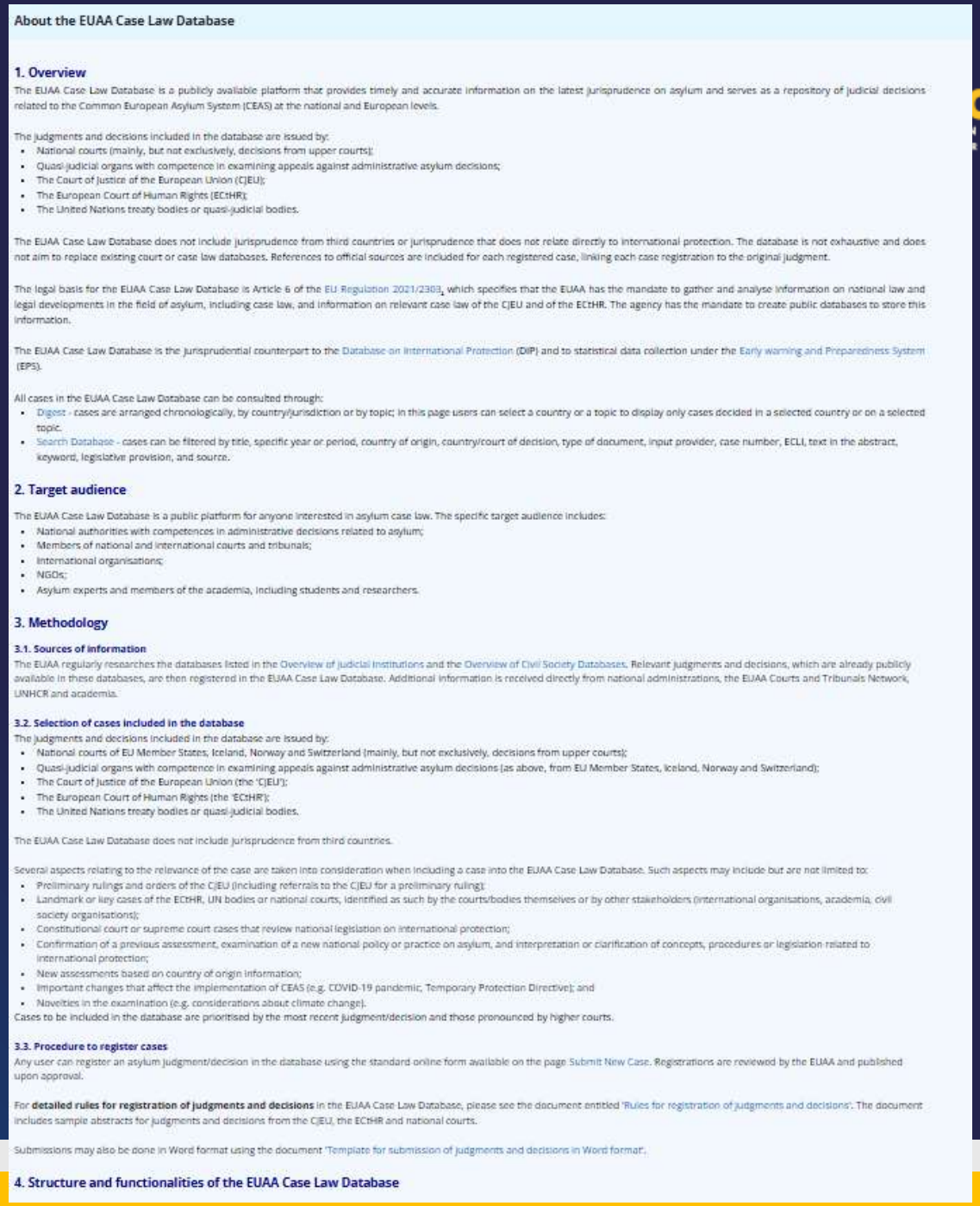
Link: https://caselaw.euaa.europa.eu/Pages/about.aspx

Target audience

Methodology:

- Sources
- Selection of relevant cases
- Procedure for registering cases

Information about **Publications** drafted by EUAA based on the content gathered in the database



About the EUAA Case Law Database

1. Overview

The EUAA Case Law Database is a publicly available platform that provides timely and accurate information on the latest jurisprudence on asylum and serves as a repository of judicial decisions related to the Common European Asylum System (CEAS) at the national and European levels.

The judgments and decisions included in the database are issued by:

- National courts (mainly, but not exclusively, decisions from upper courts);
- Quasi-judicial organs with competence in examining appeals against administrative asylum decisions;
- The Court of Justice of the European Union (CJEU);
- The European Court of Human Rights (ECtHR);
- The United Nations treaty bodies or quasi-judicial bodies.

The EUAA Case Law Database does not include jurisprudence from third countries or jurisprudence that does not relate directly to international protection. The database is not exhaustive and does not aim to replace existing court or case law databases. References to official sources are included for each registered case, linking each case registration to the original judgment.

The legal basis for the EUAA Case Law Database is Article 6 of the EU Regulation 2021/2303, which specifies that the EUAA has the mandate to gather and analyse information on national law and legal developments in the field of asylum, including case law, and information on relevant case law of the CJEU and of the ECtHR. The agency has the mandate to create public databases to store this information.

The EUAA Case Law Database is the jurisprudential counterpart to the Database on International Protection (DIP) and to statistical data collection under the Early warning and Preparedness System (EPS).

All cases in the EUAA Case Law Database can be consulted through:

- Digest - cases are arranged chronologically, by country/jurisdiction or by topic; in this page users can select a country or a topic to display only cases decided in a selected country or on a selected topic.
- Search Database - cases can be filtered by title, specific year or period, country of origin, country/court of decision, type of document, input provider, case number, ECLI, text in the abstract, keyword, legislative provision, and source.

2. Target audience

The EUAA Case Law Database is a public platform for anyone interested in asylum case law. The specific target audience includes:

- National authorities with competences in administrative decisions related to asylum;
- Members of national and international courts and tribunals;
- International organisations;
- NGOs;
- Asylum experts and members of the academia, including students and researchers.

3. Methodology

3.1. Sources of information

The EUAA regularly researches the databases listed in the Overview of Judicial Institutions and the Overview of Civil Society Databases. Relevant judgments and decisions, which are already publicly available in these databases, are then registered in the EUAA Case Law Database. Additional information is received directly from national administrations, the EUAA Courts and Tribunals Network, UNHCR and academia.

3.2. Selection of cases included in the database

The judgments and decisions included in the database are issued by:

- National courts of EU Member States, Iceland, Norway and Switzerland (mainly, but not exclusively, decisions from upper courts);
- Quasi-judicial organs with competence in examining appeals against administrative asylum decisions (as above, from EU Member States, Iceland, Norway and Switzerland);
- The Court of Justice of the European Union (the 'CJEU');
- The European Court of Human Rights (the 'ECtHR');
- The United Nations treaty bodies or quasi-judicial bodies.

The EUAA Case Law Database does not include jurisprudence from third countries.

Several aspects relating to the relevance of the case are taken into consideration when including a case into the EUAA Case Law Database. Such aspects may include but are not limited to:

- Preliminary rulings and orders of the CJEU (including referrals to the CJEU for a preliminary ruling);
- Landmark or key cases of the ECtHR, UN bodies or national courts, identified as such by the courts/bodies themselves or by other stakeholders (international organisations, academia, civil society organisations);
- Constitutional court or supreme court cases that review national legislation on international protection;
- Confirmation of a previous assessment, examination of a new national policy or practice on asylum, and interpretation or clarification of concepts, procedures or legislation related to international protection;
- New assessments based on country of origin information;
- Important changes that affect the implementation of CEAS (e.g. COVID-19 pandemic, Temporary Protection Directive); and
- Novelties in the examination (e.g. considerations about climate change).

Cases to be included in the database are prioritised by the most recent judgment/decision and those pronounced by higher courts.

3.3. Procedure to register cases

Any user can register an asylum judgment/decision in the database using the standard online form available on the page Submit New Case. Registrations are reviewed by the EUAA and published upon approval.

For **detailed rules for registration of judgments and decisions** in the EUAA Case Law Database, please see the document entitled 'Rules for registration of judgments and decisions'. The document includes sample abstracts for judgments and decisions from the CJEU, the ECtHR and national courts.

Submissions may also be done in Word format using the document 'Template for submission of judgments and decisions in Word format'.

4. Structure and functionalities of the EUAA Case Law Database

Example of a registered case

Main elements:

Title: automatic after insert of parties

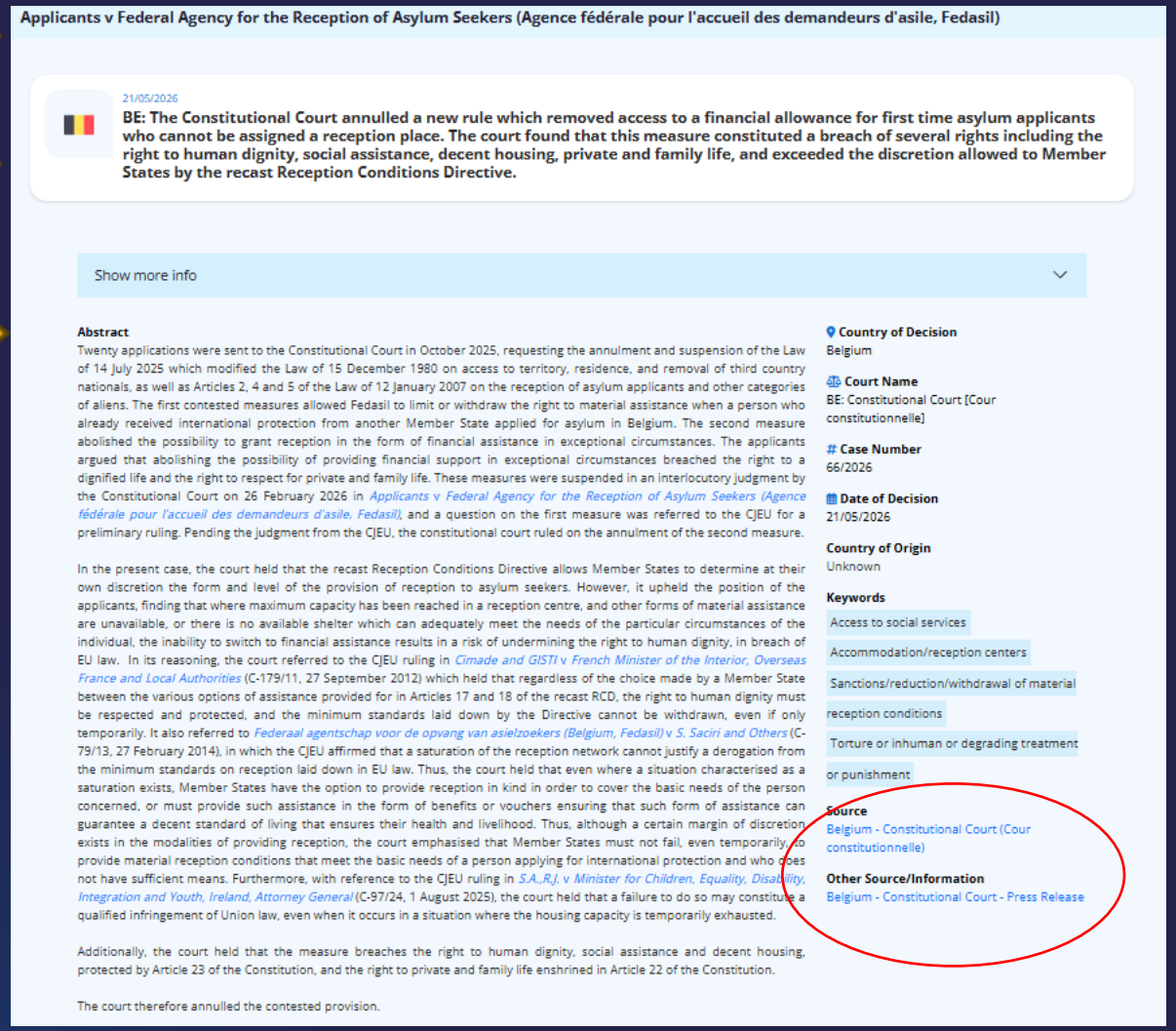
Headline: essence of the case in one - two sentence

Keywords: pre-defined exhaustive list

Abstract: factual, impartial, objective – facts, legal questions, outcome by the appeals body

Source: link to the original case (press release if available)

Reference: Belgium, Constitutional Court [Cour constitutionnelle], *Applicants v Federal Agency for the Reception of Asylum Seekers (Agence fédérale pour l'accueil des demandeurs d'asile, Fedasil)*, 66/2026, ECLI:BE:GHCC:2026:ARR.066, 21 May 2026. Link redirects to the English summary in the EUAA Case Law Database.



Applicants v Federal Agency for the Reception of Asylum Seekers (Agence fédérale pour l'accueil des demandeurs d'asile, Fedasil)

21/05/2026

BE: The Constitutional Court annulled a new rule which removed access to a financial allowance for first time asylum applicants who cannot be assigned a reception place. The court found that this measure constituted a breach of several rights including the right to human dignity, social assistance, decent housing, private and family life, and exceeded the discretion allowed to Member States by the recast Reception Conditions Directive.

Show more info

Abstract

Twenty applications were sent to the Constitutional Court in October 2025, requesting the annulment and suspension of the Law of 14 July 2025 which modified the Law of 15 December 1980 on access to territory, residence, and removal of third country nationals, as well as Articles 2, 4 and 5 of the Law of 12 January 2007 on the reception of asylum applicants and other categories of aliens. The first contested measures allowed Fedasil to limit or withdraw the right to material assistance when a person who already received international protection from another Member State applied for asylum in Belgium. The second measure abolished the possibility to grant reception in the form of financial assistance in exceptional circumstances. The applicants argued that abolishing the possibility of providing financial support in exceptional circumstances breached the right to a dignified life and the right to respect for private and family life. These measures were suspended in an interlocutory judgment by the Constitutional Court on 26 February 2026 in *Applicants v Federal Agency for the Reception of Asylum Seekers (Agence fédérale pour l'accueil des demandeurs d'asile, Fedasil)*, and a question on the first measure was referred to the CJEU for a preliminary ruling. Pending the judgment from the CJEU, the constitutional court ruled on the annulment of the second measure.

