



MONTENEGRO
MINISTRY OF FINANCE
THE DIRECTORATE FOR FINANCE AND CONTRACTING OF THE EU ASSISTANCE FUNDS

Contracting Authority's Clarifications

Grant scheme: “Collaborative grant scheme for innovative project ideas”

Following the info sessions held on 19th and 22nd February 2019, below are presented the answers on questions raised by the participants. Also, the table contains the answers on questions received on the functional e-mail address cfcu@mif.gov.me.

Q1	Is the production of souvenirs eligible action under this Call for Proposals?
A1	<p>In accordance with the Guidelines for grant applicants (Gfa), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please refer to Guidelines for grant applicants (Gfa), <i>Section 2.1.4. Eligible actions: actions for which an application may be made</i>, where the following is mentioned:</p> <p>“Types of activity</p> <p><u>The following list of possible types of activities is indicative only and not exhaustive:</u></p> <ul style="list-style-type: none">• integrating new technologies into an existing products, services or processes; identification and examination of mechanisms that can be used to integrate new technology into existing products; determining conditions under which specific integration mechanisms are most appropriate; purchase of relevant equipment;• development and testing new innovative products and/or services; prototype stage (testing and validating a working model), implementation (in market, continuous product or service improvement) with possibility for expanding the product or service to a larger scale; development and dissemination of information in order to present project results and/or to prepare innovation for placement on the market;• defining/developing/piloting of new, innovative ideas/concepts that can be further developed/expanded and possibly supported through other EU instruments; preparation of scientific articles and its publications in relevant scientific papers.” <p>The relevance of the proposed activities and the design of the action for this CfP are to be demonstrated by an applicant in the proposal itself, and are to be checked during the evaluation stage.</p>

Q2	Is the public institution eligible as an applicant under this Call for Proposals?
A2	<p>In accordance with the Guidelines for grant applicants (Gfa), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please, refer to the section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)), where the following is stipulated:</p> <p>“(1) <i>In order to be eligible for a grant, the lead applicant must:</i></p> <ul style="list-style-type: none"> • <i>be a legal person or an entity without legal personality and</i> • <i>be non-profit-making or profit-making organisation, which however cannot generate profit from the proposed action and</i> • <i>be a specific type of institution, such as:</i> <ul style="list-style-type: none"> - <i>scientific-research institution, licensed by the Ministry of Science of Montenegro (in accordance with Art 28 of the Law on Scientific-research activities - Official Gazette of Montenegro, No. 80 of 31 December 2010, 40/11, 57/14). Please note that the license must be effective at the time of submission of the application;</i> - <i>public or private university;</i> - <i>private entity (innovative and entrepreneurial centre, business incubator, enterprise);</i> - <i>centre of excellence;</i> - <i>Non-Governmental Organisation (NGO) and</i>’ <p>(...)</p>
Q3	Is there a possibility to cover more than one area of production or to link two areas into one under this Call for Proposals?
A3	<p>Please refer to the Guidelines for grant applicants (Gfa), <i>Section 1.2. Objectives of the programme and priority issues</i>, where the following is stipulated:</p> <p>“<i>Project proposals must be in line with at least one of the thematic priorities defined by the Strategy of Innovation Activities (2016-2020) and Strategy of Scientific Research Activity (2017-2021):</i></p> <ul style="list-style-type: none"> • <i>Energy;</i> • <i>Agriculture and food;</i> • <i>Sustainable development and tourism;</i>

