

TEN-T Calls for Proposals

APPLICATION CHECKLIST

Preparing a proposal can be a daunting task, but you can stay on top of the process by using our checklist below. It contains the main elements which are assessed during the external and internal evaluations, and aims to help you increase your chances of being granted TEN-T funds. Please note however that the use of the checklist is not obligatory and there is no guarantee that the elements on the list are exhaustive. For more information, contact us at TENT-AGENCY@ec.europa.eu



Preparing your proposal

Does your proposal fit in the scope of the work programme and call for proposals?

Read carefully the work programme and the call for proposals. Check that your proposed activities do indeed address the objectives and results expected.

Does your proposal satisfy all the formal requirements for submission?

Check carefully the formal arrangements for the submission of proposals provided in the call. Proposals which do not meet these requirements will not be evaluated.

Is your proposal eligible?

The eligibility criteria are given in the call. Proposals which do not meet the eligibility requirements will be considered ineligible and thus will not be evaluated.

Does your proposal follow the required structure?

Proposals should be precise and should clearly address the questions asked. Omitting the requested information will almost certainly lead to lower scores and could lead to exclusion.



Demonstrating that your proposal addresses the award criteria

It is your job as applicant to explain how the proposal addresses the four blocks of award criteria. In addition to the general explanations given in the Guide for Applicants and summarised below, it is important to carefully read the call text for specific interpretations of the criteria.

Relevance

Does the proposed project or study meet the objectives of the call? Does it address European transport policy objectives? Does it make a positive contribution to the TEN-T network? What would be the added value of TEN-T funding?

- It is not enough for a project to be on the TEN-T network or priority corridor!
- Explain why the project is worth funding or what difference TEN-T funding makes

Maturity

This relates to the status of the project activities, including the technical specifications and time plan. Is the project ready to go? Has the project received the necessary and legally obligatory national and sub-national approvals? Are procurement issues, if any, settled? Can you provide supporting documentation for all this?

- TEN-T is interested in projects which are “ready to roll”
- Certificates or supporting documentation are important! If these are not available, this is interpreted as evidence that project is not mature. Documentation may be submitted in any official EU language

Impact

Impact refers to the expected direct and indirect socio-economic effects of the project (in terms of traffic flow, modal split, competition, interoperability, environment, safety, land use etc.), which should be explained in detail. For studies, the impact is to be understood as the degree of usefulness of the study for decision-making.

- Clearly identify the benefits that the project is expected to bring (backed-up by analysis when appropriate)
- The sustainable dimension of project is particularly important. Sustainable projects are given priority
- Highlight and explain how your project contributes to sustainable development

Quality

Quality refers to the completeness and clarity of the proposal. Is it well written? Is it consistent (i.e. coherence between objectives and proposed activities, from a technical AND financial point of view). Is the planning appropriate to achieve the objectives? Are the work and time plans realistic and good?

- Include a comprehensive description of the objectives and the way to achieve them
- Include a sound project management process and plan
- Make sure that your proposal is clear and easy to follow – remember that external evaluators will be assessing it and they will not grant you the benefit of the doubt



Maximising your chances against the competition

There are a lot of people competing for the prize: calls are often oversubscribed so not all proposals can be funded. This means that weaknesses are spotted quickly and lead to low marks which, even if your proposal scores above the thresholds, may result in it not being selected for funding.

- Edit your proposal closely and work on the weak points. Put yourself in the place of an expert evaluator: arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission
- Re-read your proposal and ask yourself:

Is my proposal clear?

Does my proposal make the case for why it should receive TEN-T funding?

Does my proposal cover all the points?



Taking care of the final checks before submission

Is your proposal complete?

A complete application must include:

- Application form Part A using the TENtec eSub tool sent by email, and
- A package containing:
 - A CD-ROM or DVD-R with the complete proposal in electronic format
 - The printout of Part A, as it is generated by the TENtec eSub tool at the time of the electronic submission (one signed original and four additional copies)
 - Application form Parts B1 and B2 (one signed original and four additional copies)
 - Annexes (one original and four additional copies)

The proposal is complete!

Do you have the approvals of all the Member States directly concerned by your proposal?

Have all the requested documents been completed (e.g. Declarations of compliance with EU policy and law, financial identification form, legal entity form, Annex I) and **signed** by the competent authority(ies) and/or organisation(s)?

Have all the requested additional documents (such as the Natura 2000 map, EIA, SEA and WFD documentation) **been attached** to the proposal?

Are you early enough to make sure that your proposal is delivered before the deadline, and do you have proof of this?

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