In the present case, the court held that the recast Reception Conditions Directive allows Member States to determine at their own discretion the form and level of the provision of reception to asylum seekers. However, it upheld the position of the applicants, finding that where maximum capacity has been reached in a reception centre, and other forms of material assistance are unavailable, or there is no available shelter which can adequately meet the needs of the particular circumstances of the individual, the inability to switch to financial assistance results in a risk of undermining the right to human dignity, in breach of EU law. In its reasoning, the court referred to the CJEU ruling in *Cimade and GISTI v French Minister of the Interior, Overseas France and Local Authorities* (C-179/11, 27 September 2012) which held that regardless of the choice made by a Member State between the various options of assistance provided for in Articles 17 and 18 of the recast RCD, the right to human dignity must be respected and protected, and the minimum standards laid down by the Directive cannot be withdrawn, even if only temporarily. It also referred to *Federaal agentschap voor de opvang van asielzoekers (Belgium, Fedasil) v S. Saciri and Others* (C-79/13, 27 February 2014), in which the CJEU affirmed that a saturation of the reception network cannot justify a derogation from the minimum standards on reception laid down in EU law. Thus, the court held that even where a situation characterised as a saturation exists, Member States have the option to provide reception in kind in order to cover the basic needs of the person concerned, or must provide such assistance in the form of benefits or vouchers ensuring that such form of assistance can guarantee a decent standard of living that ensures their health and livelihood. Thus, although a certain margin of discretion exists in the modalities of providing reception, the court emphasised that Member States must not fail, even temporarily, to provide material reception conditions that meet the basic needs of a person applying for international protection and who does not have sufficient means. Furthermore, with reference to the CJEU ruling in *S.A.,R.J. v Minister for Children, Equality, Disability, Integration and Youth, Ireland, Attorney General* (C-97/24, 1 August 2025), the court held that a failure to do so may constitute a qualified infringement of Union law, even when it occurs in a situation where the housing capacity is temporarily exhausted.

Additionally, the court held that the measure breaches the right to human dignity, social assistance and decent housing, protected by Article 23 of the Constitution, and the right to private and family life enshrined in Article 22 of the Constitution.

The court therefore annulled the contested provision.

Country of Decision
Belgium

Court Name
BE: Constitutional Court [Cour constitutionnelle]

Case Number
66/2026

Date of Decision
21/05/2026

Country of Origin
Unknown

Keywords
Access to social services
Accommodation/reception centers
Sanctions/reduction/withdrawal of material reception conditions
Torture or inhuman or degrading treatment or punishment

Source
Belgium - Constitutional Court (Cour constitutionnelle)

Other Source/Information
Belgium - Constitutional Court - Press Release

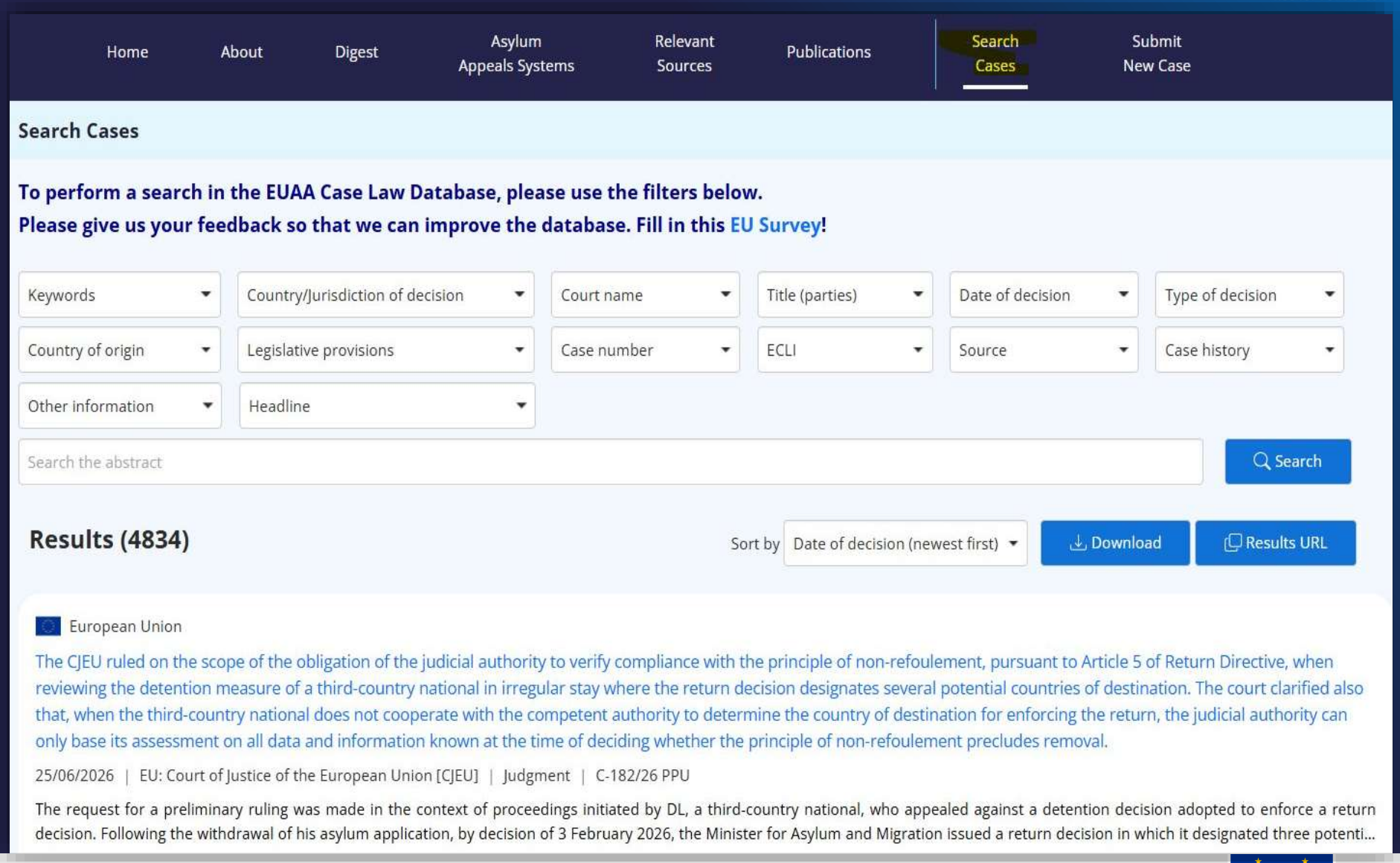
Search function

Search by:

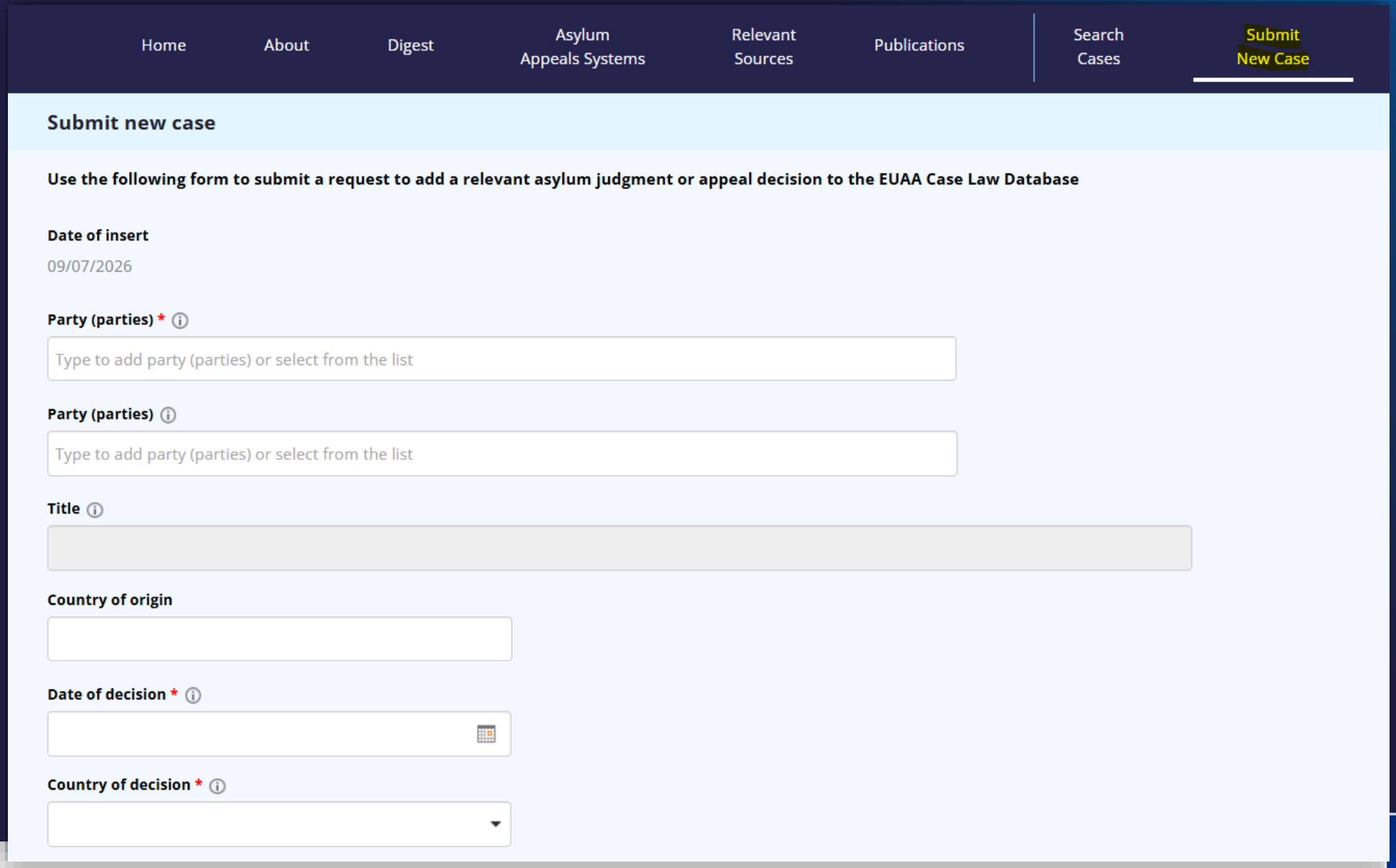
- Keyword
- Date of decision year/period
- Country of origin
- Country of decision
- Court name
- Case number
- Source
- Headline
- Free text in Abstract

Export results by:

✓ word- list/table
✓ excel



Submit a case



Additional tool to understand asylum appeals systems

Home | About | Digest | Asylum Appeals Systems | Relevant Sources | Publications | Search Cases | Submit New Case

Asylum Appeals Systems

Austria	Belgium	Bulgaria	Croatia	Cyprus	Czech Republic
Denmark	Estonia	Finland	France	Germany	Greece
Hungary	Iceland	Ireland	Italy	Latvia	Lithuania
Luxembourg	Malta	Netherlands	Norway	Poland	Portugal
Romania	Slovakia	Slovenia	Spain	Sweden	Switzerland

Second instance determination - Romania

Share | Download

Overview of the appeal system | **Competent authorities** | **Access to the appeal procedure** | **Time limits on appeal** | **Parties on appeal** | **Procedure and outcome** | **Other appeals** | **Sour**

Last updated on 25/05/2026

In Romania there are two appeals possible against a decision regarding international protection. The first appeal is before courts of first instance (*judecătorii*), while the second appeal (*recurs*) is before county courts, administrative law sections (*tribunale*).



The courts of first instance analyse appeals lodged against international protection decisions taken by the General Inspectorate for Immigration (GII). There is automatic suspensive effect for appeals in the regular procedure (Article 55(2) Law No 122/2006 on asylum) and exceptions from automatic suspensive effect (see more under *Other appeals*) apply for appeals against:

- Decisions to reject access to national procedure and to order the transfer in the responsible Member State;
- Decisions considering a subsequent application as inadmissible;
- Decisions issued in the border procedure considering the first asylum application as manifestly unfounded or a subsequent application as inadmissible, when the applicant may ask for the permission to remain on the territory.

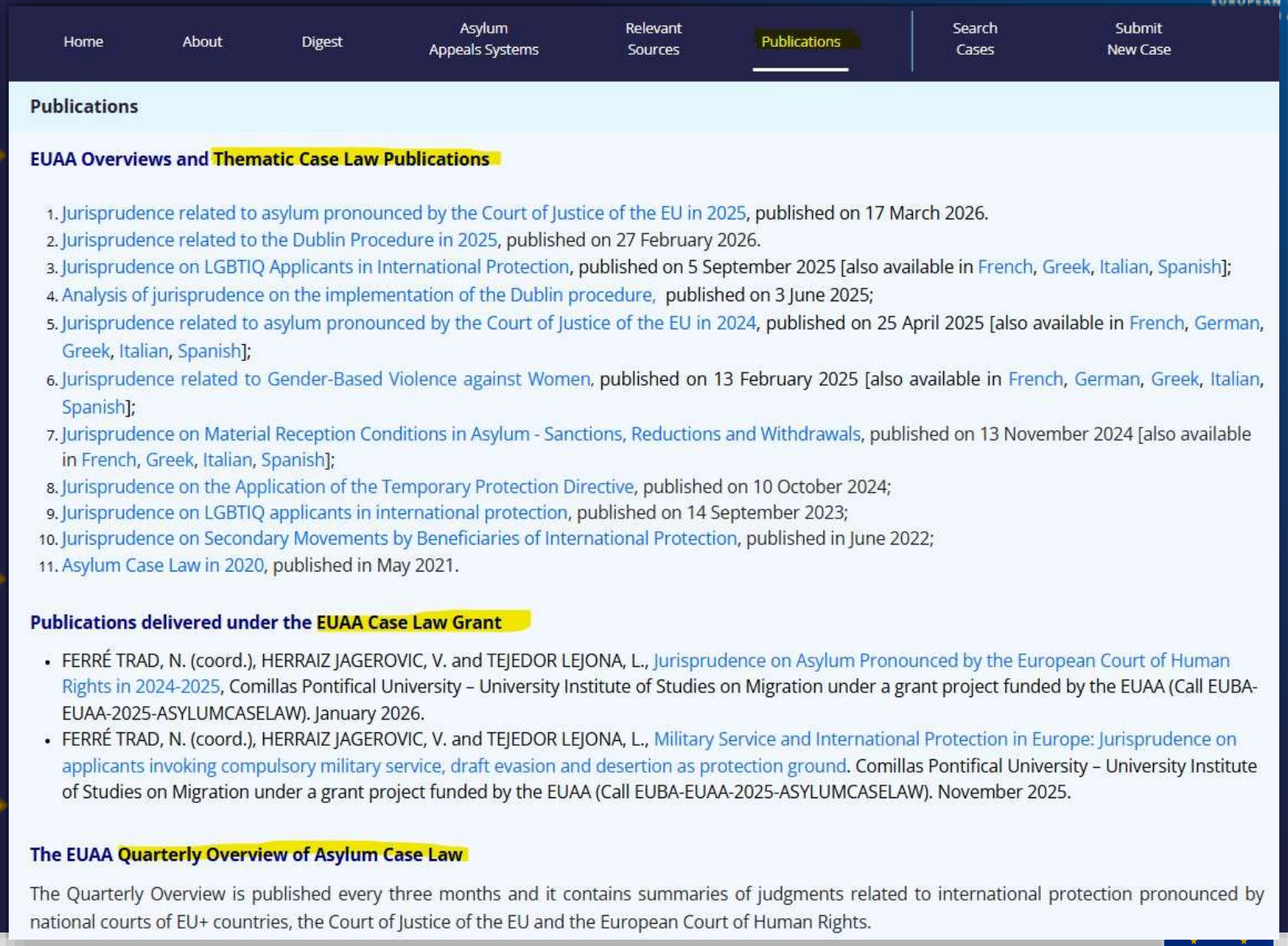
Courts of first instance (judecatorii) examine appeals in full and *ex nunc*, both on the merits and for legality assessment.