	<ul style="list-style-type: none"> • <i>Information and communication technologies;</i> • <i>Medicine and health of people;</i> • <i>New materials, products and services and</i> • <i>Science, education and identity.”</i> <p>In accordance with the section mentioned above “at least one of the thematic priorities” indicates that there is no limitation to the number of thematic priorities covered by a Proposal.</p> <p>The relevance of the proposed activities and the design of the action for this CfP are to be demonstrated by an applicant in the proposal itself, and are to be checked during the evaluation stage.</p>
Q4	How many applications can be submitted by the potential applicants?
A4	<p>Please refer to the Guidelines for grant applicants (Gfa), <i>Section 2.1.4. Eligible actions: actions for which an application may be made</i>, where the following is written:</p> <p><u>“Number of applications and grants per applicants / affiliated entities</u></p> <p><i>The lead applicant may not submit more than two (2) applications under this call for proposals.</i></p> <p><i>The lead applicant may not be awarded more than one (1) grant under this call for proposals.</i></p> <p><i>The lead applicant may not be a co-applicant or an affiliated entity in more than one (1) application at the same time.</i></p> <p><i>A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than two (2) applications under this call for proposals.</i></p> <p><i>A co-applicant/affiliated entity may not be awarded more than one (1) grant under this call for proposals.”</i></p> <p>To summarise, potential applicant may submit:</p> <ul style="list-style-type: none"> - two applications as a lead applicant and one as a co-applicant at the same time; <p>or</p> <ul style="list-style-type: none"> - two as a co-applicant at the same time; <p>but may be awarded only one as a lead applicant and one as a co-applicant at the same time in any of the possible cases.</p>

Q5	Does this call refer only to the development of existing products or does this call enable applicants integrate new technologies and build up to the existing ones?
A5	Please refer to answer A1.
Q6	What were the previous projects and experience related to sustainable development and tourism and financed by the European Union?
A6	<p>Within the Grant Scheme “Transfer of knowledge between sectors of higher education, research and industry” which is financed under the Operational Programme “Human Resources Development 2012-2013” (IPA component IV) one of the priorities was related to the Sustainable development and tourism. Six projects with this topic were financed through this Grant scheme.</p> <p>For more information about these projects please refer to the official web page of the Operational Programme: http://www.ipa4.me/</p>
Q7	Can the final output be a new service instead of a product?
A7	Please refer to answer A1.
Q8	Is the eligible activity under this Call development of a new game application related to the topic of history of a castle. Is this idea acceptable?
A8	<p>In accordance with the Guidelines for grant applicants (Gfa), <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Also, please refer to the <i>Section 1.2. Objectives of the programme and priority issues</i> where the following is stipulated:</p> <p><i>“Project proposals must be in line with at least one of the thematic priorities defined by the Strategy of Innovation Activities (2016-2020) and Strategy of Scientific Research Activity (2017-2021):</i></p> <ul style="list-style-type: none"> • <i>Energy;</i> • <i>Agriculture and food;</i> • <i>Sustainable development and tourism;</i> • <i>Information and communication technologies;</i> • <i>Medicine and health of people;</i> • <i>New materials, products and services and</i>

	<ul style="list-style-type: none"> • <i>Science, education and identity.</i>” <p>Furthermore, please refer to answer A1.</p>
Q9	Could you please clarify what does the term “new materials” refer to?
A9	<p>This term is referring on research and development of new functional materials with better characteristics compared to traditional materials, with emphasis on “smart” materials intended for specific applications in the fields of energy, medicine, pharmacy, electrical engineering, metallurgical engineering, mechanical engineering and transport. Innovative application of materials in specific sections of industry, medicine, agriculture and environmental protection, with particular emphasis on the application of nanotechnology and biotechnology shall enjoy likewise treatment. Development of new commercially competitive materials, products and services, based on domestic natural resources is to be considered equally important.</p> <p>Research in this area is not limited to the needs and usability within a particular industry, so they can be developed in an unlimited number of directions. In addition, successful research products often find multiple applications, thereby helping in multiplying their usability and potential of commercialization.</p> <p>More information could be found in the <i>Strategy of scientific-research activity 2017-2021, Section 6. Priorities – towards smart specialization.</i></p>
Q10	Could you, please clarify, if any additional funds from other programmes could be linked to this call?
A10	<p>Please, refer to Guidelines for grant applicants (Gfa), <i>Section 1.3. Financial allocation provided by the contracting authority:</i></p> <p><i>“Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:</i></p> <ul style="list-style-type: none"> • <i>minimum amount: EUR 60.000,00</i> • <i>maximum amount: EUR 80.000,00</i> <p>(...)</p> <p><i>Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</i></p> <ul style="list-style-type: none"> • <i>Minimum percentage: 50% of the total eligible costs of the action.</i> • <i>Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.5).</i>

