



HELLENIC REPUBLIC
MINISTRY FOR DEVELOPMENT
GENERAL SECRETARIAT FOR RESEARCH AND INNOVATION
HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION

Address: 185 Syggrou Ave. & 2 Sardeon St., 17121 N. Smyrni

Website: www.elidek.gr

E-mail: researchdepartment@elidek.gr

Phone: +30 210 6412410, +30 210 6412420



Actions to protect, conserve and promote biodiversity

**Field studies of endemic,
endangered and nationally important species
of Greece**

2nd Call

Submission start date: Thursday 1st of February 2024, 12:00 (Greece time)

Submission end date: Thursday 29th of February 2024, 13:00 (Greece time)

CONTENTS

1.	OBJECTIVE AND GENERAL INFORMATION OF THE ACTION	6
2.	SCIENTIFIC FIELDS.....	6
3.	BUDGET/DURATION OF PROJECTS	7
4.	PREVENTION OF DOUBLE FUNDING	7
5.	ENSURING RESEARCH INTEGRITY	7
6.	PUBLIC FUNDING OF NON-ECONOMIC ACTIVITIES OF RESEARCH AND KNOWLEDGE DISSEMINATION ORGANIZATIONS.....	7
7.	PARTICIPATION CONDITIONS.....	10
7.1	Principal Investigator and Research Team.....	10
7.2	Host Institution - Beneficiary of funding.....	10
7.3	Collaborating Organizations (COs).....	11
8.	BUDGET AND ELIGIBLE COST CATEGORIES.....	11
8.1	Direct costs.....	13
8.1.1	PI's salary cost	13
8.1.2	Mobility costs	13
8.1.3	Costs for consumables.....	14
8.1.4	Costs for equipment procurement.....	14
8.2	Indirect costs.....	14
9.	PROPOSAL SUBMISSION	15
9.1	Section A: General information of the Proposal	15
9.2	Section B: Detailed proposal presentation.....	16
10.	CHECK AND EVALUATION.....	17
10.1	Completeness and eligibility check.....	17
10.2	Evaluation	19
10.3	Confidentiality	19
10.4	Evaluation Process.....	19
10.5	Possibility of partial budget approval.....	21
10.6	Verification of copies.....	21
11.	EVALUATION RESULTS.....	21

12.	ISSUING THE FUNDING AWARD DECISION	22
12.1	Supporting documents and information for issuing the Funding Award Decision	23
13.	FUNDING REIMBURSEMENT - REQUIRED SUPPORTING DOCUMENTS	25
13.1	General	25
13.2	Funding Reimbursement	25
13.2.1	Advance payment.....	25
13.2.2	Final balance payment	25
14.	IMPLEMENTATION PROCESS - PROJECT MONITORING	25
14.1	Final Progress Report	26
14.2	Audit - Verification Process	27
14.3	Approval of verification results - PI/HI Objections	28
14.4	Exceptional Progress Check	28
15.	PI and HI RESPONSIBILITIES	29
15.1	PI and HI responsibilities	29
15.2	Obligations following the completion of the Project	30
16.	PUBLICITY OBLIGATIONS	31
17.	AMENDMENTS	34
17.1	General	34
17.2	Amendment cases	35
17.3	Amendments regarding HI information	35
17.4	Alterations not constituting amendments	36
17.5	Discontinuation of the research Project	37
18.	REVOCATION OF FUNDING	37
19.	COMPLETION OF PROJECTS	38
20.	PUBLICITY	39
21.	COMMUNICATION - INFORMATION	39

The Director of the Hellenic Foundation for Research and Innovation (H.F.R.I.)

Having regard to:

1. Law 4429/2016 (OGG A' 199) on the "Hellenic Foundation for Research and Innovation and other provisions", as in force, and especially articles 2 par. 1, 5 par. 2 to 9, 8 par. 9 and 10 and 9 par. 7 thereof;
2. Law 4685/2020 (OGG A' 92) on "Modernization of environmental legislation, integration of Directives 2018/844 and 2019/692 of the European Parliament and of the Council and other provisions", as in force;
3. Law 4310/2014 (OGG A' 258) on "Research, technological development and innovation and other provisions", as in force;
4. Decision No. 195245/15.11.2018 issued by the Ministers of Education, Research and Religious Affairs, as well as Finance and Administrative Reconstruction on the "Internal Rules of Operation of the Hellenic Foundation for Research and Innovation (H.F.R.I.)" (OGG B' 5252), as in force;
5. Decision No. 59/17.09.2020 by the Board of Directors of NECCA on the appointment of Mr. Konstantinos Triantis (NECCA's CEO) as NECCA's authorizing officer. (IUN: Ω0ΥΦ46MAZT-2Υ2);
6. Decision No. 35627/31.03.2021 issued by the Deputy Minister of Development and Investments on the "Establishment of the Scientific Council of the Hellenic Foundation for Research and Innovation" (Issue for Specially Positioned Employees and Administrative Bodies of Public or Broader Public Sector Entities No. 246);
7. Decision No. 38750/21.04.2022 issued by the Deputy Minister of Development and Investments on the appointment of Dr. Aikaterini Kouravelou as the Director of H.F.R.I. (Issue for Specially Positioned Employees and Administrative Bodies of Public or Broader Public Sector Entities No. 335);
8. Decision No. 1878/10.06.2021 by the BoD of NECCA by which the three-year Action Plan for improving the policy of the Protected Areas of article 42 of Law 4685/2020 (OGG A' 92) was approved;
9. Decision No. 65691/26.04.2023 issued at the 153rd Meeting of H.F.R.I.'s Scientific Council on approving the conclusion of a schedule agreement between H.F.R.I. and the Natural Environment and Climate Change Agency (NECCA);
10. Decision No. 68029/01.06.2023 issued at the 24th Meeting of H.F.R.I.'s General Assembly on approving the conclusion of a schedule agreement between H.F.R.I. and the Natural Environment and Climate Change Agency (NECCA);
11. Decision No. 13998/11.05.2023 on the assumption of obligations by NECCA (IUN: ΩΝΓΛ46MAZT-Ψ3Π);

12. The schedule agreement as of 02.06.2023 (also under No. 68067/02.06.2023) between H.F.R.I. and NECCA;
13. Decision No. 104217/01.11.2022 issued by the Deputy Minister of Development and Investments approving the annual planning of actions and resource allocation of the Hellenic Foundation for Research and Innovation (H.F.R.I.) for 2023 (OGG B' 5687), as in force and following its amendment by the Joint Decision No. 82321/15.09.2023 issued by the Minister and Deputy Minister of Development (OGG B' 5560);
14. The European Commission Communication on the “Framework on state aid for research and development and innovation” [C(2022) 7388 final 19-10-2022];
15. The Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (2016/C 262/01);
16. Decision No. 7886/21.12.2018 issued at the 39th Meeting of H.F.R.I.’s Scientific Council on the “Approval of the assumption of multi-year obligations” (IUN: 78E046M77Γ-Φ37), as in force and following its 15th amendment by Decision No. 74954/16.11.2023 issued at the 167th Meeting of H.F.R.I.’s Scientific Council (IUN: ΨΖ1Α46Μ77Γ-ΑΜΨ);
17. Decision No. 73975/30.10.2023 issued at the 165th Meeting of H.F.R.I.’s SC on the approval of the 2nd Call “Actions to protect, conserve and promote biodiversity – Field studies of endemic, endangered and nationally important species of Greece”;
18. The Document under Ref. No. 74694/13.11.23 by the Chief Executive Officer of NECCA, Mr. Konstantinos Triantis, on the approval of the 2nd Call “Actions to protect, conserve and promote biodiversity – Field studies of endemic, endangered and nationally important species of Greece”;
19. Opinion No. 11740/8.12.2023 of the Special State Aid Service (EYKE-XE) on the draft of the 2nd Call “Actions to protect, conserve and promote biodiversity – Field studies of endemic, endangered and nationally important species of Greece”.