Publications

Thematic Analytical Publications on Asylum Case Law

Grant Publications

Quarterly Overviews of Asylum Case Law



Home | About | Digest | Asylum Appeals Systems | Relevant Sources | Publications | Search Cases | Submit New Case

Publications

EUAA Overviews and Thematic Case Law Publications

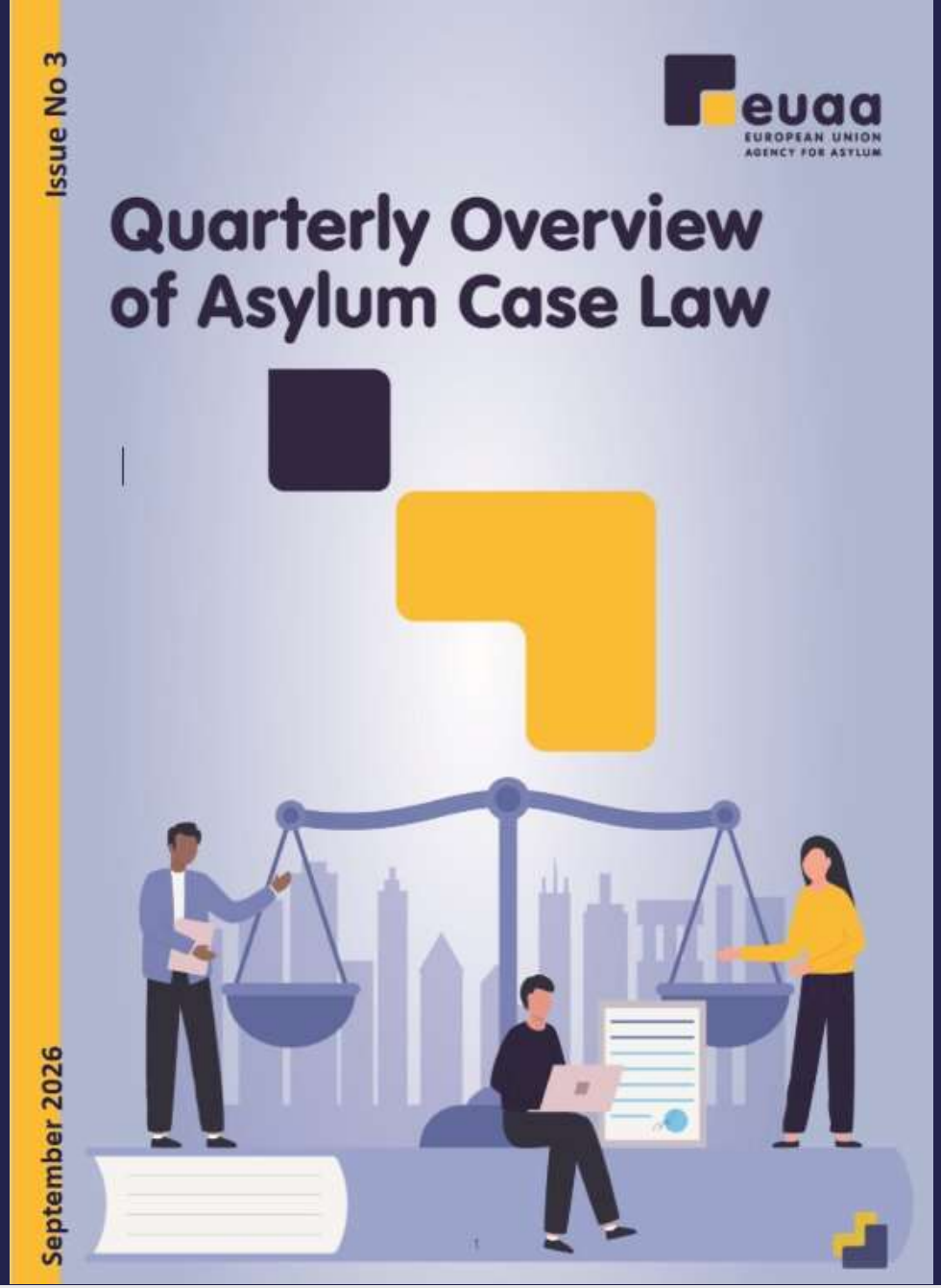
1. Jurisprudence related to asylum pronounced by the Court of Justice of the EU in 2025, published on 17 March 2026.
2. Jurisprudence related to the Dublin Procedure in 2025, published on 27 February 2026.
3. Jurisprudence on LGBTIQ Applicants in International Protection, published on 5 September 2025 [also available in French, Greek, Italian, Spanish];
4. Analysis of jurisprudence on the implementation of the Dublin procedure, published on 3 June 2025;
5. Jurisprudence related to asylum pronounced by the Court of Justice of the EU in 2024, published on 25 April 2025 [also available in French, German, Greek, Italian, Spanish];
6. Jurisprudence related to Gender-Based Violence against Women, published on 13 February 2025 [also available in French, German, Greek, Italian, Spanish];
7. Jurisprudence on Material Reception Conditions in Asylum - Sanctions, Reductions and Withdrawals, published on 13 November 2024 [also available in French, Greek, Italian, Spanish];
8. Jurisprudence on the Application of the Temporary Protection Directive, published on 10 October 2024;
9. Jurisprudence on LGBTIQ applicants in international protection, published on 14 September 2023;
10. Jurisprudence on Secondary Movements by Beneficiaries of International Protection, published in June 2022;
11. Asylum Case Law in 2020, published in May 2021.

Publications delivered under the EUAA Case Law Grant

- FERRÉ TRAD, N. (coord.), HERRAIZ JAGEROVIC, V. and TEJEDOR LEJONA, L., Jurisprudence on Asylum Pronounced by the European Court of Human Rights in 2024-2025, Comillas Pontifical University – University Institute of Studies on Migration under a grant project funded by the EUAA (Call EUBA-EUAA-2025-ASYLUMCASELAW). January 2026.
- FERRÉ TRAD, N. (coord.), HERRAIZ JAGEROVIC, V. and TEJEDOR LEJONA, L., Military Service and International Protection in Europe: Jurisprudence on applicants invoking compulsory military service, draft evasion and desertion as protection ground. Comillas Pontifical University – University Institute of Studies on Migration under a grant project funded by the EUAA (Call EUBA-EUAA-2025-ASYLUMCASELAW). November 2025.

The EUAA Quarterly Overview of Asylum Case Law

The Quarterly Overview is published every three months and it contains summaries of judgments related to international protection pronounced by national courts of EU+ countries, the Court of Justice of the EU and the European Court of Human Rights.



EUAA Quarterly Overview of Asylum Case Law

Published regularly every 3 months

Next edition: 15 September 2026

Questions?



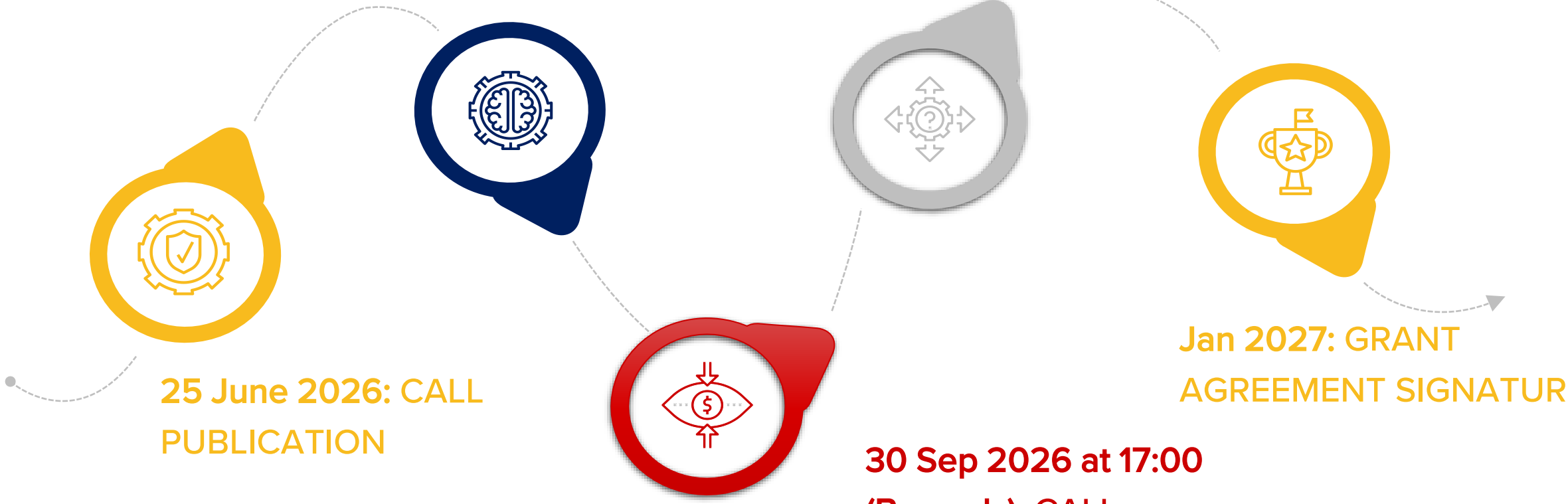
EVALUATION PROCEDURE – TIMELINE – AWARD CRITERIA

Read Call Document!

CALL TIMELINE

13 July 2026:
INFORMATION SESSION

December 2026:
EVALUATION RESULTS



25 June 2026: CALL PUBLICATION

30 Sep 2026 at 17:00 (Brussels): CALL DEADLINE

Jan 2027: GRANT AGREEMENT SIGNATURE

EVALUATION PROCESS



ADMISSIBILITY

ELIGIBILITY

FINANCIAL & OPERATIONAL CAPACITY & EXCLUSION

EVALUATION & AWARD

ADMISSIBILITY

Submission

- **Electronically** submitted **via F&TP**
- Before **call deadline – 30th September at 17:00 CET (Brussels)**

Completeness

- Application - **Part A & Part B & Detailed budget table**
- All the requested information

Quality

- Readable, accessible, printable
- Part B = **max 40 pages**

Evaluators will not consider any additional pages

Call document section 5

ELIGIBILITY

Call document section 6

euaa EUROPEAN UNION AGENCY FOR ASYLUM

Eligible Participants (eligible countries):

- Legal entities (public or private bodies)
- Established in one of the eligible countries*: EU MS, Iceland, Liechtenstein, Norway and Switzerland
- Higher education establishment, research organisations or legal clinics.

Consortium Composition:

- Single applicant or consortium.
- **Only higher education establishments may take the role of coordinator** (and single applicant)

Eligible Activities:

- Read Call document section 2.

Requested Grant Amount (per project):

- The requested grant amount per project must not exceed **EUR 104 500.**

FINANCIAL AND OPERATIONAL CAPACITY AND EXCLUSION

Financial Capacity

- **stable and sufficient resources to implement the project** *(public bodies exempted)*

Operational Capacity

- **know-how, qualifications and resources** to implement the project *(public bodies exempted)*

Exclusion

- **in exclusion or rejection situations** (e.g. in bankruptcy, breach of social security or tax obligations, committed fraud or corruption, or resisted audit, misinterpreted information) - Full list: EU Financial Regulation 2024/2509 Article 138 and 143)

- **Declaration** in application Part A
- **Financial Capacity** – EU Central validation
- **Operational capacity** via quality award criterion
- **Declaration** before grant agreement signature

Call doc section 7

AWARD CRITERIA

Award Criteria	Min. pass score	Max.
1. RELEVANCE	21	40
2. QUALITY	21	40
3. IMPACT	11	20
Overall Pass Score:	60	100

Call doc section 9

AWARD CRITERIA

1. RELEVANCE (40 points)

- Clarity and consistency of the action, incl. **clearly defined needs and related specific project's objectives**, and extent to which the proposal matches the objectives of the call.
- **European/trans-national dimension**. Proposal must cover jurisprudence on international protection at least from the majority of EU Member States, Iceland, Norway and Switzerland.

AWARD CRITERIA

2. QUALITY (40 points)

- Logical links between the **identified needs and proposed solutions/actions.**
- **Quality of the consortium** (if applicable), participants' profiles and the project teams, and appropriate division of roles and procedures to cooperate within the project.
  - Project team must demonstrate **expertise in the field of international protection or human rights**.
- **Methodology for implementing the project** including organisation of the work (procedures and allocation of resources), project management, involvement of subcontractors, timetable and feasibility, risk management, monitoring and evaluation.
- **Cost effectiveness** (sufficient/appropriate budget for proper implementation; best value for money)

AWARD CRITERIA

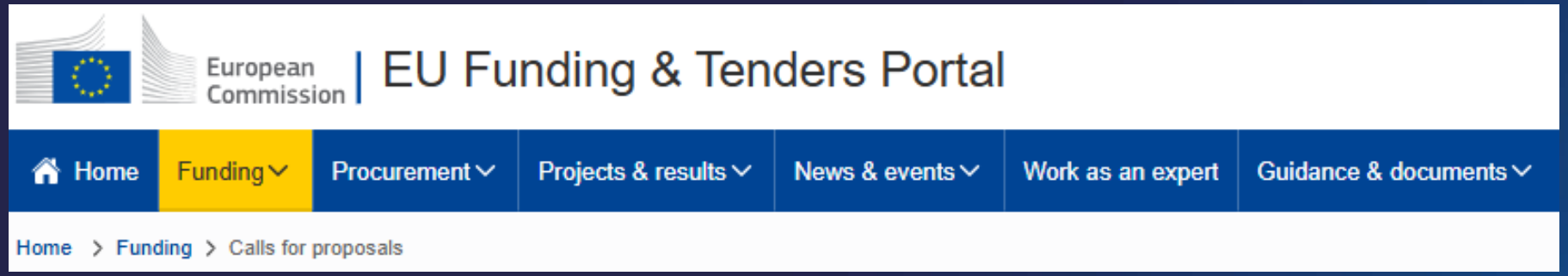
3. IMPACT (20 points)

- **Ambition and expected long-term impact of results** on target groups/general public.
- **Appropriate communication, visibility and dissemination strategy**.
  - In the impact and communication area, the proposal must focus on increased awareness on the EUAA Case Law Database, the CEAS and the Pact.
- **Sustainability of results after EUAA funding ends, replicability and potential for their amplification.**

Questions?