	<p><i>The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the European Union Budget or the European Development Fund¹.</i></p> <p>Co-financing percentage/portion of the applicant, which can range from 10-50% depending on the percentage of co-financing chosen during the preparation of an application, can be financed from resources other than EU budget or European Development Fund.</p> <p>No additional funds could be allocated under this Call for Proposals. Any modification, i.e. introduction of additional funds on a proposed grant amount will contradict the criteria set up in Gfa, Section 1.3. Furthermore, annex concerning the Budget of the action would then reflect grant amount opposite to the one proposed under the Gfa.</p>
Q11	Under Guidelines for Applicants, Costs for Human Resources may not exceed 60% of the total eligible costs? Could this percentage be higher?
A11	<p>In accordance with the Gfa, <i>Section 1.3. Financial allocation provided by the contracting authority:</i></p> <p><i>“Costs for Human Resources may not exceed 60% of the total eligible costs for the action.”</i></p> <p>Costs for Human Resources exceeding 60% will not be considered as an eligible costs.</p>
Q12	Please clarify if the newly engaged employees are represented in the budget heading Human Resources or in a different budget heading?
A12	The newly engaged employees are represented in the budget heading Human Resources.
Q13	Please clarify if the entity, which already has 3 PhD candidates employed, must employ additional PhD candidates during the phase of preparation of an application?
A13	<p>Please refer to Gfa, Section 1.2. Objectives of the programme and priority issues, which stipulates that:</p> <p><i>“The global objective of this call for proposals is strengthening research and innovation in Montenegro.</i></p> <p><i>The specific objective of this Call for Proposals is to develop innovative ideas in business, academy and civil sector in Montenegro that will be applied through implementation of innovative projects, with the aim to contribute to the smart and sustainable economic growth.”</i></p>

¹ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

	<p>Entity which has already employed three PhDs does not necessarily need to engage new candidates to prepare application.</p> <p>Also, please refer to answer A1.</p>
Q14	Could you please clarify what is the definition of a “young researcher”?
A14	<p>In accordance with the European regulations, the term “young researcher” implies two levels:</p> <ol style="list-style-type: none"> 1. First stage researcher, the term which imply students of PhD studies (doctorands), who have still did not get the PhD diploma and who conduct research under the mentorship/supervision, i.e. are not independent in their research and work. 2. Recognised researcher, who owns the PhD diploma, but still did not reach the advanced level of independent research/work, i.e. are in the early research phase. <p>To better describe and specify the target group under a <i>recognised researcher</i>, the criteria of European Research Council for Starting Grants Scholarships is applied, which refer to PhDs, still in the early research phase. Accordingly, researchers who have at least 2, and maximum 7 years of experience after earning the PhD degree are eligible to apply.</p> <p>Hence, this Call for Proposals refers to young researchers – PhD students and PhDs mentioned in the explanation above.</p> <p>Additionally, we are not able to define the age limit for a researcher. The reference “young” refers to the career length of a PhD, while the PhD students/doctorands, with their status per se, fall within the category of a “young” – early career researchers.</p> <p>The definitions mentioned above are available in the European Commission document “<i>Towards a European Framework for Research Careers</i>”.</p> <p>Also, the definition of the PhD students/doctorands, understood under the category of young researcher, is in accordance with the European Commission report “<i>The European Higher Education Area in 2018: Bologna Process Implementation Report, paragraph 3.1.1.3.</i>”</p>
Q15	Please clarify if the Limited liability companies are eligible to apply for this call?
A15	Please refer to answer A2.
Q16	What are the “tools” for networking and linking with partners?
A16	<p>Tool which can be used in order to receive information about researchers from Montenegro and Diaspora is an online platform Science Network of Montenegro: https://naucnamreza.me/</p> <p>As for private sector please refer to the Chamber of Economy and Montenegrin Employers Federation web page: http://www.privrednakomora.me/</p>