CALLS

all interested potential beneficiaries to submit Proposals under this Call, which is funded by the Natural Environment and Climate Change Agency (NECCA), with H.F.R.I. being the Implementing Institution, subject to the terms and conditions set forth below.

1. OBJECTIVE AND GENERAL INFORMATION OF THE ACTION

The objective of the Call is to support the implementation of targeted **field studies**, with PhD holders being the Principal Investigators (PIs) in the Sciences of Biology, Agriculture, Forestry or in a related scientific subject, with scientific experience in the assessment of the risk of extinction, conservation, management and protection of endemic and endangered species of Greece.

The proposed studies may either be independent or implemented in the context of existing research projects, having as a scope the study of endemic, endangered and nationally important species.

Higher Educational Institutions (AEI), Research Centers-Institutes (R.C.-I.), University Research Institutes (U.R.I.), Higher Military Educational Institutions (ASEI) or the Hellenic Foundation for European and Foreign Policy (ELIAMEP) or the Foundation for Economic and Industrial Research (IOBE) may be Host Institutions (HIs).

Studies to be funded shall be selected following an evaluation conducted by an Evaluation Committee (EC), consisting of acclaimed scientists specializing in the research fields the Call relates to, as well as of independent experts, if deemed necessary and as provisioned in article 5 par. 6 of Law 4429/2016, as amended and in force. The whole process is governed by strict rules of confidentiality, which are binding for all participating parties.

This call is implemented under the scheduled agreement as of 02.06.2023 between NECCA and H.F.R.I.

2. SCIENTIFIC FIELDS

Each Proposal may be submitted exclusively in one (1) of the following fields/subfields, as defined by NECCA:

F.1. Ecology, Evolution, Population and Environmental Biology

- 1.1. Evolutionary biology
- 1.2. Population, biocommunity and ecosystem ecology
- 1.3. Animal behavior
- 1.4. Biodiversity
- 1.5. Biogeography
- 1.6. Marine biology
- 1.7. Ecotoxicology
- 1.8. Microbial ecology

F.2. Ecology

- 2.1. Molecular ecology
- 2.2. Ecology of organisms
- 2.3. Population ecology
- 2.4. Ecology of biocommunities
- 2.5. Human ecology

3. BUDGET/DURATION OF PROJECTS

The total expenditure for the Call amounts to **€462,000**.

The duration of the proposed study may be **six (6) or twelve (12) months**.

The maximum funding limit for each study amounts to a maximum of **€20,000**.

4. PREVENTION OF DOUBLE FUNDING

A necessary condition for a proposed study to be funded is that it shall not have received or is not currently receiving funding by any means from any other institution for its full scope or part thereof. Synergies with other research projects shall only be permitted on the basis of complementarity and a clearly defined and separate role with regard to the scope of the respective projects, in order to fully ensure the prevention of double funding.

5. ENSURING RESEARCH INTEGRITY

In all stages of the evaluation process pertaining to the Proposal as well as during the funding and implementation of the study, PI and Research Team (henceforth “RT”) members should behave in line with rules of ethics and deontology and with respect for the scientific truth, the academic freedom, the human dignity, the environment, as well as the intellectual and industrial property. Any case of unethical scientific conduct shall be examined and may lead to exclusion from the evaluation process or to the revocation of the Funding Award Decision. In particular, the appropriation, falsification, plagiarism and misleading presentation of third-party scientific data and achievements is prohibited.

6. PUBLIC FUNDING OF NON-ECONOMIC ACTIVITIES OF RESEARCH AND KNOWLEDGE DISSEMINATION ORGANIZATIONS

Funding under this Action does not constitute state aid and amounts to a percentage of 100% when the projects’ HIs are Research and Knowledge Dissemination Organisations (Research Organisations) and carry out activities of non-economic nature as specifically mentioned below:

According to the definition of point ff) of item 16 of the Communication of the European Commission titled “Framework on state aid for research and development and innovation” (2022/C 414/01), a “*Research and Knowledge Dissemination Organisation*” or “*Research Organisation*” means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities) irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development, or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer.

Pursuant to the definition of article 1.3 of the same Communication point (dd) “R&D project”, it is specified: an operation that includes activities spanning over one or several categories of research and development defined in this framework, and that is intended to accomplish an indivisible task of a precise economic, scientific or technical nature with clearly pre-defined goals. A R&D project may consist of several work packages, activities or services, and includes clear objectives, activities to be carried out to achieve those objectives (including their expected costs), and concrete deliverables to identify the outcomes of those activities and compare them with the relevant objectives. When two or more R&D projects are not clearly separable from each other and in particular when they do not have independent probabilities of technological success, they are considered as a single project.

Additionally, according to item 20 of the above Communication, the following activities are generally of non-economic character:

a) the primary activities of the Research Organisation and in particular:

- education for more and better skilled human resources,
- independent R&D for more knowledge and better understanding,
- wide dissemination of research results on a non-exclusive and non-discriminatory basis, for example through teaching, open-access databases, open publications or open software.

b) knowledge transfer activities, where they are conducted either by the Research Organisation (including their departments or subsidiaries) or jointly with, or on behalf of other such entities, and where all profits from those activities are reinvested in the primary activities of the research organisation. The non-economic nature of those activities is not prejudiced by contracting the provision of corresponding services to third parties by way of open tenders.

Furthermore, where a research organisation is used for both economic and non-economic activities, public funding falls under State aid rules only insofar as it covers costs linked to the economic activities. In this case, in order for the public funding of non-economic activities not to be considered state aid, both types of activities as well as the costs, the funding and their revenue from the provision of services or the sale of goods must be clearly separated and monitored by an accountant, so that the subsidisation of the economic activity can be avoided, i.e. is covered by the subsidisation of the non-

economic activity (cross-subsidisation). The annual financial statements of the institution concerned may constitute evidence of compliance with the intended allocation of costs, funding and revenue. It is pointed out that the lack of a clear separation makes the institution's entire activities fall within the scope of the state aid rules.

According to item 21 of the Communication: *“...where the research organisation is used almost exclusively for a non-economic activity, its funding may fall outside State aid rules in its entirety, provided that the economic use remains purely ancillary, that is to say corresponds to an activity which is directly related to and necessary for the operation of the research organisation or intrinsically linked to its main non-economic use, and which is limited in scope. For the purposes of this framework, the Commission will consider this to be the case where the economic activities consume exactly the same inputs (such as material, equipment, labour and fixed capital) as the non-economic activities and the capacity allocated each year to such economic activities does not exceed 20% of the relevant entity's overall annual capacity”*.