APPLICATION PROCESS
APPLICATION STRUCTURE



Research and analysis of jurisprudence on international protection and registration in the EUAA Case Law Database (Asylum case law collection)

Read Call Document!

PROPOSAL SUBMISSION - STEPS:

Find the grant procedure

Grants | European Union Agency for Asylum → EUBA-EUAA-2026-ASYLUMCASELAW

Read call for proposals document!

Create an EU Login account here

all participants need to create an EU Login user account

Register your organisation (or find your organisation) here

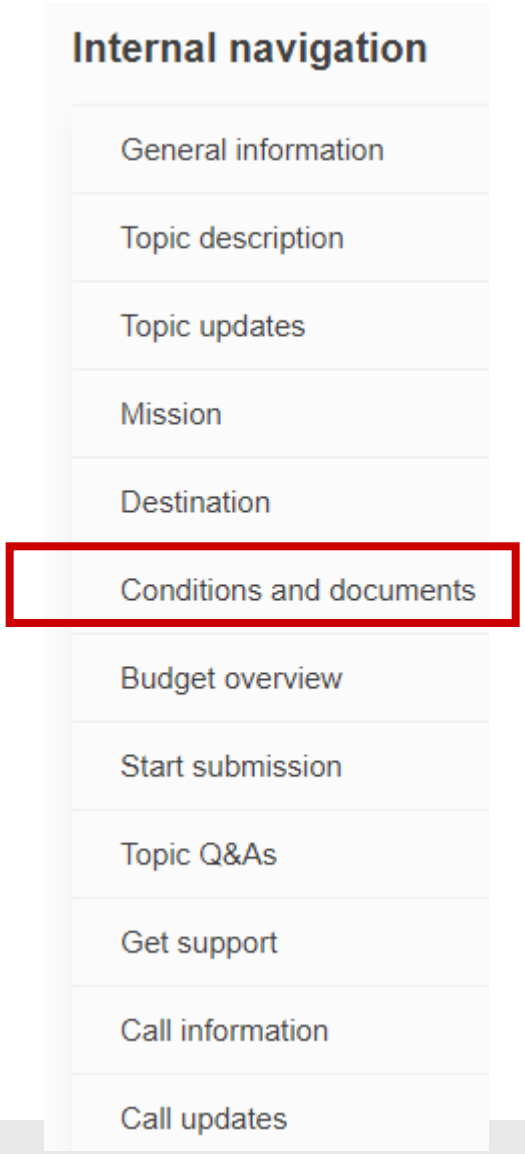
you will receive a 9-digit participant identification code (PIC)

Prepare and submit your proposal

See next slides

How to participate - Funding | EU Funding & Tenders Portal

CONDITIONS AND DOCUMENTS:



CONDITIONS are explained in the call document:

- Admissibility: section 5
- Eligibility: section 6
- Financial and operational capacity & exclusion: section 7
- Evaluation and Award: Section 8-9
- Legal and financial set-up of the grants: section 10

DOCUMENTs:

- **Call Document**
- **Standard Application Form** and **Detailed budget table** — *Use only the forms available in the Submission System!*
- **Draft Grant Agreement** – single lump sum grant agreement
- **Additional documents:** legal references and other guides for your information

APPLICATION FORM – PROPOSAL TEMPLATE

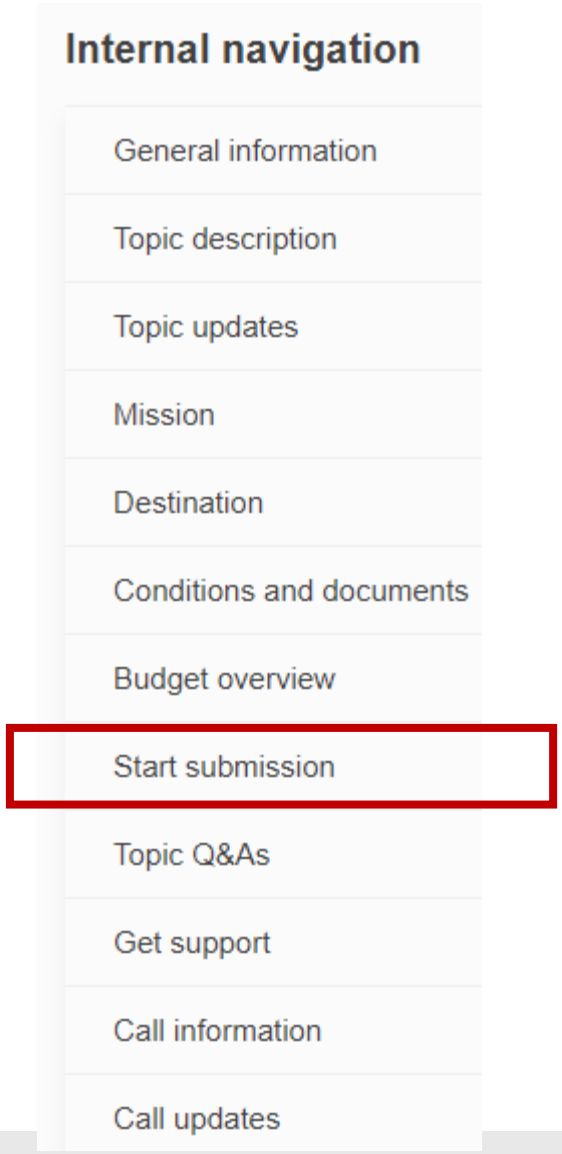
The call specific templates are available from the submission system!

The proposal contains three parts:

- **Part A consists of web-based forms** (overview, declarations, participants, budget). Check out the Part A information in advance (especially related to the Participants` data). Enter data directly in the system.
- **Part B is the narrative part** → mirrors evaluation criteria!
  - Download template from the submission system!
  - Upload it as a PDF document following the template
  - Maximum **40 pages!**
- **Detailed budget table** (template excel with marcros but to be submitted w/o macros)

Make sure the budget information in Part A corresponds to that in Detailed budget table and is aligned with what is proposed in Part B!

START SUBMISSION on EU FUNDING & TENDERS PORTAL



Research and analysis of jurisprudence on international protection and registration in the EUAA Case Law Database (Asylum case law collection)

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type o**
You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upo

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and sele

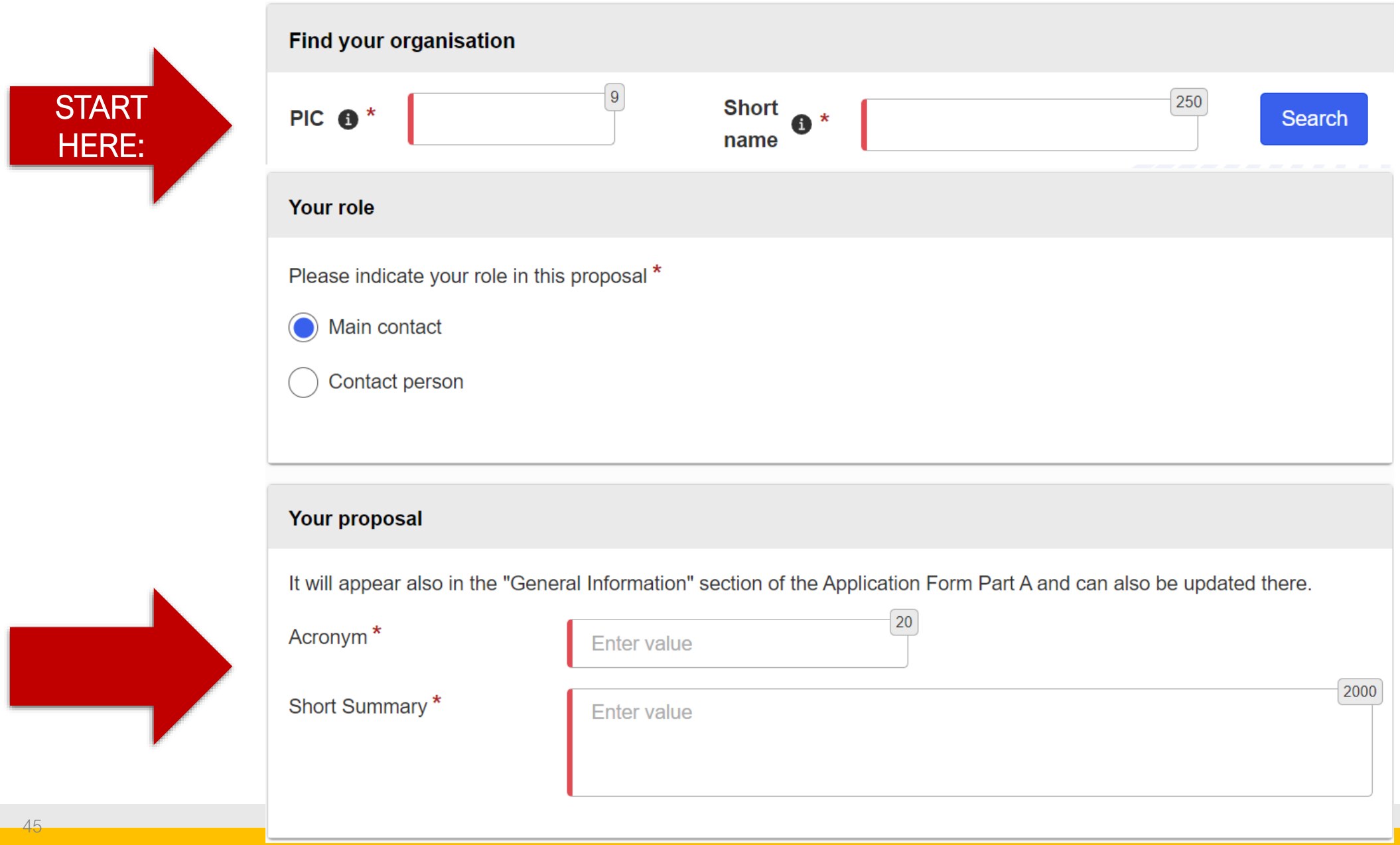
Please select the type of your submission:

EUBA Type of Action [EUBA], EUBA Type of MGA [EUBA]

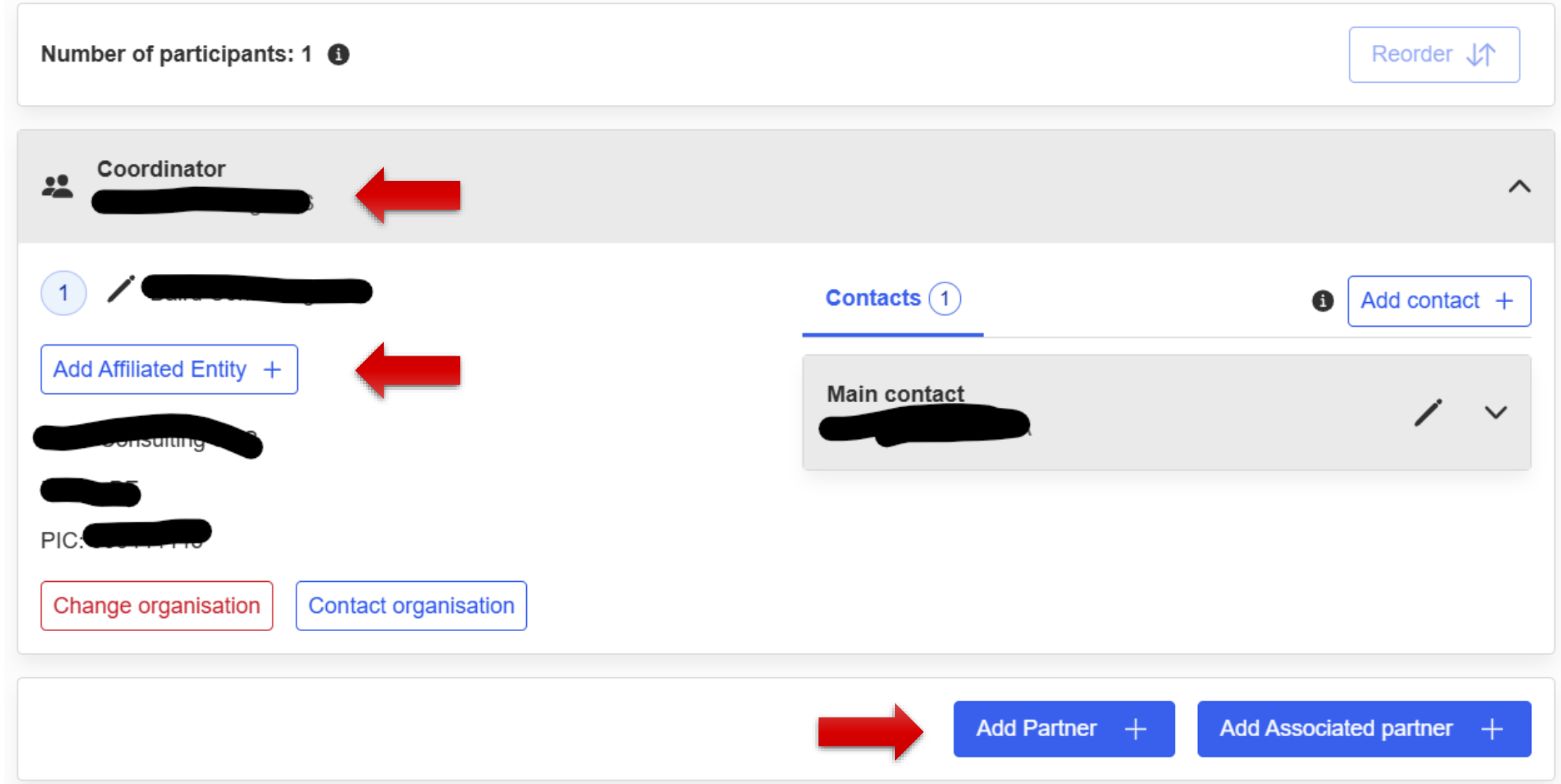
Start submission

ADD YOUR ORGANISATION, PROJECT ACRONYM & SUMMARY

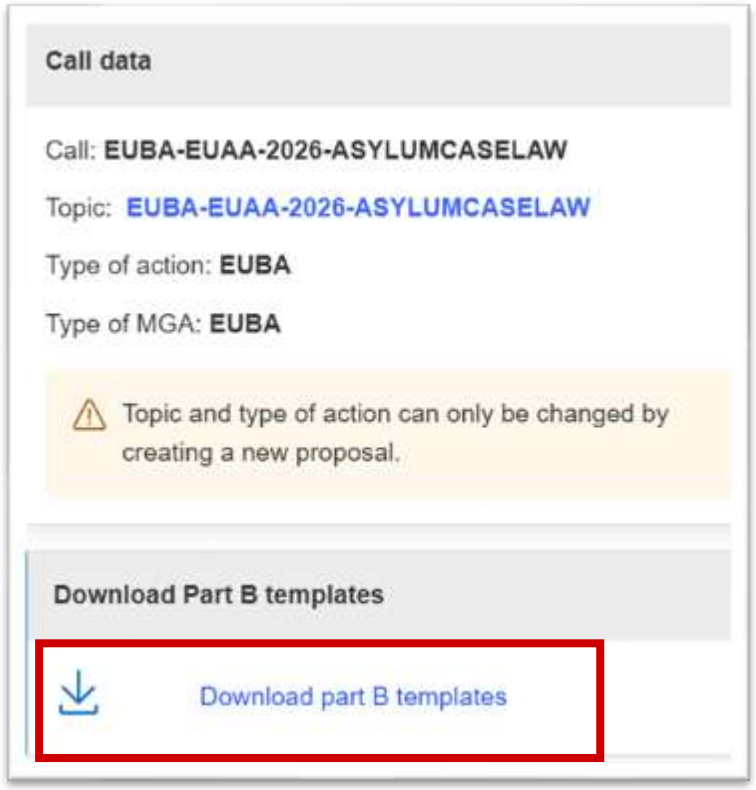
START HERE:

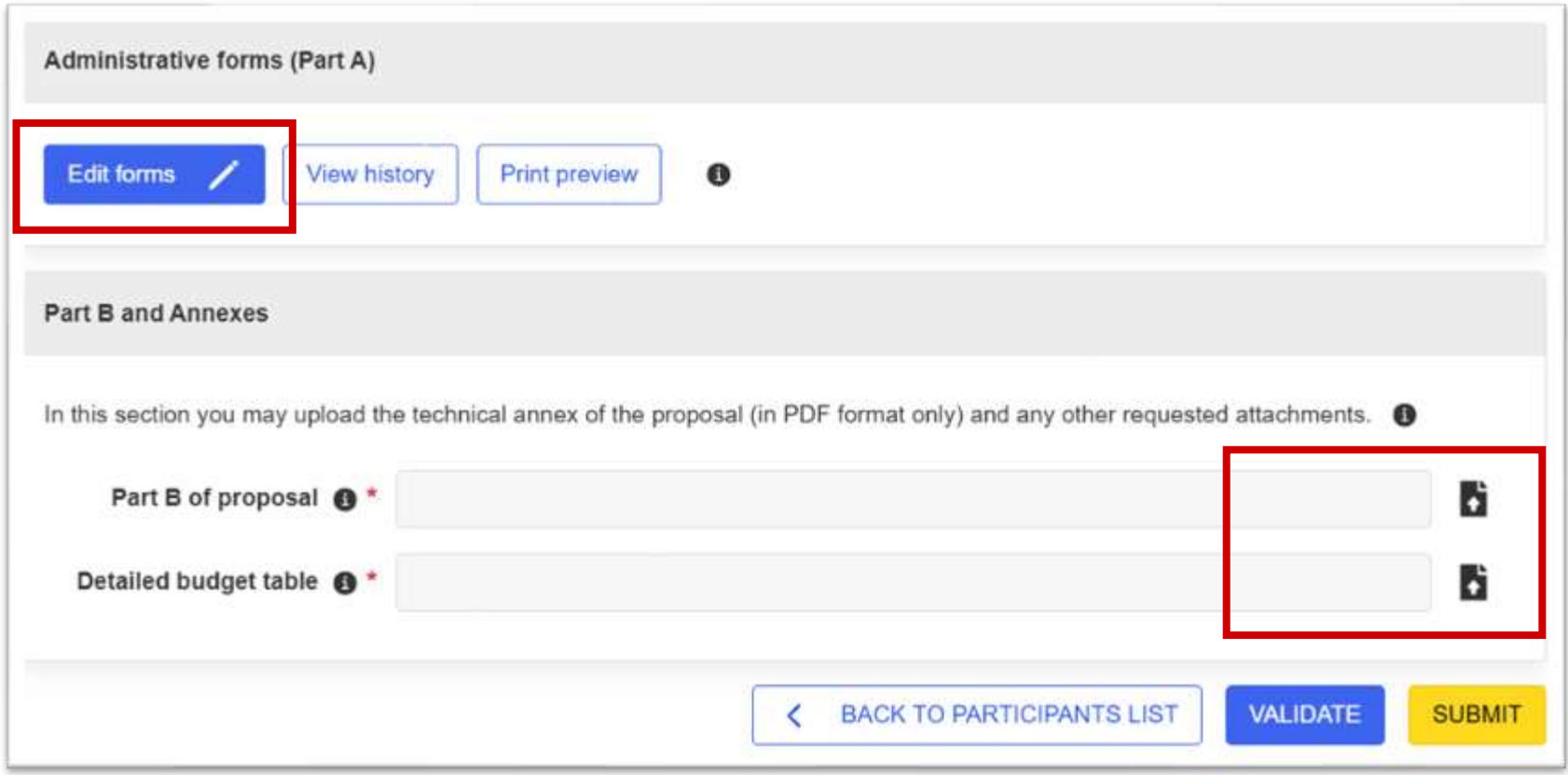


EDIT CONSORTIUM:



EDIT PART A (FORMS) & UPLOAD PART B & DETAILED BUDGET TABLE





Download the **PART B** & **detailed budget** templates!

Part B maximum page number is 40!

Detailed budget table (excel no macros)

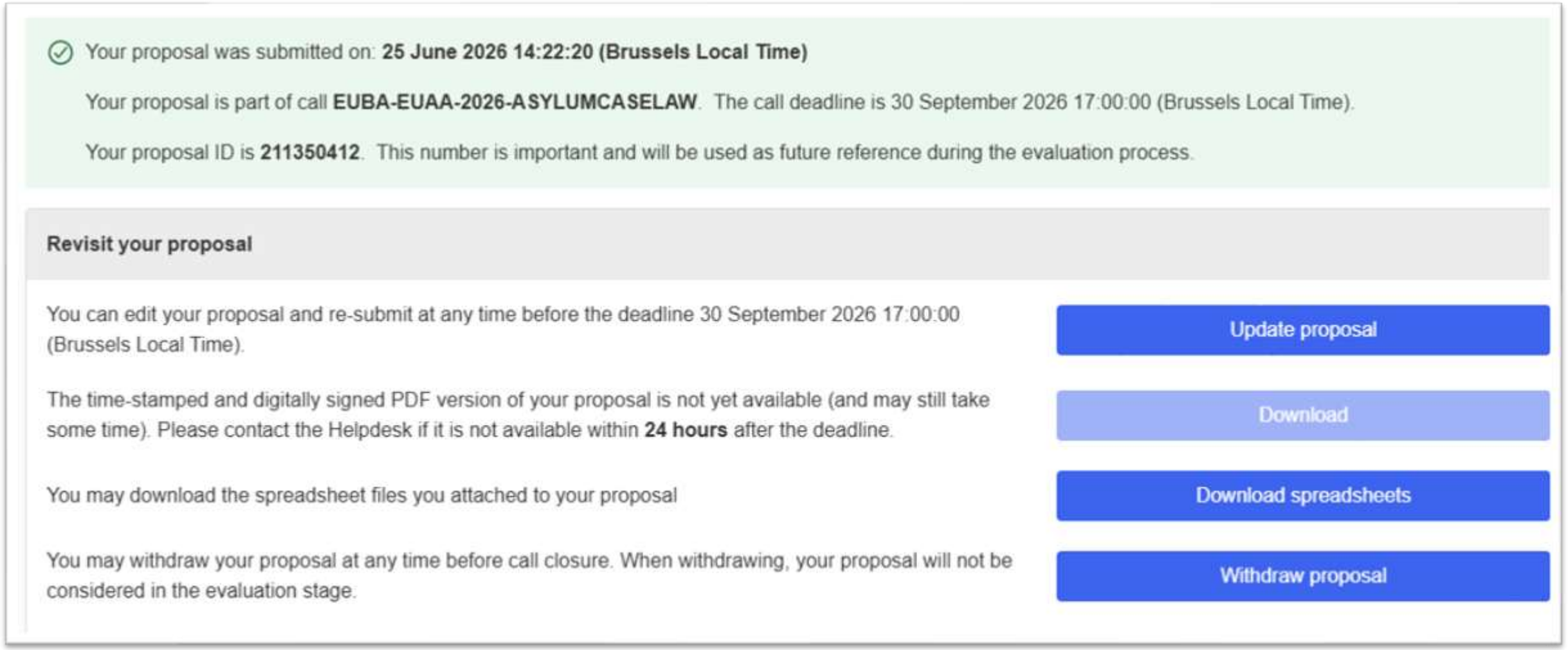
VALIDATE - SUBMIT



RED ERROR: submission of your proposal will be blocked (e.g. project summary, missing part B or detailed budget table)

YELLOW WARNING: missing information that may be important; proposal will be submitted (e.g. maximum grant amount above the set limit).

SUBMITTED → UPDATE – DONWLOAD – WITHDRAW

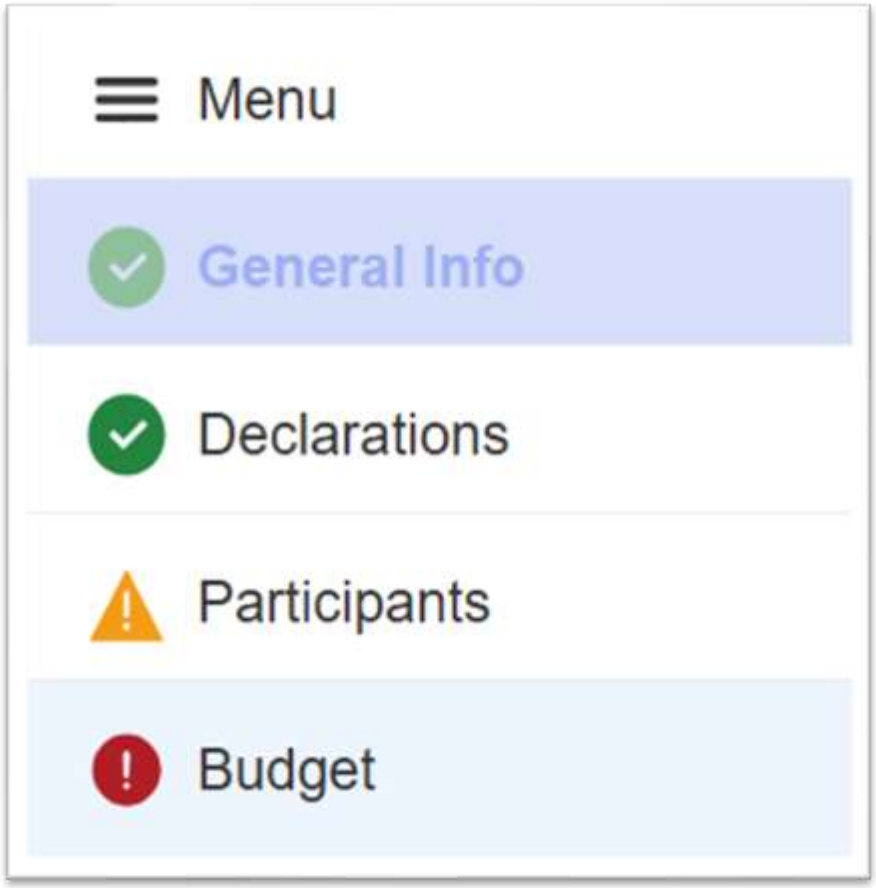


SUBMISSION TIPS:

- **Search your organisation in participant portal! If not there → register.**
- **Make sure to leave sufficient time** to prepare your proposal, including the Part A information, not to miss any information that is essential for the evaluation.
- **Use only templates available in the submission platform** *(not the funding and tender portal page)*
- **Submit the first version as early as possible,** not later than 48 hours before the deadline to avoid any technical issues. Any new submission overwrites the previous version.
- **Follow the Topic updates and Q&As**!

PART A
Administrative Information & Budget Overview (online)

PART A – EDIT FORMS!



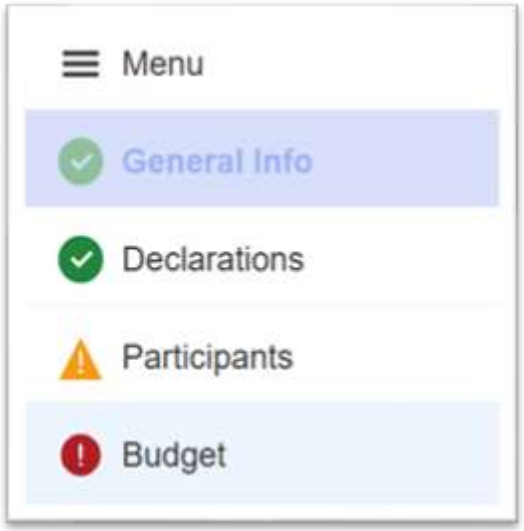
Proposal title, Keywords, Abstract

TICK BOXES: Consent of all applicants, correct and complete, fully compliant with eligibility, selection and exclusion criteria, lump sum.

Department, contact, add organisation (if needed)

Grant requested: **max 104.500 EUR**
Must be consistent with Detailed Budget Table!