	<p>http://poslodavci.org/en/</p> <p>The Registry of NGOs is on the web page of the Ministry of Public Administration: http://www.mju.gov.me/rubrike/dobra_javna_uprava_i_djelovanje_nvo/evidencija/evidencije_iz_registra</p>
Q17	What is the percentage of pre-financing?
A17	<p>In accordance with the <i>Article 15 of the General Conditions applicable to European Union-financed grant contracts for external actions</i>, the Contracting Authority must pay the grant to the Coordinator following one of the payment procedures below, as set out in Article 4 of the Special Conditions.</p> <p>(...)</p> <p><i>“Option 1: Actions with an implementation period of 12 months or less or grant of EUR 100 000 or less</i></p> <p><i>(i) an initial pre-financing payment of 80 % of the maximum amount referred to in Article 3.2 of the Special Conditions (excluding contingencies);</i></p> <p><i>(ii) the balance of the final amount of the grant.”</i></p> <p>According to Article, 15.3. of the General Conditions applicable to European Union-financed grant contracts for external actions:</p> <p>(...)</p> <p><i>“For the purposes of the initial pre-financing payment, the signed contract serves as payment request. A financial guarantee shall be attached if required in the special conditions.”</i></p> <p>(...)</p> <p>Additionally, according to the Article 15.4. of the General Conditions applicable to European Union-financed grant contracts for external actions:</p> <p><i>“The initial pre-financing payment shall be made within 30 days of receipt of the payment request by the contracting authority.”</i></p> <p>(...)</p>
Q18	Could you explain the procedure of payment?
A18	Please refer to answer A17.
Q19	Is there a possibility to engage staff from abroad?
A19	If potential staff member is foreigner, he/she has to have resolved legal status on a country level which ensures the possibility of engagement.

Q20	Is there a possibility to purchase equipment under this Call for Proposal?
A20	<p>In accordance with the Gfa, <i>Section 2.2.4. Further information about concept notes</i>, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities.</p> <p>Please, refer to answer A1, bullet 1.</p> <p>Additionally, please refer to the <i>ANNEX II, General conditions applicable to European Union-financed grant contracts for external actions, Article 14 Eligible costs, sub-article 14.2, which states:</i></p> <p><i>“Subject to Article 14.1 and, where relevant, to the provisions of Annex IV being respected, the following direct costs of the beneficiary(ies) shall be eligible:</i></p> <p>(...)</p> <p><i>c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5.”</i></p>
Q21	Since grant contracts are donations/non-commercial payments by the contracting authority from the general budget of the European Union in order to finance an action or an operation, what is considered a profit, an income generated immediately or after the grant implementation?
A21	<p>According to ANNEX II General conditions applicable to European Union-financed grant contracts for external actions, Article 17, Sub-articles 17.3, 17.4 and 17.6, stipulate the following:</p> <p><i>“The grant may not produce a profit for the beneficiary(ies), unless specified otherwise in Article 7 of the special conditions. Profit is defined as a surplus of the receipts over the eligible costs approved by the contracting authority when the request for payment of the balance is made.”</i></p> <p><i>“The receipts to be taken into account are the consolidated receipts on the date on which the payment request for the balance is made by the Coordinator which fall within one of the two following categories:</i></p> <p><i>a) EU grant;</i></p> <p><i>b) income generated by the Action; unless otherwise specified in the special conditions.”</i></p> <p><i>“Where the final amount of the grant determined in accordance with the contract would result in a profit, it shall be reduced by the percentage of the profit corresponding to the final European Union”</i></p> <p>Also, according to the Article 17.7 of the abovementioned conditions:</p> <p><i>“The provisions in Article 17.3 shall not apply to:</i></p>

	<p>a) actions the objective of which is the reinforcement of the financial capacity of a beneficiary, if specified in Article 7 of the special conditions;</p> <p>b) actions which generate an income to ensure their continuity beyond the end of this contract, if specified in Article 7 of the special conditions;</p> <p>c) actions implemented by non-profit organisations;</p> <p>d) study, research or training scholarships paid to natural persons;</p> <p>e) other direct support paid to natural persons in most need, such as unemployed persons and refugees, if specified in Article 7 of the special conditions;</p> <p>f) grants of EUR 60 000 or less.”</p>
Q22	Please clarify whether the PhD candidates must be involved in the project writing? Please clarify if PhD candidates, involved in project writing, have to remain employed after the end of implementation of this grant contract?
A22	<p>PhDs do not necessarily have to be engaged in writing project proposals.</p> <p>Please refer to Gfa, Section 1.2. Objectives of the programme and priority issues, where it is stated:</p> <p><i>“The priority of this call for proposals is engagement of young researchers (at least 2 per action/innovative project), in order to strengthen human resources capacities as well as research and innovation system in Montenegro (see also Section 2.3).”</i></p> <p>Also, refer to Gfa, Section 2.3 EVALUATION AND SELECTION OF APPLICATIONS, Step 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION, Evaluation grid for the Concept note, Section 1.Relevance of the action, Sub-section 1.1. where the scoring for the particular priority is reflected;</p> <p>and,</p> <p>to Gfa, Section 2.3 EVALUATION AND SELECTION OF APPLICATIONS, Step 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION, Evaluation grid for the full application, Section 5 – Sustainability of the action, Sub-section 5.3, which set ups scoring methods in this regard.</p>
Q23	Is there the possibility to engage present staff or the new staff must be engaged/employed under this Call for Proposals?
A23	<p>Either the present or the new staff can be engaged within the project.</p> <p>More detailed information regarding the staff assigned for the Action should be reflected in the Sheet 2 of Annex B – Justification of the Budget.</p> <p>Also, please refer to answer A13.</p>