Furthermore, in the opinion of the European Commission, other institutions such as: a) Public Services, which belong to the Central Administration within the meaning of par. 1(f) of article 14 of Law 4270/2014 (OGG A' 143), b) Legal Persons governed by Public Law (such as Museums with independent legal entity, Public Hospitals, the Academy of Athens, the National Library, the National Gallery, etc.) and c) Legal Persons governed by Private Law, established by Law or Presidential Decree and subsidised by the State, although they do not fall within the definition of a Research Organisation, may be funded by analogy as Research Organisations and the funding may be considered as non-state aid under item 19 of the above Communication. Also, they may receive 100% funding for the total eligible costs, provided that they cumulatively meet the following conditions:

1. The primary activities of the Institution are not economic, according to the European Commission's Communication on the concept of state aid (2016/C 262/01).
2. There is a provision for research activity in the Institution's Articles of Association.
3. Research results from the specific research project will be widely disseminated on a non-exclusive and non-discriminatory basis, for example through teaching, databases, publications or open access software.
4. Any resulting profits will be reinvested in the Institution's non-economic activities.
5. There will be separate accounting monitoring for the use of the specific infrastructure as well as separate accounting monitoring of the non-economic and (if any) economic activities of the Institution.

Lastly, it is highlighted that in case a private company within the meaning of the European Commission's Communication on the "Framework on state aid for research and development and innovation" (2022/C 414/01) participates in the Proposal as a Collaborating Organisation, the absence of indirect aid to the company must be ensured as defined in items 29 and 30 of the Communication.

7. PARTICIPATION CONDITIONS

The terms and conditions for participating in this Call are as follows:

7.1 Principal Investigator and Research Team

Each Proposal shall be submitted by one (1) Principal Investigator (PI), who holds a PhD in the Sciences of Biology, Agriculture, Forestry or a related scientific subject and either belongs to the regular staff of the HI [Faculty Members/Special Academic Staff (articles 163-164 of Law 4957/2022) and ASEI (article 8 of Law 3187/2003), research staff of Research Centers and Institutes (R.C.-I., article 18 of Law 4310/2014)] or is a Postdoctoral Researcher.

In case that the proposed study complements a project that is already being funded/implemented, then the PI should also be the PI of this project.

The PI may submit only one (1) Proposal. They can also participate in any other capacity in one (1) more Proposal.

It is underlined that under this Call, studies that have the same research question as studies funded under the previous Call for Field Studies of endemic, endangered and nationally important species of Greece are not eligible and therefore cannot be funded (<https://www.elidek.gr/necca/>).

In the **Research Team** (RT) of the proposed study, apart from the PI, the following persons can participate: Academic and Research staff, Postdoctoral Researchers, PhD Candidates, Postgraduate Students, other staff working for the HI under a public law employment contract or an open-term private law employment contract (e.g. Special Educational Staff, Lab Teaching Staff, Technical Scientists, specialized scientific associates, technicians, etc.) or other temporary staff.

Retired and Professors Emeriti may only participate as members of the Research Team.

It is possible for some RT members not to be named upon Proposal submission. In that case, the submitted Proposal should specify the required qualifications for each position. The selection of the unnamed RT members will be made following a recommendation by the PI to the HI in accordance with the provisions of Law 4957/2022 shall be applied.

7.2 Host Institution - Beneficiary of funding

The following are specified as Host Institutions (HI) of the proposed study:

- Higher Educational Institutions (AEI) of Greece as provisioned under article 1 of Law 4485/2017 (OGG 114/A'/2017).

- Research Centers – Institutes (R.C.-I.) of article 13a of Law 4310/2014 (OGG 258/A'/2014), as amended and in force.
- University Research Institutes (U.R.I.), i.e. private law legal persons established by virtue of the provisions of Laws 2083/1992 (OGG 159/A'/1992) and 3685/2008 (OGG 148/A'/2008).
- Higher Military Educational Institutions (ASEI) of Law 3187/2003 (OGG 233/A'/2003).
- The Hellenic Foundation for European & Foreign Policy (ELIAMEP).
- the Foundation for Economic and Industrial Research (IOBE).

When submitting the Proposal, the PI must declare the details of the HI.

All potential HIs shall be available for selection on the online submission platform, in the form of a drop-down menu allowing only one selection.

In case of funding, the PI must submit a Project acceptance certificate by the HI (Letter of Commitment).

Failure to submit the Project acceptance certificate by the HI renders the Proposal non-eligible for funding.

7.3 Collaborating Organizations (COs)

In the context of the implementation of the proposed study, it is possible to collaborate with Academic and Research Institutions as well as public or private Institutions of any kind or form, in Greece or abroad. Cooperation with these Institutions must contribute to the implementation of the proposed study, and upon submission the PI should submit a relevant letter of intent to cooperate from the Collaborating Organization (CO) in which the intent to cooperate in the context of the proposed study will be described. Or, the PI may submit a Solemn Declaration of intent to cooperate and present the letter in question before the start of funding.

8. BUDGET AND ELIGIBLE COST CATEGORIES

The budget of the proposed study is broken down into direct and indirect costs.

In order to be considered eligible, each cost should fall under the terms described in the present Section and be provisioned in the Proposal. Cost eligibility begins on the Project start date and it is terminated at the end of its duration.

For the approval of costs (as eligible) it is necessary to comply with and submit the relevant documents, as defined in the “Guide to Eligibility and Verification of Costs under the actions of H.F.R.I.” which will be posted on the Foundation's website.

The eligible cost categories and their percentage restrictions are presented in the following Table 1.

Table 1: Eligible cost categories and levels

Cost categories	Percentage restrictions
DIRECT COSTS	= 95%
PI's salary cost (only for Postdoctoral Researchers)	≤ 15%
Mobility costs	≥ 55%
Costs for consumables	≤ 25%
Costs for equipment procurement	
INDIRECT COSTS	= 5% of the total direct costs

8.1 Direct costs

Direct costs include the costs of PI's salary (*where applied*), mobility, supply of consumables and field equipment.

8.1.1 PI's salary cost

It is provided for only in the case that the PI is a Postdoctoral Researcher and cannot exceed 15% of the total budget.

8.1.2 Mobility costs

They concern travel (i.e. travel, overnight and daily allowance) of the PI and the members of the Research Team in Greece or abroad in the context of implementing the field study. In case collaborative research is performed, a necessary condition for cost eligibility is to include a pertinent letter of intent from the Collaborating Organization to the PTB.

Moreover, this cost category may include costs for services directly related to travel within the scope of the field study (e.g. boat rental) as well as costs for participation in **one (1)** conference or workshop provided that the cost will not exceed **15%** of mobility costs.

Mobility costs should constitute at least 55% of the total budget.

Costs in this category are incurred in line with the provisions of subparagraph D “Costs for Travelling in and out of State” of Law 4336/2015 (OGG A’ 94), as in force.

It is noted that in case of cancellation or postponement of travelling for reasons of force majeure, the costs resulting from the cancellation of tickets and/or accommodation may be considered eligible and burden the study budget, provided that they were incurred at a time when the HI could not have foreseen the cancellation/postponement. Furthermore, it must be ensured that costs or part thereof are not refunded from other sources. Any amounts refunded (e.g. by insurance coverage, air carrier, accommodation, etc.) are not considered eligible costs.

8.1.3 Costs for consumables

The costs for consumables indicatively involve the purchase of direct consumption materials (e.g. lab consumables, reagents, etc.) and are eligible if they concern solely the implementation of the proposed study. This category does not include costs for general office supplies, such as forms, stationery, computer consumables, etc., as they are included in the overheads.

For the procurement of consumables the HIs must apply the provisions of Law 4412/2016 on “Public Contracts for Projects, Procurement and Services (adaptation to Directives 2014/24/EU and 2014/25/EU)” (OGG A’ 147), as in force, when considered contracting authorities within the meaning of said law, as well as the provisions of Law 4957/2022 (Chapter 27 and in particular article 250), as in force.

8.1.4 Costs for equipment procurement

It is possible to purchase **equipment** which is necessary for the implementation of the study.