PART A – 1. GENERAL INFORMATION



General information

Acronym *

SUPER PROJECT (7)

Proposal title *

CASE LAW (192)

Duration in months *

15

Free keywords

Word or words that best describe(s) the subject of your project. (200)

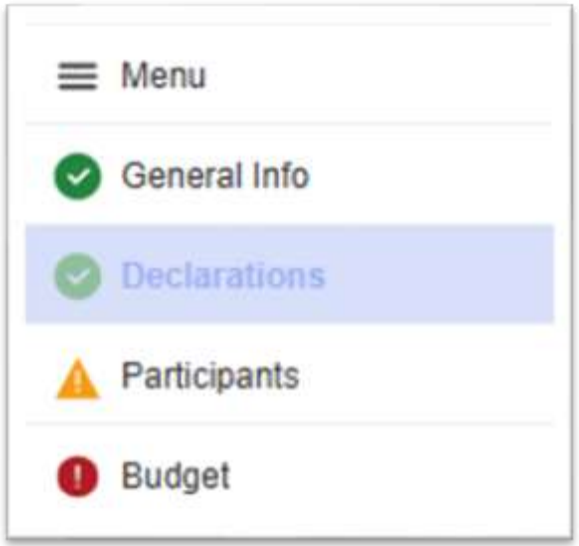
Abstract *

Short summary (max. 2,000 characters, with spaces) to clearly explain: the objectives of the proposal, how they will be achieved and their relevance to the call. It will be used as the short description of the proposal in the evaluation process and in communication with the other interested parties. Do NOT include any confidential information! (1654)

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? *

- ○ Yes
- ◉ No

PART A – DECLARATIONS

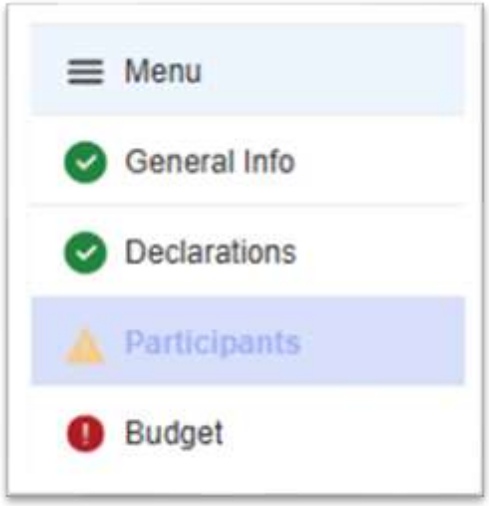


Declarations

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour. False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

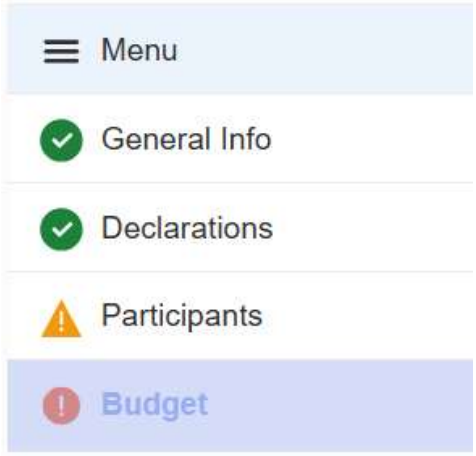
- [x] We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *
- [x] We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). *
- [x] We declare: to be fully compliant with the eligibility criteria set out in the call, not to be subject to any exclusion grounds under the EU Financial Regulation, and to have the financial and operational capacity to carry out the proposed project. *
- [x] We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions. *
- [x] We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). *
- [x] For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see AGA - Annotated Grant Agreement, art 6) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest.

PART A – PARTICIPANTS



- Each applicant (partner/affiliated entity) manages their own section in Part A.
- Most information are pre-filled from the first screens and read-only here.
- **Please add here information related to the Department (if applicable) – this will help us understand which part of your entity will be mainly involved.**

PART A – BUDGET

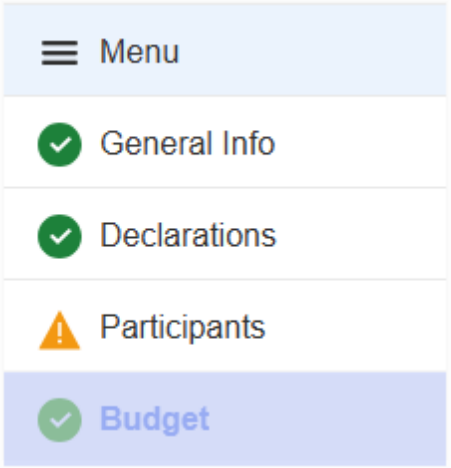


No.	Name of Beneficiary	Role	Country	Requested grant amount
1		Coordinator	BE	200,000 €

Total requested grant amount

200,000 €

The total requested EU contribution should **not exceed 104.500 EUR**



No.	Name of Beneficiary	Role	Country	Requested grant amount
1		Coordinator	BE	100,000 €

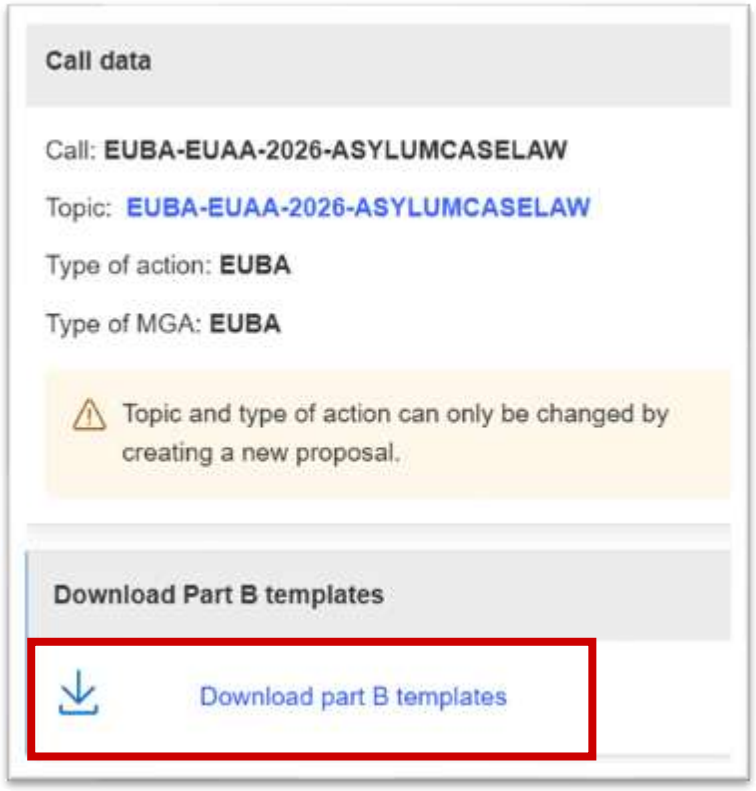
Total requested grant amount

100,000 €

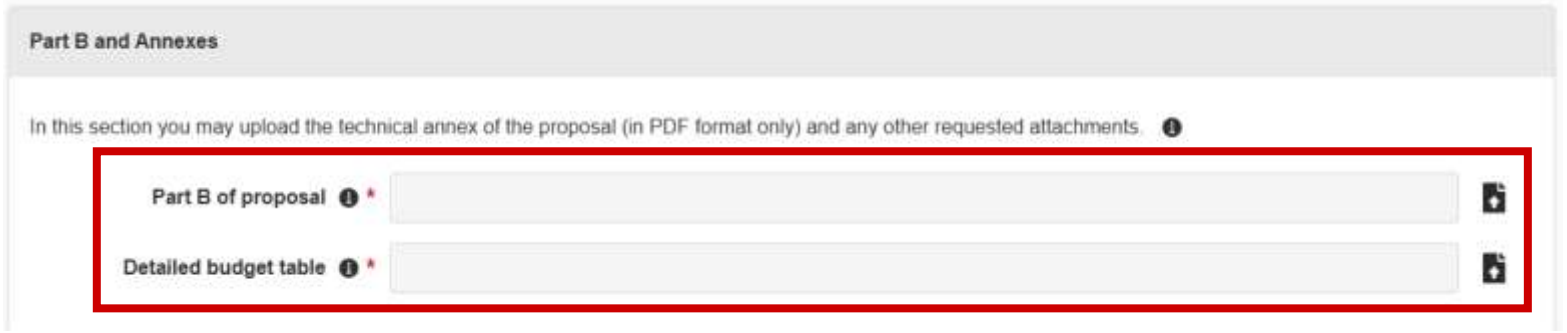
Amount is the **grant requested NOT the costs**!!!
Make sure this amount = Detailed budget table

PART B
Technical Description

PREPARE & SUBMIT PART B – Technical description



Download the **PART B** & **detailed budget** templates!

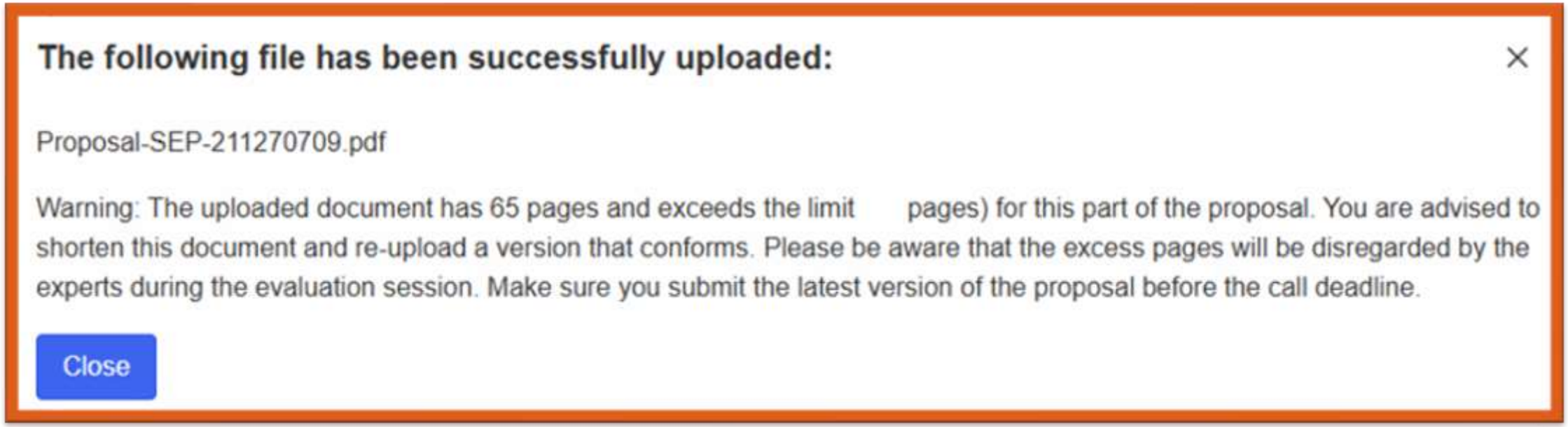


Part B - Accepted format: **PDF**

- Maximum page number: **40 pages!**
- **Please do NOT delete any instructions** in the template. The overall page limit has been raised to ensure equal treatment of all applicants.

Detailed budget table – accepted format: excel (no macros!)

WARNING – PART B OVER THE PAGE LIMIT!



If over the limit, extra pages are disregarded → the system will blank them out!

AWARD CRITERIA

1. RELEVANCE
2. QUALITY
3. IMPACT

PART B – TECHNICAL DESCRIPTION

Project summary:

1. **RELEVANCE:** 1.1 Background & Objectives (n/a), 1.2 Needs and specific objectives, 1.3 European/trans-national dimension.
2. **QUALITY:** 2.1 Concept & Methodology; 2.2 Project management, 2.3 Project team; 2.4 Cost effectiveness; 2.5 Risk management; 2.6 Participants capacity; 2.7 consortium mgt.
3. **IMPACT:** 3.1 Impact and ambition; 3.2 Communication, dissemination and visibility; 3.3 Sustainability and continuation.
4. **WORK PLAN:** 4.1 Work Plan; 4.2 Work Packages – resources – timetable;
5. **ESTIMATED BUDGET** *(ref to Annex detailed budget table)*
6. **OTHER** (n/a)
7. **DECLARATIONS** (double funding)

PREPARING WORK PLAN (Part B Section 4):

- **Group your activities into work packages (WPs):** *A work package means a major sub-division of the project. The grouping should be logical and guided by identifiable outputs.*
- Don't forget about **project management** and **communication activities**!!!
- A minimum of 2 WPs:
    - one for management, coordination and anything cross-cutting and difficult to assign to one WP (do not try splitting the same activity).
    - Other(s) for project activities

For each Work Package:

- enter an objective (expected outcome) and list the activities, and deliverables that belong to it.
- Include **obligatory deliverables**! – see call doc section 10

Work packages covering **financial support to third parties**: conditions for implementing the support *(see list of info required in the application form)*

PREPARING WORK PLAN (Part B Section 4):

Subcontracting table:

- Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. (not simply purchasing goods or services).
- Describe the task to be subcontracted, explain **why it's necessary and how do you ensure best value for money**
  - If **sub-contracting beyond 30% - give specific reasons** – we expect you to have the capacity to implement your project!

Timetable:

- Table example for 12 and 24 months project – to be adapted (rows/columns)
- Use the project month numbers instead of calendar months. Month 1 marks always the start of the project.

Questions?



SINGLE LUMP SUM DETAILED BUDGET TABLE

WHAT IS A SINGLE LUMP SUM?

Grant amount is fixed in advance (in total - per work package – per beneficiary)

Detailed budget table to define and justify the amount

Paid upon completion of project activities (as per project description)

No need for detailed actual cost reporting or financial audits

What is detailed budget table

The detailed budget table is an **Excel file** - **mandatory annex to proposal Part B**.
You must download it from the online submission system.

- You provide **cost estimations for each cost category** per beneficiary and per work package.
- The table automatically generates the **breakdown of the lump sum** per beneficiary and per work package.

Cost estimations:

- must be in line with beneficiaries' normal practices
- must be reasonable / not excessive
- must be in line with the activities proposed (Part B)
- are subject to the basic eligibility rules (cost estimations can be included only if eligible under an actual costs grant)

Which costs to be covered?

Call doc – section 10 & Annotated Grant Agreement – Article 6 (eligible and ineligible costs)

A. Personnel costs: A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons.

- must be credible and should reflect the salary of the persons that implement the activities E.g. don't put that the Director implements all the tasks. (see also section 4: Work Plan)
- Incl. fixed salary, complements, social security, taxes etc. – *as per usual remuneration practice*

B. Subcontracting costs

- Normally a limited part is allowed *(see also section 4: Work Plan)*

C. Purchase costs:

C.1 Travel and subsistence: actual or unit costs – pre-set unit costs amount (unless there is no amount set for that) - see AGA Annex 2a.

C.2 Equipment: depreciation only!