Q24	Can a PhD candidate, waiting for graduation, be an eligible candidate under this Call for Proposals?
A24	Please refer to answer A14.

Q25	Please clarify if I, as an owner of a machine, can engage with the professional staff from the Faculty of Mechanical Engineering in order to improve the machine and thus create a new product?
A25	Please refer to answers A1 and A2.
Q26	Is the priority given to those applications which envisage engagement of more researchers?
A26	<p>Please refer to section 1.2. Objectives of the programme and priority issues, which stipulates:</p> <p>“The priority of this call for proposals is engagement of young researchers (at least 2 per action/innovative project), in order to strengthen human resources capacities as well as research and innovation system in Montenegro (see also Section 2.3).”</p> <p>Additionally, see Gfa, <i>Section 2.3. Evaluation and selection of applications</i>, for more information about scoring during the process of evaluation. Distribution of scores reflects the relevance and the importance of all the elements of the Proposal. Accordingly, Section 2.3. stipulates:</p> <p>“<i>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses the priority of this call for proposals, as indicated in Section 1.2 (objectives of the programme) of these guidelines.</i>”</p> <p>As indicated in the Gfa, there is no limitation to the number of engaged of researchers, as far as the abovementioned priority (at least 2 per action) as well as the budget is respected.</p>
Q27	Regarding the application submission, are the applicants required to name the PhDs names’ envisaged for engagement in their applications?
A27	<p>Take into consideration that the specific names of PhDs/PhD candidates should not be included in application submission phase.</p> <p>During the second step of the evaluation procedure, at least the profile of foreseen PhDs/PhD candidates should be presented within the proposal since they are recognised in the Annex B: Budget of the action.</p>
Q28	Please clarify whether the researcher could be full-time employed (40 hrs/w) and at the same time be engaged on this project or he can only be engaged for project purposes only?
A28	<p>According to the Article 45 of the Labour Law:</p> <p>Personnel employed may, within 40-hrs, conclude a contract of employment with several employers, thus earning full-time work.</p> <p>The manner of exercising rights and obligations as well as the schedule of working hours of employees who have concluded a contract of employment, within the</p>

	<p>meaning of paragraph 1 of the Article 45, shall be regulated by an employer agreement.</p> <p>In addition for each person working part-time on the project, a document showing the tasks to be performed in the project and the indicative number of days/hours the performance of these tasks will require. Monthly timesheet proving the actual time worked on the project: it has to be provided for each project team member; it must be properly filled out with a description of the tasks carried out within the project and duly signed (and stamped), both by the team member and the responsible person in the employer institution.</p> <p>Additionally, please refer to articles 49-55 and 58 of the Labour Law referring to the overtime work and the supplementary work.</p> <p>Engagement for project purposes must be included in the justification of the budget.</p>
Q29	If the projects are in accordance with smart specialisation, should that be noted in applications?
A29	This is not mandatory/required by this Call so therefore it is not necessary to mention this in the project application.
Q30	Please clarify if this project enables applicants to engage with foreign partners?
A30	<p>Please refer to answer A2</p> <p>Also, refer to Gfa, Sections, 2.1.1., 2.1.2 and 2.1.3 for more information on eligibility criteria.</p>
Q31	Is the Limited liability company as a lead applicant eligible as an applicant under this Call for Proposals?
A31	Please refer to answer A2.
Q32	Who was involved in preparation of the Guidelines for Grant Applicants?
A32	Preparation was performed by the Project Implementation Unit of the Ministry of Science responsible for this action and in coordination with the Ministry of Finance, CFCU as Contracting Authority. Overall procedure is being monitored by the Delegation of the European Union to Montenegro which provides outputs and feedback from its side.
Q33	Could you please clarify where is it stipulated that 2 PhD candidates must be engaged within this Call for Proposals?
A33	<p>Please refer to Gfa, <i>Section 1.2. Objectives of the programme and priority issues</i>, where the following is stipulated:</p> <p><i>“The specific objective of this Call for Proposals is to develop innovative ideas in business, academy and civil sector in Montenegro that will be applied through implementation of innovative projects, with the aim to contribute to the smart and sustainable economic growth.”</i></p> <p>Also, please refer to answer A22.</p>
Q34	Please clarify if the idea of this call is to employ researchers or to develop innovative ideas?
A34	Please refer to answers A22 and A33.

