

Policy on submission of Direct Award

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1. INTRODUCTION

Proposals submitted under Internal Security Fund (ISF) Direct Awards granted to ENFSI are important tools for the development and progress of forensic science in Europe. This document is intended to lay down basic criteria for project initiation, selection, preparation and submission by the ENFSI community. The ENFSI activities to be funded by the ISF-P Grant without a call for proposals (Direct Award) need to correspond to a relevant EU work program. The overall eligibility criteria for the beneficiary as well as financial and formal guidelines for the applying entity are laid down in ISF Work programme for respective time period.

2. PRINCIPLES

2.1 Requirements regarding the appointment of a Project Team (Beneficiary)

- At least three institutes must be involved, one of which must be a full ENFSI member institute
- Project will be led by the representative of the ENFSI member Institute, which will sign a letter of approval to the leader of the project
- No more than one half of researchers can be from one institute
- One scientist cannot be member of more than two projects within Direct Grant Award
- ENFSI Working Groups cannot propose more than two project proposals in one Direct Grant call
- Not more than one third of funds shall be used on subcontracting

2.2 General recommendations

- Work Packages should be in-line with EFSA 2.0 Action Plan, ENFSI Strategic Plan, and other relevant documents, including the activities foreseen for ENFSI in the ISF Work Programme (see introduction).
- Work Packages should be well structured with clear aim, scope, tasks, expected results and deliverables.
- Work Packages should list all the activities against a clear and realistic timeframe
- Budget should be prepared and calculated in line with EU rules and regulations

3. SELECTION AND PREPARATION PROCESS

As the selection of the project/Work Packages should be transparent, and enough time should be granted to ensure a fair evaluation of proposals, it is advisable to start the /project preparation well in advance, preferably before the actual call is published, as Direct Awards are (usually) granted on two years basis.

ENFSI Board shall open an internal call for proposals in a timely manner, meaning one year before the actual call (e.g. if the call is expected at the end of the year/beginning of the following year, the call should be opened at the beginning of that or preceding year).

3.1 Phase One

- Months 1 and 2
Internal ENFSI call with supporting documents (including strategic plan or other documents referring to strategic needs of the Association and including EU rules) shall be sent to the Expert Working Groups and the ENFSI members for initial preparation of the projects/WPs
- Months 3 to 6
Preparation of the initial project (theme, preliminary costs estimate, work plan, team leaders and members)
- End of month 9
Initial review of the proposed projects/WPs by DG manager, RDSC, QCC and the Board (AI TF and E&T TF may be included as well) against review criteria, e.g., eligibility criteria, scientific importance, quality, realistic check

3.2 Phase Two

- Project leaders/groups are informed about the status of their project (approval, rejection, modification)
- Preparation of the pre-final proposals (with the help of Direct Grant Manager, ENFSI Secretariat and ENFSI Board) and final assessment of projects by Project Selection Team (composed of Standing Committees members, Board members and invited assessors from the ENFSI member laboratories – up to five members; member of the proposed project cannot be part of the Project Selection Team)
- Phase two shall be finalized by the end of the year and ideally, the completion of phase two should coincide with the EU call being published

3.3 Phase Three - Project Submission

- Final preparation of the project proposal
- Checking financial limits and adapting the projects/WPs to the budget
- Detailed financial construction (Project Manager, Team Leaders, Board, and Project selection team)
- Checking the overall substantial content of the proposal
- Submission of the final proposal in the EU portal – Project manager, ENFSI Secretariat