Any customs clearance costs are eligible if they are included in the cost of equipment, provided that they are mentioned in the call and in the contract.

For the procurement of equipment the HIs must apply the provisions of Law 4412/2016 on “Public Contracts for Projects, Procurement and Services (adaptation to Directives 2014/24/EU and 2014/25/EU)” (OGG A’ 147), as in force, when considered contracting authorities within the meaning of said law, as well as the provisions of Law 4957/2022 (Chapter 27 and in particular article 250), as in force.

8.2 Indirect costs

This category includes the management and operating costs of the HI, which are not directly related to the implementation of the Project and are calculated in relation to the Project’s direct costs. These indirect costs include for example the economic management support, office supplies (stationery, PC consumables, etc.) and energy supplies, telecommunications services, etc.

Indirect Costs are eligible without the presentation of the corresponding receipts/invoices and must be equal to 5% of the total remaining (direct) costs.

9. PROPOSAL SUBMISSION

All information of the Proposal shall be submitted by the PI online through H.F.R.I.'s [Web Portal](https://portal.hfri.gr/) (<https://portal.hfri.gr/>).

When submitting Proposals, the following two Sections shall be filled in:

9.1 Section A: General information of the Proposal

Section A includes the general information of the Proposal, including its title, acronym and (short) abstract, as well as the details of the PI. The abstract should clearly present the objectives of the study and the way these should be accomplished. In case the study is funded, this abstract may possibly be published (something that the PI and the other RT members shall explicitly and unreservedly accept by submitting the Proposal) and therefore must be brief and precise, not including confidential information. More specifically, in Section A, the following information shall be filled in:

- **General information of the Proposal**
 - Field/subfield¹
 - Title (in Greek and English)
 - Acronym (in English)
 - Abstract (up to 2,000 characters, in Greek and English)
 - Keywords (up to 10)
 - Duration (in months)
 - Total budget (in €)
- **PI details** (Full name, contact details, Tax ID., etc.)
- **Host Institution** (School, Department, Institute, etc.)
- **Collaborating Organizations** (School, Department, Institute, etc.) [*where applicable*]
- **Detailed budget and documentation of expenses**
- **Work Packages**
- **Deliverables**
- **Milestones**

¹ The designation of the field in which the study falls is selected by the PI and it cannot be altered after the final submission date of the Proposal to the electronic platform.

In this Section, the table of ethics shall be also filled in and serve to identify possible ethical aspects of the study. This table should be filled in even if there are no issues.

The PI may also specify up to two (2) names of scientists he/she wishes for them to be excluded from the evaluation of the Proposal.

Information in Section A shall be submitted in **English** (apart from the Proposal title and abstract, which shall be also submitted in Greek).

9.2 Section B: Detailed proposal presentation

Section B consists of two (2) sub-sections, **Section B1** and **Section B2**, which shall be submitted in English.

Each Proposal page might contain a header presenting the PI's full name, the acronym of the Proposal and the respective Section of the Proposal (Section B1, Section B2), as well as a footer with reference to the total number of pages.

Table 2 lists the suggested technical specifications to be followed in all submitted documents. The page limits for each Section should be strictly applied. Information and texts outside these limits will not be evaluated.

Table 2. Technical specifications for texts

Page Size	Font	Font Size	Line Spacing	Page Margins
A4	Times New Roman, Arial, Calibri or similar	11 pt (at least)	Single (at least)	Top-Bottom: 1.5 cm Left-Right: 2 cm

Section B1. PI's CV (maximum: 3 pages)

A brief CV of the PI shall be submitted in Section B1.

The submission of the specific Section may be up to three (3) pages long. Section B1 shall be submitted exclusively as a single PDF file.

Section B2. Proposed study (maximum: 5 pages, including cover page and bibliographic references)

Section B2 is an autonomous and self-contained text including all basic information of the proposed study and shall be submitted exclusively as a single PDF file.

The detailed presentation of the study should describe the following:

- **Objectives and feasibility**

The objectives/scope of the proposed study are mentioned and its feasibility and originality (if any) are documented.

- **Impact**

The expected effect/impact of the study at a scientific and/or social level as a result of the study's dissemination and publicity plan is presented.

- **Methodology and Implementation**

The proposed methodology/approach is described, including, where appropriate, basic interim objectives, deliverables and implementation timeline. The involvement of all RT members should be justified, emphasizing the complementarity of roles and the scientific added value they will contribute to the study.

It is highlighted that the detailed budget by category of expenses should be included in Section A. Any budget details included in Sections B1 and/or B2 will not be taken into account in the evaluation.

Proposals are submitted by the project's PI

exclusively through H.F.R.I.'s web portal

<https://portal.hfri.gr/>

Submission start date: Thursday 1st of February 2024, 12:00 (Greece time)

Submission end date: Thursday 29th of February 2024, 13:00 (Greece time)

The PI is exclusively responsible for the accuracy of data submitted to H.F.R.I.'s Web Portal

10. CHECK AND EVALUATION

The evaluation of Proposals shall be conducted by Evaluation Committees (EC) and independent experts, if deemed necessary, according to the provisions of article 5 par. 6 of Law 4429/2016, as amended and in force.

10.1 Completeness and eligibility check

Proposals are checked as to the submission and admissibility of all required data and documents, the observance of the participation terms and restrictions as well as other terms of this Call, as described in detail in *Section 7* herein. Moreover, the fulfilment of the following conditions is checked:

1. The proposed Project constitutes a “R&D project” as defined in point dd) of item 16 of the European Commission Communication “Framework for State Aid for Research and Development and Innovation” (2022/C 414/01),
2. The Proposal falls within the concept of a non-economic activity in accordance with item 20 of the abovementioned (1) Communication,
3.
 - a. The HI is a “research and knowledge dissemination organisation” according to the definition of point ff) of item 16 of the abovementioned (1) Communication or
 - b. the HI is a legal person governed by public law/legal person governed by private law that has been established by law or presidential decree and is subsidised by the State and may be financed by analogy as a “research and knowledge dissemination organisation”, while the funding may be considered as non-state aid under item 19 of the above (under 1) Communication. Furthermore, it may receive 100% funding for all eligible costs, because the following conditions are met:
 - ba. Their primary activities are not economic, according to the European Commission’s Communication on the concept of state aid (2016/C 262/01).
 - bb. There is a provision for research activity in the HI’s articles of association.
 - bc. Research results from the Project will be widely disseminated on a non-exclusive and non-discriminatory basis (e.g. through teaching, databases, publications, open access software, etc.).
 - bd. Any resulting profits will be reinvested in the HI's non-economic activities.
 - be. There will be separate accounting monitoring for the use of the specific infrastructure as well as separate accounting monitoring of the non-economic and (if any) economic activities of the HI.
4. In case the HI conducts activities of economic and non-economic nature, in order for the public funding of non-economic activities not to be considered state aid, both types of activities as well as the costs, the funding and their revenue must be clearly separated and monitored by an accountant, so that the subsidisation of the economic activity can be avoided, i.e. is covered by the subsidisation of the non-economic activity (cross-subsidisation). Irrespective of the fact that all Proposals are checked as to their admissibility and eligibility prior to the evaluation of their content, if, at any stage of the check and evaluation process, it is verified that a Proposal fails to meet any of the relevant criteria, it shall be excluded from the evaluation process.