C.3 Other goods, works and services (consumables and supplies, promotion, publication, translation)

D. Other cost categories: D.1 Financial support to third parties

E. Indirect costs: flat rate of 7 % of the eligible direct costs (categories A-D)

Excel template: few instructions before starting

[Version LUMP SUM II - EUBA-EUAA-2026-CLW - v1_001, of 25/06/2026]

ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

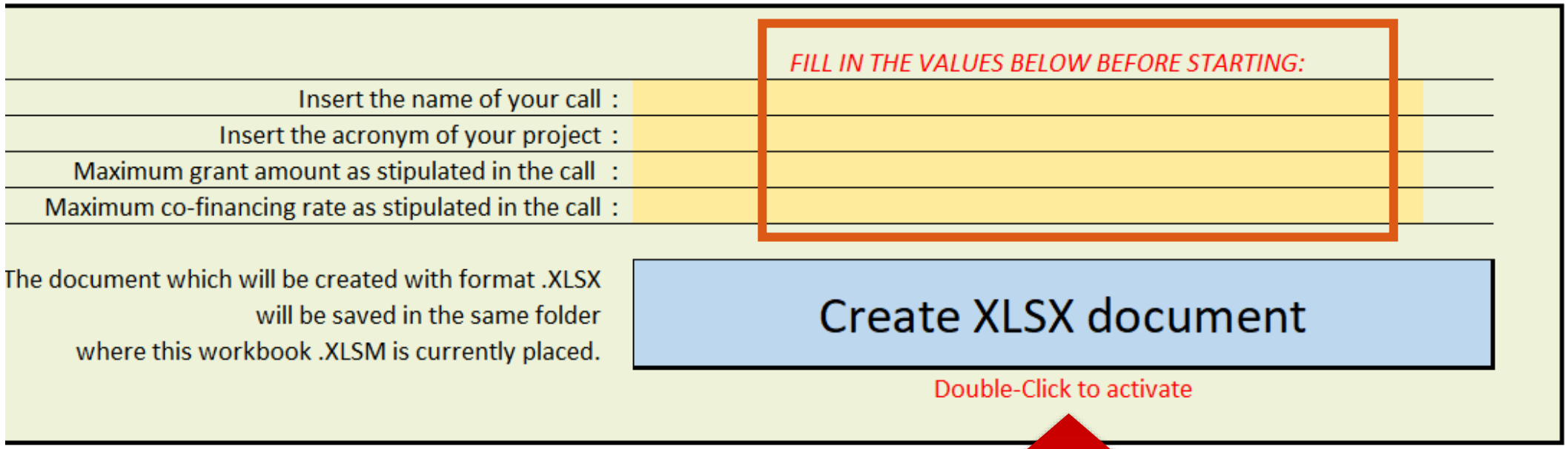
Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	**THE FIRST THING YOU NEED TO DO** is to **set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum co-financing rate (in row 35, both in column E) applicable for the call.** This data can be found in the Call document (section 6 & 10).
6	You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment). The final tab "*Any comments*" must be used to provide key information required for a full evaluation of your detailed budget (see point 18 below).
7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on '**Add a Beneficiary**'; to add an affiliated entity, please, double-click on '**Add an Affiliated Entity**'. *NOTE: the costs of Associated Partners cannot appear in any part of this budget.*

- For your proposal, you must always use the file provided in the online submission system
- The currency used in the Excel template is EURO
- Read the detailed instructions on the first tab of the Excel file

FIRST THING TO DO IS… MAX AMOUNT AND CO-FINANCING RATE

Instruction sheet: Fill in the key data [row 32-35]



Max. grant amount = 104.500 EUR
Max. co-funding rate = 95 %

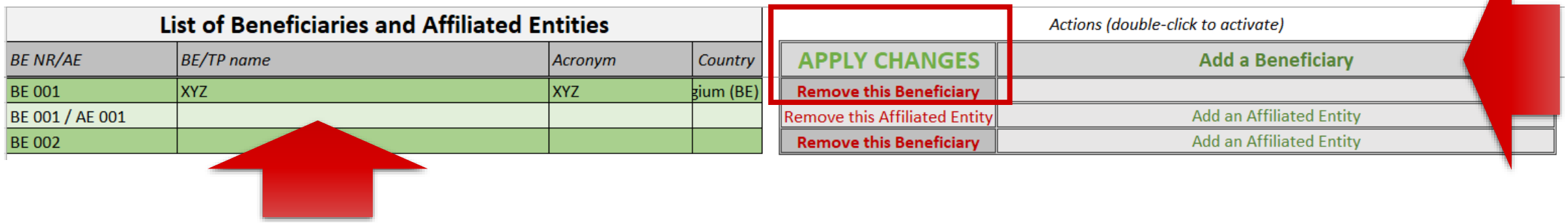
ONLY when finished

Instruction sheet: employee's profiles [row 45-49]

- Customise your employees' profiles
- The same for all beneficiaries and work packages

41	
	You can customize here the categories of employees that correspond to your organisation (example: Senior Staff, Junior Staff, Project manager, Trainer ...).
	Please, note that this definition is common to all Work Packages for all Beneficiaries.
42	
43	**A. DIRECT PERSONNEL COSTS**
44	**A1. Employees (or equivalent) person months (you can change the types based on your structure)**
45	Type 1
46	Type 2
47	Type 3
48	Type 4
49	Other
50	

Fill in the ‘Beneficiaries List’ sheet



List of Beneficiaries and Affiliated Entities			
BE NR/AE	*BE/TP name*	*Acronym*	*Country*
BE 001	XYZ	XYZ	gium (BE)
BE 001 / AE 001			
BE 002			

	Actions (double-click to activate)
APPLY CHANGES	Add a Beneficiary
Remove this Beneficiary	
Remove this Affiliated Entity	Add an Affiliated Entity
Remove this Beneficiary	Add an Affiliated Entity

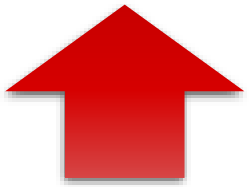
- **To add a beneficiary**, double click on the ‘Add a Beneficiary’ button to generate an additional line to the table. You can add as many beneficiaries as needed.
- **To add an affiliated entity**, double click on the ‘Add an Affiliated Entity’ button on the line of the beneficiary to which the entity is affiliated.
- For each beneficiary and each affiliated entity, write the name and the short name (acronym) of the organisation and chose the correct country from the drop-down menu. – *keep consistency with the Application form Part A and Part B.*
- Once you have completed the ‘Beneficiaries list’ sheet, you must double click the **‘Apply changes’ button** to generate the corresponding sheets in Excel workbook: one tab will be generated for each beneficiary (BE 001, etc).



Fill in the ‘Work Packages List’ sheet

List of Work Packages		Actions (double-click to activate)	
WP Nbr	*WP Label*	APPLY CHANGES	Add a Work Package
WP 001		Remove this Work Package	





- **To add a work package,** double click on the ‘Add WP’ button to generate an additional line to the table. You can add as many work packages as needed. Follow the same order as in the Part B of your application.
- Once you have completed the ‘Work Package List’ sheet, you must double click the **‘Apply changes’ button:** one table per work package will be added to the beneficiaries’ individual sheets.



Fill in the individual beneficiary sheets ('BE 00X')

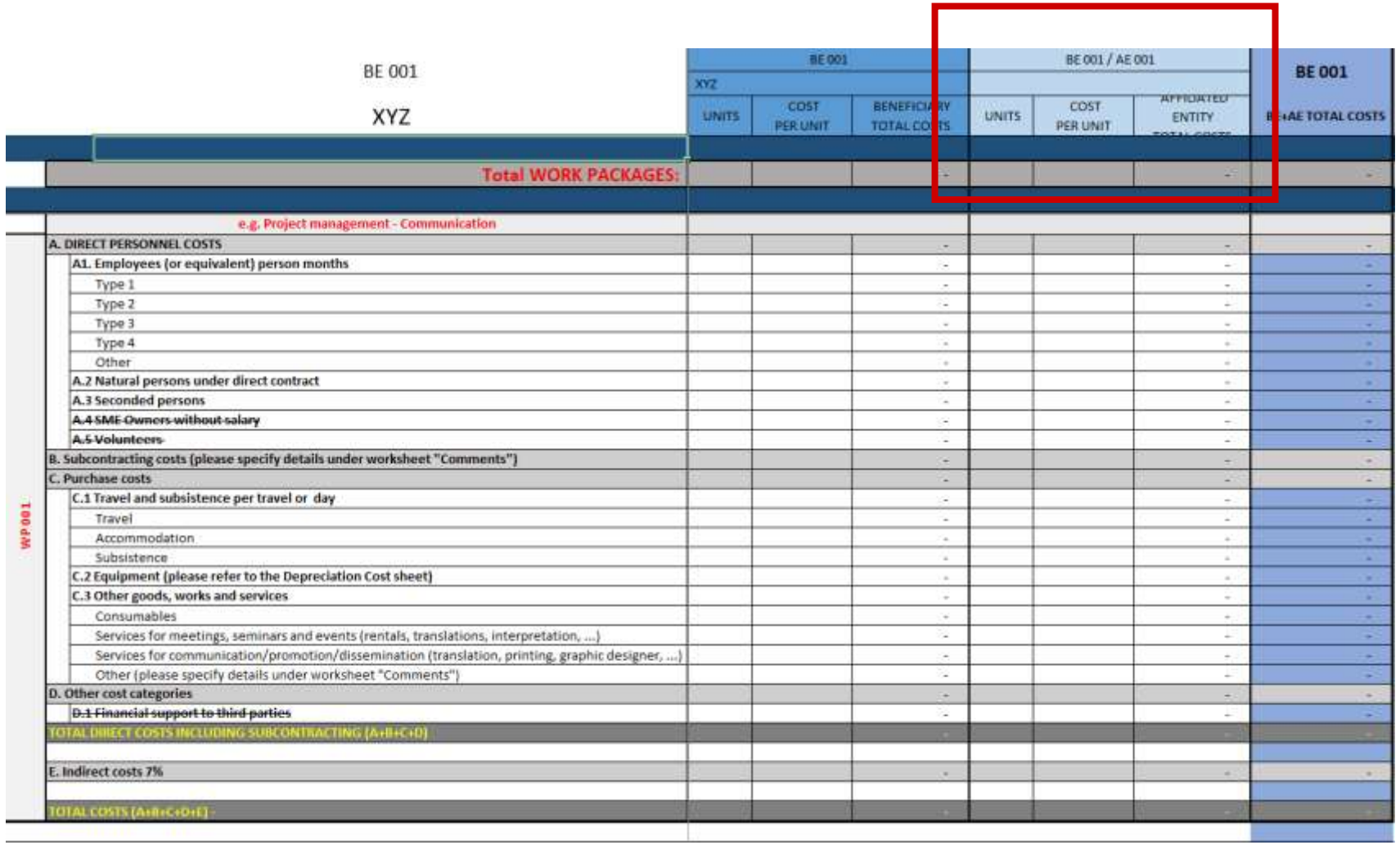
BE 001	BE 001			BE 001
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS
Total WORK PACKAGES:			-	-
A. DIRECT PERSONNEL COSTS			-	-
A1. Employees (or equivalent) person months			-	-
Type 1			-	-
Type 2			-	-
Type 3			-	-
Type 4			-	-
Other			-	-
A.2 Natural persons under direct contract			-	-
A.3 Seconded persons			-	-
~~A.4 SME Owners without salary~~			-	-
~~A.5 Volunteers~~			-	-
B. Subcontracting costs (please specify details under worksheet "Comments")			-	-
C. Purchase costs			-	-
C.1 Travel and subsistence per travel or day			-	-
Travel			-	-
Accommodation			-	-
Subsistence			-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
C.3 Other goods, works and services			-	-
Consumables			-	-
Services for meetings, seminars and events (rentals, translations, interpretation, ...)			-	-
Services for communication/promotion/dissemination (translation, printing, graphic designe, ...)			-	-
Other (please specify details under worksheet "Comments")			-	-
D. Other cost categories			-	-
D.1 Financial support to third parties			-	-
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-	-
E. Indirect costs 7%			-	-
TOTAL COSTS (A+B+C+D+E) -			-	-

WP 001

- **Complete one 'BE 00x' sheet per beneficiary.** This sheet includes one separate section for each work package. For each work package in which the beneficiary participate, enter the cost estimations under each cost category used.
- **Enter only the unit – cost per unit.** The total costs per cost category are calculated **automatically**.
- Enter only whole numbers (integers) – *unless necessary otherwise*
- If the beneficiary does not contribute to a specific work package, leave the cells empty.

Fill in the ‘BE 00X’ – affiliated entities

- If a beneficiary has an **affiliated entity**, columns for this entity are generated automatically in the ‘BE 00x sheet’.
- Enter the cost estimations of the affiliated entity in the same way as for the main beneficiary.