Q35	Please clarify if the applicant is eligible to apply by engaging already full-time employed PhD candidates for 1/3 of working time for the purposes of the project?
A35	Please refer to answer A28.

The questions and answers sent to the e-mail address cfcu@mif.gov.me:

Q36	<p>In the document Guidelines for grant applicants, one of the demands in the Section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) is:</p> <ul style="list-style-type: none"> • <i>be a specific type of institution, such as:</i> <ul style="list-style-type: none"> - <i>scientific-research institution, licensed by the Ministry of Science of Montenegro (in accordance with Art 28 of the Law on Scientific-research activities - Official Gazette of Montenegro, No. 80 of 31 December 2010, 40/11, 57/14). Please note that the license must be effective at the time of submission of the application;</i> - <i>public or private university;</i> - <i>private entity (innovative and entrepreneurial centre, business incubator, enterprise);</i> - <i>centre of excellence;</i> - <i>Non-Governmental Organisation (NGO) and”</i> <p>Company █████ is registered in the Innovative Organisations Registry of Montenegro. Hence, we are interested if this is a sufficient condition to fulfil this request, i.e. item private entity (innovative and entrepreneurial centre, business incubator, enterprise)?</p>
A36	Please refer to answer A2.
Q37	<p>I write on behalf of █████, to get information about the tender “Collaborative grant scheme for innovative project ideas” (EuropeAid/162457/ID/ACT/ME).</p> <p>In the Guidelines for grant applicants it is said that lead applicants must be “a specific type of institution, such as:</p> <ul style="list-style-type: none"> - <i>scientific-research institution, licensed by the Ministry of Science of Montenegro (in accordance with Art 28 of the Law on Scientific-research activities - Official Gazette of Montenegro, No. 80 of 31 December 2010, 40/11, 57/14). Please note that the license must be effective at the time of submission of the application;</i> - <i>public or private university;</i> - <i>private entity (innovative and entrepreneurial centre, business incubator, enterprise);</i> - <i>centre of excellence;</i> - <i>Non-Governmental Organisation (NGO) and”</i>

	<p>██████████ is a research center set up in 2002 between the ██████████, to carry out research and training oriented towards innovation and socio-economic growth. Is it eligible?</p>
A37	Please refer to answers A1 and A2.
Q38	<p>For what concerns the co-financing, it is said:</p> <p>“Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • Minimum percentage: 50% of the total eligible costs of the action. • Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.5). <p>The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the European Union Budget or the European Development Fund .”</p> <p>How is the percentage of co-financing due determined (from 50 to 10%)?</p>
A38	<p>Please, refer to Guidelines for grant applicants (Gfa), <i>Section 1.3. Financial allocation provided by the contracting authority:</i></p> <p>(...)</p> <p><i>“Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</i></p> <ul style="list-style-type: none"> • <i>Minimum percentage: 50% of the total eligible costs of the action.</i> • <i>Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.5).</i> <p><i>The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the European Union Budget or the European Development Fund².”</i></p> <p>Co-financing percentage/portion of the applicant, determined in the abovementioned Section, can range from 10-50% depending on the percentage of co-financing chosen during the preparation of an application and depending on the design of the particular action.</p> <p>Decision on the percentage of co-financing, chosen by the applicant, does not undergo the process of evaluation as long as the proposed percentage range is respected.</p>

² Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

Q39	Please clarify who can apply for this Call, i.e. is the natural person, with a specific idea and concept for a start-up company/project, an eligible as an applicant under this Call for Proposals?
A39	In accordance with the section 2.2.4. Further information about concept notes, in order to ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of lead applicants, co applicants, affiliated entity(ies), an action or specific activities. Please refer to the answer A2. All the envisaged criteria under Gfa, Section 2.1.1. must be cumulatively fulfilled.
Q40	Please clarify whether the researcher could be full-time employed (40 hrs/w) and at the same time be engaged on this project or he can only be engaged for project purposes only?
A40	Please refer to answers A28 and A35.
Q41	Is the team, applying for the Grant, obliged to be: institution, company or the NGO?
A41	Please refer to answer A2. Additionally, in Gfa sections presented below, it is stipulated: Section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)): <i>“Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.”;</i> Section 2.1.2. Affiliated entities: <i>“Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s).”</i>
Q42	How many PhDs/PhD candidates must be in programme?
A42	Please refer to answers A22 and A33.
Q43	Is it necessary to submit a concept note both in Montenegrin and in English language?
A43	Please refer to Section 2.2.1. Concept note content, where the following is stipulated: <i>“Applicants must apply in English.”</i>
Q44	What else needs to be submitted?
A44	Please refer to Guidelines for grant applicants, pg. 31, the Application package available on the relevant websites containing all the relevant and necessary annexes mentioned in Gfa, as well as the presentations from Info sessions.
Q45	Will there be any better version of Guidelines, which will be easier for the project implementation?
A45	As regards the publication of the Call as well as the implementation of grant contracts, standard PRAG 2018 templates are to be used.
Q46	Can undergraduate students be engaged as young researchers, or just graduated ones?

A46	Please refer to answers A14, A22, A33 and A42.
Q47	If an NGO is a lead applicant, is it obligatory that the NGO has shown the main fields of the applicants' action in its' statute? E.g. Agriculture and food.
A47	<p>Please refer to answer A2.</p> <p>All the envisaged criteria under Gfa, Section 2.1.1. must be cumulatively fulfilled.</p> <p>Also, please refer to Gfa, Section 2.3. EVALUATION AND SELECTION OF APPLICATIONS, STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION. The applicants experience is presented in the Evaluation grid of the mentioned Step 2, Section 1. Financial and operational capacity, Sub-sections 1.2, as follows:</p> <p><i>“1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)”</i></p> <p>Additionally, take into account that according the same Section of Gfa:</p> <p><i>“If the total score for section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.”</i></p>
Q48	Do we need to enclose the table from the pages 1 and 2 of the Annex A with the concept notes or not?
A48	<p>Please refer to Section 2.2.1. Concept note content, where the following is stated:</p> <p>“Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A).”</p> <p>Also, please refer to Annex A – Grant application form, where the following footnote states:</p> <p><i>“⁷Cover page as per template in page 1 should be attached as well.”</i></p>
Q49	It is not clearly given the duration of the action: 1. Firstly - in Section 2.1.4 of the Guidelines for grant applicants it is given: “The initial planned duration of an action may not be lower than 18 months nor exceed 24 months.”, 2. Secondly – in Annex A in the table on the page no.8 it says: “7. The duration of the action is equal or below 18 months (the maximum allowed).” and 3.Thirdly – In Annex A in the table on the page no.31 it says: “11. The duration of the action is between 18 and 24 months (the minimum and maximum allowed).” My question is what is the right information about action duration?
A49	<p>Please refer to Guidelines for grant applicants, Section 2.1.4. Eligible actions: actions for which an application may be made, which states the following:</p> <p><u>“Duration</u></p> <p>The initial planned duration of an action may not be lower than 18 months nor exceed 24 months.”</p> <p>Also, please refer to the Corrigendum no. 1 to the Application package.</p>

Q50	In the guidelines for applicant it is said that “the priority of this call for proposals is the engagement of young researchers (at least 2 for each project)”. What are the criteria to qualify a “young” researcher?
A50	Please refer to answer A14.
Q51	What is the minimum and maximum duration of the project? In the guidelines it is written “between 18 and 24 months”, while in the check list of the concept note it is written “equal or below 18 months”.
A51	Please refer to answer A49.