It is underlined that a necessary condition for the eligibility of the Proposal is on the one hand that the PI holds a PhD in the Sciences of Biology, Agriculture, Forestry or a related scientific subject, and on the other hand has scientific experience in the assessment of the risk of extinction, conservation, management and protection of endemic and endangered species of Greece. Furthermore, the proposed study should concern an endemic species or an endangered species or a species of national or EU interest in Greece.

10.2 Evaluation

The evaluation of the Proposals of the candidate beneficiaries shall be performed by an Evaluation Committee(s) (EC), consisting of five (5) to twenty (20) members pursuant to the provisions of the Decision No. 53660/13.09.2022 (IUN: ΩΜΙ246Μ77Γ-ΟΞ8) issued by H.F.R.I.'s SC on the “[Evaluation of Proposals/Applications in the context of Actions of the Hellenic Foundation for Research and Innovation](#)”, as in force, and which is posted on H.F.R.I.'s website. If deemed necessary due to the specialized scope of the proposals, a non-binding evaluation of one or more Proposals may be requested from one or more independent experts, appointed by decision of the Scientific Council of H.F.R.I., upon recommendation of the Committee(s). The decision for the evaluation of each Proposal shall be made by the EC.

The said experts and members of evaluation committees come from the Register of Certified Evaluators of paragraph 11 of Law 4429/2016 and, until its creation, from the Register of Certified Evaluators referred to in article 27 of Law 4310/2014 (OGG A' 258) and have the qualifications related to the subject matter of the project to be evaluated.

The Evaluation Committees and independent experts are determined by the Scientific Council in line with the provisions of article 5 of Law 4429/2016. If expert scientists required for a specific evaluation are not available or the existing ones do not meet the needs of the evaluation in question, expert scientists, not included in the Register of Certified Evaluators, who are foreign tax residents may be designated as members, pursuant to a decision made by the Scientific Council.

10.3 Confidentiality

The whole process is governed by rule of confidentiality. The EC members and independent experts sign a declaration of confidentiality and non-conflict of interest. All EC members and independent experts owe full confidentiality before, during and after the evaluation, as to the entire evaluation process.

10.4 Evaluation Process

The evaluation of Proposals will be carried out in one Phase by ECs and experts, if deemed necessary (as defined in Law 4429/2019), based on the following criteria (*Table 3*):

Table 3: Criteria and Weighting factors

Evaluation Criteria	Weighting factor
1. Principal investigator	30%

A. Scientific work (e.g. scientific publications, participation in conferences, distinctions, awards) related to conservation, management and protection of endemic and endangered species, and/or ecology and taxonomy	15%
B. Experience related to extinction risk assessment, conservation, management and protection of endemic and endangered species, and/or ecology and taxonomy (e.g. participation in international and national research projects either as a PI or as a research team member)	15%
2. Research Proposal/Study	70%
A. Endemism of the species under study as follows: <ul style="list-style-type: none"> • Endemic to Greece: 100% • Species with a presence in Greece but with a wider spread: 75% 	20%
B. Characterization of the species under study ² at global level (critically endangered, endangered or vulnerable) with the following prioritization: <ul style="list-style-type: none"> • Critically endangered: 100% • Endangered: 70% • Vulnerable: 50% 	40%
C. Methodology and extent to which the implementation plan, schedule and budget of the study are necessary and justified	10%

The EC rates the evaluation criteria on a scale of 0 to 100, as follows:

- **(0 – 19) – Insufficient:** The proposal either fails to meet the criterion or cannot assess the criterion due to insufficient or incomplete information.
- **(20 – 39) – Weak:** The proposal does not sufficiently meet the criterion and/or there are inherent weaknesses.
- **(40 – 59) – Moderate:** The proposal meets the criterion in general but there are significant and substantial weaknesses.
- **(60 – 79) – Good:** The proposal meets the criterion at a good level but there is a number of shortcomings.

² The risk category should be derived from either the IUCN international list (<https://www.iucnredlist.org/>) or the National Red Lists. In case there is a difference in the assessment of the threat status of a species, the IUCN assessment is taken into account.

- **(80 – 89) – Very Good:** The proposal meets all aspects and dimensions of the criterion at a very good level but there is a small number of shortcomings.
- **(90 – 100) – Excellent:** The proposal meets all relevant aspects and dimensions of the criterion. Any shortcomings shall be classified as minor.

In case two or more Proposals receive the same overall score, priority is given to the Proposal that has received the highest score in sub-criterion 2A. In case the Proposals have received the same score also in sub-criterion 2A, priority is given to the Proposal that has received the highest score in sub-criterion 2B.

In order for a Proposal to be eligible for funding it should receive a minimum score (threshold) of **70** in each of the two Criteria separately but also in total.

Based on the above grading combined with the minimum grade (70), the Proposals are ranked based on an A - B scale, as described in *Table 4* below.

Table 4. Grading of Proposals

Grade	Description
A	The Proposal successfully meets aspects of all criteria and is recommended for funding if there is sufficient budget.
B	The Proposal does not sufficiently meet aspects of all criteria and is not recommended for funding.

10.5 Possibility of partial budget approval

The Evaluation Committee, upon justified decision, may partially approve or amend the proposed study budget, taking into account the terms and restrictions of this Call.

10.6 Verification of copies

In order to verify the accuracy of data and supporting documents submitted online through the Web Portal (either at the submission stage or at the implementation stage), H.F.R.I. conducts a sample check on at least five percent (5%) of the copies submitted by the beneficiaries during the immediately following quarter, requesting the assistance of the agencies or bodies that issued the original documents in line with paragraph 2 of article 11 of Law 2690/1999, as in force.

11. EVALUATION RESULTS

After the evaluation is completed, the results are communicated to the PIs along with a personalized report, which includes the Proposal's score and the evaluation report.

PIs are entitled to lodge a **substantiated objection on decision legality grounds** within a deadline of ten (10) days from the notification of the evaluation results.

Objections are judged by a three-member objection committee, which shall decide within an exclusive deadline of ten (10) days (article 5 par. 8 of Law 4429/2016). The objection committee's decision is announced to the H.F.R.I. Director and communicated to the person who lodged the objection.

Following the evaluation of Proposals, the H.F.R.I. Director issues the funding decision (list of Proposals to be funded), in line with the available budget. This decision is an enforceable administrative act and is subject to petition for annulment before the Administrative Court of Appeal.

Following the publication of the list of Proposals to be funded, the potential beneficiary PIs receive a letter via email, whereby they are invited to submit the necessary supporting documents to H.F.R.I., so that the Funding Award Decision (henceforth "FAD") may be issued.

12. ISSUING THE FUNDING AWARD DECISION

Once the Funding Decision is published, PIs receive a letter of approval, whereby they are invited to submit the necessary supporting documents to H.F.R.I. (see below par. 12.1) - *Supporting documents and information for issuing the Funding Award Decision*) in order to issue the Funding Award Decision.

It is noted that the above Funding Decision, as well as the Funding Award Decision for each Project (see below par. 13.1.) which include, among others, the details of the HI and the PI as well as the general details of the Project (full title and approved budget), will be posted, for reasons of transparency, on the websites of H.F.R.I. (<https://www.elidek.gr/>), GSRI (<https://gsri.gov.gr/>), NECCA (<https://necca.gov.gr/>) and DIAVGEIA (<https://diavgeia.gov.gr/>).

A necessary condition for the Funding Award Decision to be issued and for a Project to be funded is that it shall not have received, or is receiving or is to receive funding from any Institution for its full scope or part thereof.

The Project Technical Bulletin (PTB) shall be attached to the Funding Award Decision. The PTB includes the Proposal information, as it has been formulated following its evaluation by the competent Evaluation Committee.