BE 001 XYZ	BE 001 XYZ			BE 001 / AE 001			BE 001
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	UNITS	COST PER UNIT	AFFILIATED ENTITY TOTAL COSTS	B+AE TOTAL COSTS
Total WORK PACKAGES:			-			-	-
e.g. Project management - Communication							
A. DIRECT PERSONNEL COSTS			-			-	-
A1. Employees (or equivalent) person months			-			-	-
Type 1			-			-	-
Type 2			-			-	-
Type 3			-			-	-
Type 4			-			-	-
Other			-			-	-
A.2 Natural persons under direct contract			-			-	-
A.3 Seconded persons			-			-	-
~~A.4 SME Owners without salary~~			-			-	-
~~A.5 Volunteers~~			-			-	-
B. Subcontracting costs (please specify details under worksheet "Comments")			-			-	-
C. Purchase costs			-			-	-
C.1 Travel and subsistence per travel or day			-			-	-
Travel			-			-	-
Accommodation			-			-	-
Subsistence			-			-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)			-			-	-
C.3 Other goods, works and services			-			-	-
Consumables			-			-	-
Services for meetings, seminars and events (rentals, translations, interpretation, ...)			-			-	-
Services for communication/promotion/dissemination (translation, printing, graphic designer, ...)			-			-	-
Other (please specify details under worksheet "Comments")			-			-	-
D. Other cost categories			-			-	-
~~D.1 Financial support to third parties~~			-			-	-
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-			-	-
E. Indirect costs 7%			-			-	-
TOTAL COSTS (A+B+C+D+E)			-			-	-

WP 001

Fill in the ‘BE 00X’ sheets – PERSONNEL COSTS

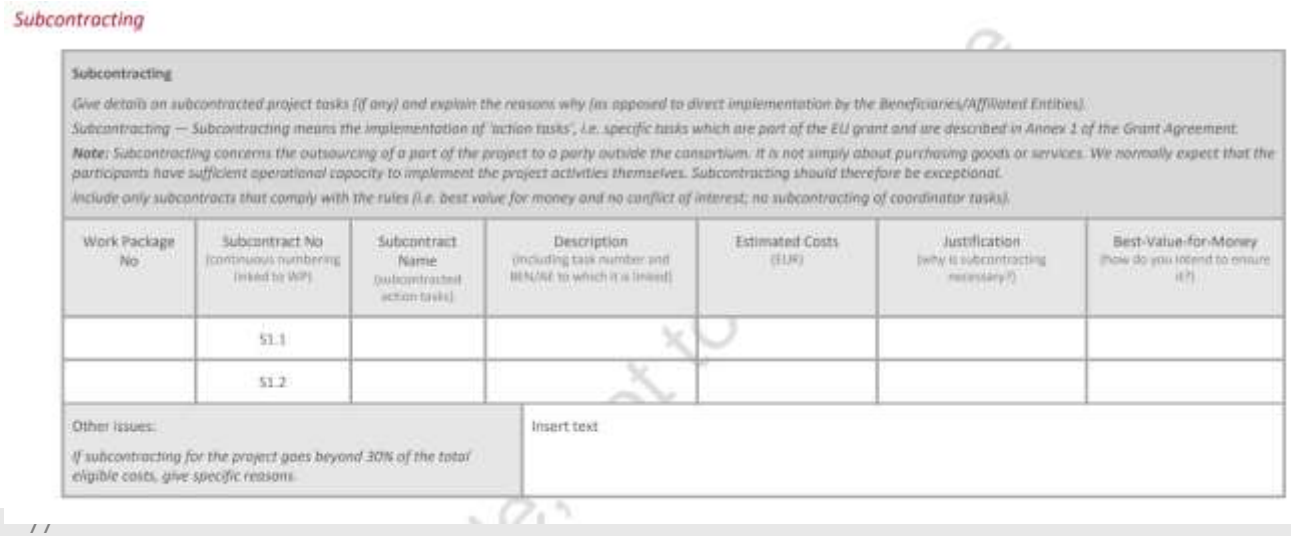
BE 001 XYZ	BE 001 XYZ UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
Total WORK PACKAGES:			-
e.g. Project management - Communication			
A. DIRECT PERSONNEL COSTS			-
A1. Employees (or equivalent) person months			-
Type 1			-
Type 2			-
Type 3			-
Type 4			-
Other			-
A.2 Natural persons under direct contract			-
A.3 Seconded persons			-
~~A.4 SME Owners without salary~~			-
~~A.5 Volunteers~~			-

- Enter the total number of units and the average cost per unit for each category of personnel costs *(employee profiles will be taken from the ‘instruction’ sheet)*
- **1 unit = 1 person-month**
- A.4 & A.5 – Not applicable to this grant *(see call document section 10)*.
- Personnel costs will be evaluated using the Horizon Europe dashboard for lump sum evaluations, an orientation tool that shows the average monthly costs for personnel by country and organisation type.
- If your personnel costs are **higher than the values in the dashboard, you must justify them** in the ‘Any comments’ tab.

Fill in the ‘BE 00X’ sheets – SUBCONTRACTING costs

B. Subcontracting costs (please specify details under worksheet "Comments")			-	-

- There is **one line for subcontracting per beneficiary and work package** (i.e., the amount entered covers all subcontracting activities for the beneficiary in a work package).
- Enter the **number of subcontracted tasks** for a given beneficiary and a given work package as number of items. The cost per item will be **an average of the costs** of all subcontracted tasks. No more detailed information is required in the Excel file
- The tasks to be subcontracted and their costs must be described and justified in **the part B of the application form**



Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

***Note:** Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues: *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons*	Insert text

The costs entered in the Part B table must match the costs entered in the Excel file

Fill in the ‘BE 00X’ sheets – DIRECT PURCHASE costs

	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
Total WORK PACKAGES:			-
C. Purchase costs			-
C.1 Travel and subsistence per travel or day			-
Travel			-
Accommodation			-
Subsistence			-
C.2 Equipment (please refer to the Depreciation Cost sheet)			-
C.3 Other goods, works and services			-
Consumables			-
Services for meetings, seminars and events (rentals, translations, interpretation, ...)			-
Services for communication/promotion/dissemination (translation, printing, graphic designer, ...)			-
Other (please specify details under worksheet "Comments")			-

- Enter the **total number of units and the average cost per unit** for each relevant cost category.
- The cost per unit will be an average of the prices of all items in the given category for a given beneficiary and a given work package.
- To calculate travel, accommodation and subsistence – use the unit costs available in AGA Annex 2!
- Brief substantiation is always welcome in the ‘Any comments’ sheet. If purchase costs **exceed 15% of the personnel costs of a given beneficiary**, this beneficiary should explain these major items in **the ‘Any comments’ sheet.**

Fill in the 'BE 00X' sheets – EQUIMENT DEPRECIATION costs

TOOL: DEPRECIATION COSTS LIST											
BE nr	Beneficiary name	WP nr	Work Package name	Resource type	Short name of the investments	Date of purchase	Purchase cost	% used for the project	% use for lifetime of the investment	Charged depreciation costs per investment	Justification: Needed info for depreciation
										-	
										-	
										-	
										-	

- For the category 'equipment' you must enter the depreciation costs in the individual beneficiary tabs.
- Use the **'Depreciation costs' tab** to calculate the depreciation costs:
  - Fill in the information about the beneficiary, the work package, the resource type, the name of the investment and the date of purchase
  - 'Purchase cost': encode the (estimated) price of the equipment in the column
  - '% used for the project': encode the percentage of usage of the equipment for the project
  - '% use for lifetime of the investment': divide the period (in months) during which the equipment is used for the project by the depreciation period (in months) for the equipment. Multiply the results by 100%.
- **This amount is NOT automatically transferred to the respective 'BE 00x' tab – do it manually!** If you have several items in the 'Depreciation costs' tab for one single section (same beneficiary, same work package and same resource type), you must enter the number of items and add the average of the depreciation costs as 'cost per item'.

Fill in the ‘BE 00X’ sheets – INDIRECT costs - TOTAL costs

	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
Total WORK PACKAGES:			-
D. Other cost categories			-
~~D.1 Financial support to third parties~~			-
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-
E. Indirect costs 7%			-
TOTAL COSTS (A+B+C+D+E) -			-

- Other direct costs are not applicable to this call for proposal
- Indirect costs are calculated automatically (7%).
- Total costs are calculated automatically.

Lump sum breakdown

- The lump sum breakdown table is **generated automatically**. It displays the lump sum shares (grant!) per beneficiary/affiliated entity and per work package
- It already applies the funding rate and, if relevant, cap it with the maximum grant amount - from the Instruction sheet.
- In the part A of the application (online forms), you have to fill in the 'Budget for the proposal' table, entering the requested grant amount for each participant (not costs!!!). → '**Max TOTAL EU contribution'** amounts per beneficiary in the table 'Proposal Budget' in the Excel file.

Excel file – 'BE-WP Overview' sheet

Your Requested EU Grant Amount : 96,728.00 EUR

BE NR/AE	Acronym	WP 001 PROJECT MGT & COMMUNICATION	WP 002 TRAININGS	Maximum Grant Amount
XYZ	XYZ	17,976.00	28,847.20	46,823.20
XYZ sister	XYZ sister	-	15,408.00	15,408.00
ABC	ABC	-	19,516.80	19,516.80
123	123	-	14,980.00	14,980.00
TOTAL	Consortium	17,976.00	78,752.00	96,728.00

Part A (online form)



Summary tables

- The ‘BE-WP Overview’, ‘Proposal Budget’ and ‘Person-months overview’ tables are produced automatically.
- They will be used during the evaluation of your proposal.

- BE-WP Overview is a basis of the Grant agreement Annex 2 estimated budget.

EXAMPLE: **‘BE-WP Overview’**

Your Requested EU Grant Amount : 96,728.00 EUR

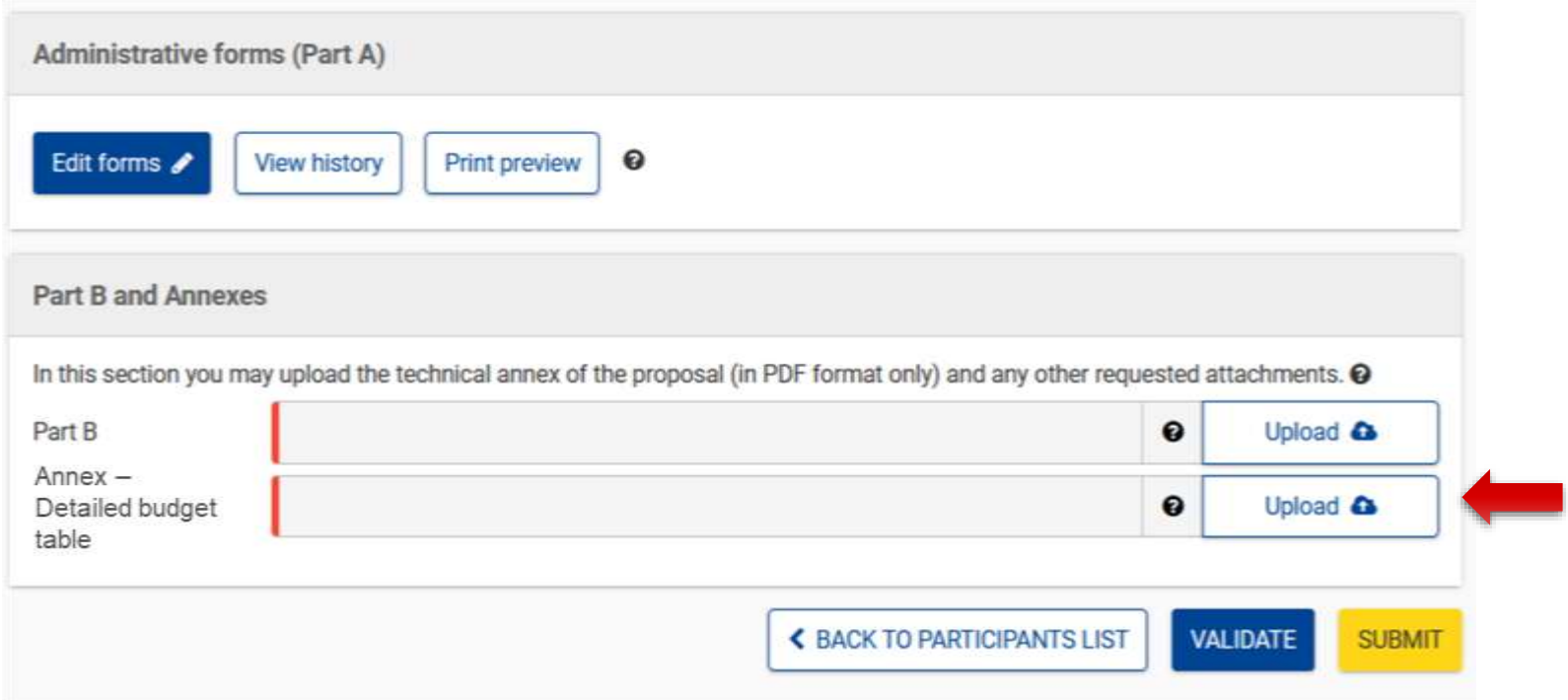
BE NR/AE	Acronym	WP 001 PROJECT MGT & COMMUNICATION	WP 002 TRAININGS	Maximum Grant Amount
XYZ	XYZ	17,976.00	28,847.20	46,823.20
XYZ sister	XYZ sister	-	15,408.00	15,408.00
ABC	ABC	-	19,516.80	19,516.80
123	123	-	14,980.00	14,980.00
TOTAL	Consortium	17,976.00	78,752.00	96,728.00

TOTAL PERSON/MONTHS FOR ALL BENEFICIARIES PER WP
(INCLUDING LINKED THIRD PARTIES)

BE NR/AE	Acronym	WP 001 PROJECT MGT & COMMUNICATION	WP 002 TRAININGS	Total for project
XYZ	XYZ	0.60	5.00	5.60
XYZ sister	XYZ sister	-	3.00	3.00
ABC	ABC	-	2.00	2.00
123	123	-	2.00	2.00
TOTAL	Consortium	0.60	12.00	12.60

EXAMPLE: **‘BE-WP Person Months’**

Uploading the Excel file



- The format of the Excel template is .xlsm because it uses macros. While you work on it, always save it as .xlsm.
- Upload the Excel file in .xlsx or .xls format. For security reasons, you cannot upload the file in .xlsm format.
- Always keep a copy of the original .xlsm file.

COMMON MISTAKES

COMMON MISTAKES

- **Use ONLY the templates available after you enter the submission system!**
- **Partners must be correctly and consistently encoded** (mistake: partner missing in Part A BUT with a role in the project (part B) or budget in detailed budget table!!! The same entity but different short name is used)
- **Work Packages are inconsistent across detailed budget table and Part B (title, number, missing WP)**
- Detailed budget table (excel): **Max. grant amount and max. co-financing rate must be encoded correctly in 'Instructions' sheets** ➔ incorrect calculation of the max. EU contribution in the 'Proposal Budget' sheet ➔ incorrect requested EU grant !!!!
- Detailed budget table (excel): When encoding the budget, clarify the units used via the 'Any comments' sheet.
- Do not forget about project management & communication work package!
- Make sure your proposal is complete – missing sections may have an impact on the score
- **KEEP ENOUGH TIME FOR ALL PARTS OF THE APPLICANTION!!!**

CHECK before submitting

	Part A	Part B	Detailed budget table
Funding rate and max grant amount	n/a	n/a	!!! Instruction sheet
Applicants (partners and affiliated entities)	Partners	Section 2 Consortium & Section 4 WPs (leader)	'Beneficiaries List' sheet
Work Packages	N/A	Section 4 WPs	'Work Packages list' sheet
Personal costs	n/a	n/a	*'Any comments' sheet may be used*
Subcontracting	n/a	Section 4 Table incl. costs; if higher than 30% add justification	'BE 00X' sheet
Equipment	n/a	n/a – it must make sense for the described activities.	'BE 00X' sheet & 'depreciation costs' sheet
Purchase costs	n/a	n/a – it must make sense for the described activities.	purchase costs exceed 15% → any comments sheet
Lump sum grant amount	Budget	n/a	'BE-WP Overview' sheet

Questions?





Thank You for Joining!

Further questions? Contact us at:

grants@euaa.europa.eu

Follow call updates and Q&As on Funding and Tenders portal!

euaa
EUROPEAN UNION
AGENCY FOR ASYLUM



EUAA Grants

The EUAA awards grants to help carrying out its mandate, to support Member States in implementing the Common European Asylum System (CEAS)