The Project's start date is specified by H.F.R.I. and is expressly referred to in the Funding Award Decision.

The HIs are obliged to include the Project in their budget in order to receive the respective advance funding.

It is pointed out that when the Project is included in the HI's budget, if necessary, its preparation must have been approved by the competent Research Ethics Committee (hereinafter "REC") of the HI, in

accordance with the provisions of Law 4957/2022 and the relevant decision by REC must be mentioned in the decision to include the Project.

The Project's PI accepts that messages sent via email, and especially those sent to the email address they declared during the submission of the Proposal, are considered notifications and signal the commencement of all legal processes and deadlines.

12.1 Supporting documents and information for issuing the Funding Award Decision

After issuing the List of Projects to be funded, beneficiary PIs receive a letter of approval, also communicated to the HI, whereby they are invited to submit the following necessary supporting documents to H.F.R.I.'s Information System ("IS") **within the deadline that shall be defined in the above mentioned letter**, for the Funding Award Decision to be issued.

1. A Project acceptance certificate by the HI, signed (by electronic signature or via gov.gr) by their legal representative.
2. A solemn declaration of Law 1599/1986 (*Annex I*) signed (by electronic signature or via gov.gr) by the legal representative of the HI in which it will be stated that:
 - All listed information regarding the research Project numbered "... " and titled "....." as well as the supporting documents submitted are true and accurate.
 - The Research Project numbered "....." and titled ".....", which is to be funded, has not been funded, is not funded nor will be funded by other institutions for its scope, in full or in part.
 - The HI is a research and knowledge dissemination organization within the meaning of point ff) of item 16 of the Communication of the European Commission on the "Framework on state aid for research and development and innovation" (2022/C 414/01) and either it carries out activities of a non-economic nature (within the meaning of item 19 of the Communication) or its economic activity is purely ancillary and does not exceed 20% of the total annual capacity of the Organization,

or (select the one that applies)

the HI is a legal person governed by public law/legal person governed by private law established by law or PD and subsidized by the state and the following conditions are met:

- a. Their primary activities are not economic, according to the European Commission's Communication on the concept of state aid (2016/C 262/01).
- b. There is a provision for research activity in the HI's articles of association.

- c. Research results from the Project will be widely disseminated on a non-exclusive and non-discriminatory basis (e.g. through teaching, databases, publications, open access software, etc.).
 - d. Any resulting profits will be reinvested in the HI's non-economic activities.
 - e. There will be separate accounting monitoring for the use of the specific infrastructure as well as separate accounting monitoring of the non-economic and (if any) economic activities of the HI.
- The HI's funding under the Action concerns its main activity and/or all the profits from the knowledge transfer activities will be reinvested in its main activities, in order for its funding to be considered as non-state aid according to items 19 and 20 of the European Commission's Communication on the "Framework on state aid for research and development and innovation" (2022/C 414/01), and receive 100% funding.
 - In case a private company within the meaning of the European Commission's Communication on the "Framework on state aid for research and development and innovation" (2022/C 414/01) participates in the Proposal as a Collaborating Organization, the absence of indirect aid to the company is ensured as defined in items 29 and 30 of the Communication.
 - The HI and/or PI accept the terms and conditions of the Call, as well as all their related obligations, such as for example the obligations to comply with the EU and national legislation and the rules of publicity.
 - The HI and/or PI accept that messages received by H.F.R.I. via email are considered notices and mark the initiation of all legal processes and deadlines, for both the HI and the PI.
 - There will be wide dissemination of the Project's research results on a non-exclusive and non-discriminatory basis (e.g. through teaching, databases, publications, open access software, etc.).
3. A Documentation Report on the possibility of accounting separation of economic and non-economic activities of the HI. It is underlined that the separation of economic and non-economic activities concerns the overall activity of the organization and not only the Project for which a Proposal is submitted.

In case deficiencies are found during the verification of the supporting documents, it will be possible to submit additional documents/information within fifteen (15) calendar days from the communication of the deficiency to the HI.

Following the submission and verification of all aforementioned supporting documents, the Funding Award Decision is issued by the H.F.R.I. Director, an integral part of which is the PTB, where the Project's details are included, as it has been formulated after its evaluation by the competent Evaluation Committee, including the updated Project budget.

13. FUNDING REIMBURSEMENT – REQUIRED SUPPORTING DOCUMENTS

13.1 General

The funding of each Project amounts, at most, to the sum mentioned in the Funding Award Decision.

The funding amount is paid in two (2) stages (instalments) during the implementation of the Project. Each instalment corresponds to a specific percentage of the total budget approved for the Project. The second instalment (final balance payment) is deposited after the Project has been concluded and its amount depends on the final total certified Project costs.

H.F.R.I. settles each instalment by transferring the corresponding amount in the HI's bank account, following the submission of supporting documents, as they shall be designated by H.F.R.I.'s Financial Services. (*Annex II*).

13.2 Funding Reimbursement

13.2.1 Advance payment

Once the Funding Award Decision has been issued and supporting documents defined in *Annex II* have been submitted, an advance payment amounting to 60% of the approved Project budget is granted.

13.2.2 Final balance payment

The final instalment (final balance payment) is deposited following an audit – verification of the completion of the Project as to its physical and financial scope, its final receipt and the issuance of a Project Completion Certificate. In this stage, the final cost of the Project eligible for funding is finalized, in combination with examining whether the Funding Award Decision requirements have been met or not.

14. IMPLEMENTATION PROCESS - PROJECT MONITORING

H.F.R.I. is responsible for monitoring and auditing the implementation of Projects under this Action regarding their approved physical and financial scope, in line with the terms set out in detail below.

More specifically, H.F.R.I. monitors the evolvement of the Projects, their financial progress, the target achievement through deliverables and milestones for each Project, taking the necessary measures to ensure an uninterrupted cash flow towards the Projects, while also taking corrective measures if deemed necessary.

The PI and HI are fully liable to H.F.R.I. for implementing their Project and securing its progress, for appropriately adhering to time schedules, other conditions and restrictions, as well as for completing the physical and financial scope, based on the Funding Award Decision.

H.F.R.I. reserves the right, whenever deemed necessary, to audit the course of the Projects' implementation in terms of their physical and financial scope, with on-site inspections at the venue where they are being implemented and at the HI's registered office, and/or with conduct of an administrative verification of information submitted by HIs and PIs. In any case, the PI and HI shall be timely notified by H.F.R.I. of the time and place that H.F.R.I. has found most suitable for conducting the audit.

Project audit – verification includes both its physical and financial scope and may be carried out with the assistance of specialized experts.

14.1 Final Progress Report

The Project Final Progress Report is submitted exclusively by the PI and the HI and is accompanied by the required supporting documents as defined in the "Cost Eligibility and Verification Guide under H.F.R.I.'s Actions".

Moreover, it must be submitted within an exclusive period of **seventy-five (75)** calendar days from the end date of the Project and includes:

1. Reference to the entire physical scope of the Project that has been implemented throughout the duration of the project's implementation (including any Project dissemination and publicity actions).
2. Deliverables completed within the reporting period.
3. Milestones accomplished within the reporting period.
4. Reference to the overall financial scope of the Project that has been implemented by submitting the necessary information and documents, in order to verify the eligibility of project costs.
5. A detailed description of any amendments and other changes in the physical and financial scope throughout the duration of the project's implementation.
6. An extended summary of the Final Report (*1,000 to 2,500 words in Greek and English*) in a format appropriate to be uploaded/published on H.F.R.I.'s website or wherever deemed

necessary by H.F.R.I. This summary should also include, among others, the objectives and conclusions that arose during the implementation of the Project.

The verification the physical and financial scope of the Project shall be carried out based on information included in the Final Progress Report, where it will be decided whether or not a final balance payment is to be made, as well as its exact amount or, should reason occur, the recovery of any unduly paid funding. If the Final Progress Report is not submitted within six (6) months from the expiry of the above deadline for its submission, there is a case of revocation of the Funding Award Decision as defined in par. 19 hereof.

If, due to specific scientific, research or academic reasons, the Project cannot lead to the results outlined in the PTB, a documented scientific report shall be drawn up by the PI and be submitted to H.F.R.I., while also communicated to the HI. H.F.R.I. shall evaluate the research effort in whole as well as the interim deliverables, proceeding with the review of costs already incurred and their approval/verification or not.

14.2 Audit - Verification Process

Project verifications/audits in this action are divided into administrative and onsite. The administrative verification is carried out remotely, based on the information and documents submitted by the Project's PI and HI, while the onsite verification is conducted by the verifying agent in charge at the venue of the Project's implementation.

In order for the PI and HI to be prepared accordingly for the onsite verification, H.F.R.I. sends a written notice at least fifteen (15) calendar days before its performance listing the date and place of its performance, the estimated duration and method of its performance, as well as any information or personnel that should be available to the verifying agent. On their part, the beneficiaries (PI and HI) must facilitate the verifying agent and follow their instructions, also observing any deadline for sending additional information on pending matters identified. A key condition for the unhindered conduct of the verification is that all responsible staff of the beneficiaries above shall be present during the onsite verification.

Shortcomings that may have been identified during a verification may be covered within a deadline of fifteen (15) calendar days from the date the HI was notified (by mail or email).

After the verification is carried out and any identified shortcomings are covered or in case of failure doing so within this deadline, the verification is concluded with the preparation of a pertinent report. The verification report includes the items to be verified (control points), relevant findings and any recommendations or corrections. If the onsite verification is carried out via sampling, H.F.R.I. shall record the pertinent sample-selection methodology.

14.3 Approval of verification results - PI/HI Objections

Upon verification process conclusion (onsite or administrative) and in order for funding to be reimbursed, the verifying agent shall draft the verification report, submitting it to H.F.R.I. and notifying the PI and HI with the Finalization Decision.

The HI and the PI are notified of the verification results in writing, so as:

- i. to submit any objections, should they disagree with its findings, or
- ii. to receive the remaining funding, provided that the verification has not identified any irregularities or the HI and the PI accept the verification report findings.

Once the results of the verification report are communicated, the PI is entitled to submit documented objections to H.F.R.I. regarding the results of the verification report. The time frame, in which this right may be exercised and the deadline, in which the permissive or dismissive decision must be issued, as well as any relevant administrative procedures are specified in H.F.R.I.'s Internal Rules of Operation, as posted on H.F.R.I.'s website and as in force from time to time. Should the deadline for lodging objections expire with failure to do so, it is considered that the verification results have been accepted by the HI and the PI.

H.F.R.I. is responsible for sending the objection review results in terms of the audit-verification report results to the PI and the HI.

After H.F.R.I. reviews the objections to the results of the verification report or the deadline for their submission expires with failure to do so, the verification report is finalized and communicated to the HI and the PI. In case where the final verification report contains a recommendation for corrective actions, the financially corrected amount is approved by the H.F.R.I. Director and is registered in the IS and the Project funding amount that may have already been entered is reduced accordingly. The final verification report and the decision of revocation and recovery (see below par. 18) are communicated to the HI and the PI.

The audit/verification request, the approved verification report, as well as any filed objections and all relevant accompanying documents are then kept in the Project file within H.F.R.I.'s IS.

14.4 Exceptional Progress Check

An Exceptional Progress Check is performed when H.F.R.I. estimates that the progress required in implementing the physical and/or financial scope of a Project has not been achieved, or the Funding Award Decision and MIG terms and conditions as well as the national and European legislation in force are not being respected.

The Exceptional Progress Check is conducted as per case by one or more experts or a Committee, appointed by decision of the H.F.R.I. Director. The Exceptional Progress Check report assesses the implementation progress and the possibility of successful Project completion.

For the rest, the administrative procedures of par. 14.2 and 14.3 above shall apply.

15. PI and HI RESPONSIBILITIES

The PI represents the Research Team in all communications with H.F.R.I., takes all necessary measures for the effective supervision of Project implementation, from a scientific aspect, guiding the RT throughout all Project implementation phases. They are responsible for notifying H.F.R.I. on time of any incident or change in circumstances that may affect the Project's progress, for achieving objectives, for keeping the agreed schedule and for producing deliverables. They are also responsible for submitting all relevant amendment requests.

15.1 PI and HI responsibilities

The PI is primarily responsible for the proper implementation of the Project and is assisted by the HI. Both the PI and the HI should:

1. Observe the terms of the Call, the MIG and the Funding Award Decision.
2. Observe EU and National Legislation when implementing the Project, and especially with regard to the law on public contracts, state subsidies, sustainable development, gender equality, non-discrimination of and accessibility for People with Disabilities (article 7 of the Regulation (EU) 1303/2013).
3. Observe the commitments of the Regulation (EU) 2021/240, including the achievement of green and digital goals in the transmission process, the principle of "do no significant harm", the sound financial management, the effective prevention of fraud and conflict of interest, the avoidance of double funding.
4. Keep a separate account for the Project or have adequate accounting codification, from which the entry of all costs fully corresponding to declared expenses can be tracked.
5. Keep a separate bank account that will be used exclusively for the Project.
6. Take all necessary actions for updating H.F.R.I. and/or the IS with data and documents of the Project, thus ensuring the accuracy, quality and completeness of submitted information.
7. Not receive any subsidies from another Institution for the implementation of the Project or part thereof and/or part of the eligible costs, in violation of restrictions regarding the accumulation of state subsidies.

8. Not transfer or replace fixed assets acquired under the Project without H.F.R.I.'s approval.
9. Place posters with information about the Action and funding provided from NECCA to the HI.
10. For every cost related to the funded project, the project number (H.F.R.I.) and NECCA funding must be mentioned in the corresponding documents (e.g. "Procurement under the Project "Acronym" (H.F.R.I.'s project code) funded by NECCA with H.F.R.I. being the Implementing Institution").
11. Use the NECCA and H.F.R.I. logo on every document (printed or electronic) related to the Project as well as a sticker with the above logos on every equipment purchased as part of the project (*where applicable*).
12. Make reference to the project's funding by NECCA through this action, using appropriate wording as well as relevant logos, as described in detail in Chapter 17, in all types of publicity activities regarding the project (e.g. announcements in print and electronic media, presentations in workshops and conferences, scientific papers in national and international journals, events), as well as by posting on their website.
13. Accept their inclusion in the List of projects/beneficiaries of H.F.R.I. which is published on the websites <https://gsri.gov.gr/>, <https://necca.gov.gr/> and <https://www.elidek.gr/> and in which the name of the HI, a summary of the Project, the start and end date of the Project, the total eligible cost, etc. are mentioned.
14. Communicate immediately and necessarily to the competent department of H.F.R.I.: (a) any information that becomes necessary regarding the Project in the form of references or reporting of specific data, (b) any amendment to the physical or financial scope of the Project that lays down the need to amend the Project Technical Bulletin and (c) any possible inability of the PI or HI to implement the Project.

Additionally, the PI and HI shall be responsible for:

1. Collecting all required information, supporting documents and other documents.
2. Filling out forms and sending them to H.F.R.I.'s competent department on time.
3. Cooperating with H.F.R.I. during audits – verifications.

Any violation of the MIG and the Funding Award Decision terms entails corrective measures, pursuant to the provisions specified in H.F.R.I.'s Internal Rules of Operation and other legislation in force.

15.2 Obligations following the completion of the Project

1. The HI and/or PI cannot be subsidized by another Organization/Program for the implementation of the same project or part thereof.
2. The HI must return any interest accumulated in the bank account kept to make Project payments only. It is noted that any generated income (from any cause) and interest are offset against the last instalment of funding, while any bank charges associated with the movement of the account and/or taxes may be deducted from interest.
3. All original supporting documents and receipts for Project costs are kept by the HI throughout the duration of the Project and for further **five (5) years at least** from the date the last funding instalment was paid and made available to the competent H.F.R.I. or EU auditors, when requested, regardless of whether they are not obliged to keep the supporting documents and receipts pertaining to the implementation of the Project by virtue of other provisions of the national legislation. These supporting documents and information are kept either as originals or as certified copies of the originals or in commonly accepted data carriers, including electronic versions of original documents or documents that exist only in electronic form.
4. The HI should provide the evidence required to document the separation between financial and non-financial activities according to item 19 of the European Commission's Communication on the "Framework on state aid for research and development and innovation" (2022/C 414/01) and the Special State Aid Service (EYKE) Circular under Ref. No. 49939/EYKE1942/13.05.2016. H.F.R.I. checks in particular the fulfilment of the conditions by which the HI was considered to fall under the provisions of items 19 to 21 of the above Communication of the European Commission.
5. In case a private company within the meaning of the European Commission's Communication on the "Framework on state aid for research and development and innovation" (2022/C 414/01) participates in the Project as a Collaborating Organization, the HI should provide evidence that the absence of indirect aid to the company is ensured as defined in items 29 and 30 of the Communication.
6. The HIs and the PI shall take all necessary actions, so that any original intellectual creation of speech, art or science with content created in the context of the Project's implementation will be available to the public free of charge and will not generate any income for a period of five (5) years from the end of the Project. In particular, in the event of publishing a book, this should either be available for free or be in e-book format and free access to the Internet should be assured.

16. PUBLICITY OBLIGATIONS

In every dissemination and publicity action in the context of the Project, its funding through this Action should be clearly stated, using the appropriate wording, as well as the relevant logos.

Dissemination actions may be carried out, inter alia, in the form of:

- Communication and/or publication in scientific or non-scientific journals (either by individual RT members or the entire team).
- Promotion in websites and social media.
- Printing of handouts (e.g. flyers).
- Participation in conferences, seminars, workshops, etc.
- Production of audiovisual material.

With regard to publications in scientific or non-scientific journals, it is noted that this obligation is independent of research Project completion, depending only on whether the published research was conducted under the funded Project (this also applies to publications made following the completion of the Project).

The following is an indicative text that must accompany any dissemination/publicity action related to the Project:



Το έργο υλοποιείται στο πλαίσιο της δράσης του ΕΛ.ΙΔ.Ε.Κ. «2η Προκήρυξη “Δράσεις προστασίας, διατήρησης και ανάδειξης της βιοποικιλότητας. Μελέτες πεδίου ενδημικών, απειλούμενων και εθνικής σημασίας ειδών της Ελλάδας”» (Αριθμός Έργου:.....), που χρηματοδοτείται από τον Οργανισμό Φυσικού Περιβάλλοντος & Κλιματικής Αλλαγής (Ο.Φ.Υ.Π.Ε.Κ.Α.).



The project is implemented in the framework of H.F.R.I.'s 2nd Call “Actions to protect, conserve and promote biodiversity. Field studies of endemic, endangered and nationally important species of Greece” (Project Number:) funded by the National Environment & Climate Change Agency (N.E.C.C.A.).



With regard to audiovisual material, the opening and closing credits must include a clear and legible reference to NECCA's funding, by using the appropriate wording in Greek and/or English.

NECCA as well as H.F.R.I. will (or shall be able to) use non-confidential information relating to the project (e.g. the project title and synopsis, the project start-date and end-date, the total eligible cost), as well as the personal details of the PI and the details of the HI, for reasons of transparency, publicity and dissemination of project and action findings, including posting this information on the web portal of H.F.R.I. www.elidek.gr and/or NECCA <https://necca.gov.gr/> as well as for reasons of producing official statistics for the Foundations.

17. AMENDMENTS

17.1 General

The terms for implementing the Project, as specified in the Call and in the Funding Award Decision, are binding and essential. Any unilateral change by the HI or the PI without prior approval from the H.F.R.I. Director constitutes reason to cease the Project's funding.

Following a request by the HI or the PI, it is possible to amend the Funding Award Decision and the approved PTB by decision of the H.F.R.I. Director. The request shall document the suggested necessity to change Project details, which may pertain to its physical or financial scope, as well as the corresponding terms of the Funding Award Decision in order to achieve its objectives. The request is submitted through H.F.R.I.'s IS within a reasonable time prior to the implementation of the requested amendment and is accompanied by all supporting documents and information justifying the amendment need.

A condition for the amendment request to be accepted is that the proposed changes do not affect the original objectives of the approved Proposal, do not change details in a way that invalidates the eligibility and/or positive evaluation based on the criteria of the Call and do not increase the overall approved budget.

An amendment request submitted less than thirty (30) calendar days from the Project completion date shall not be reviewed.

Amendment requests shall not be reviewed until all necessary accompanying information and supporting documents provisioned below or in the Funding Award Decision have been submitted. Provided that all necessary documents and information have been submitted, requests are reviewed on a case per case basis, with/or without the assistance of an external expert and/or a competent committee appointed by H.F.R.I.

In the event that the amendment request is accepted, individual information of the Project and the Funding Award Decision are amended accordingly by decision of the H.F.R.I. Director. The HI and the PI are informed by notification of the relevant decision and the relevant documents are registered in H.F.R.I.'s Project file.

If the amendment request is not accepted, the H.F.R.I. Director issues a justified decision rejecting the request. The decision is communicated to the HI and the PI, who henceforth undertake to implement the Project in accordance with the original Funding Award Decision.

17.2 Amendment cases

1. Extension of the duration of the Project can be granted **only once (1)** (unless it concerns reasons of force majeure) and provided that it is necessary for the successful completion of the Project.
2. A request to replace a PI may be submitted in the case the PI retires during the implementation of the Project and/or in exceptional cases. In these cases, the continuation or not of the Project is decided by H.F.R.I. after assessing the special characteristics of the Project and taking into account special factors such as, but not limited to, the maturity of the Project, the value of the Project and the deliverables, its impact, etc. For the continuation of the Project, it is mandatory to submit a relevant documented request, in which a new PI with corresponding qualifications will be proposed by the HI, following the recommendation of the former PI and/or the RT.
3. Amendment of information that significantly affects the extent and implementation method of the Project's physical scope (e.g. use of techniques/methodology to conduct research of lesser technical weighting, restriction of provisioned deliverables, etc.).
4. Transfer of amounts between Project cost categories that results in an increase or decrease **greater than 25%** of the approved budget in force for said cost categories (i.e. in the cost category being reduced and the cost category/ies being increased, respectively), provided that all terms and conditions of the Funding Award Decision are met.
5. Transfer of an amount to a non-approved but eligible cost category/ies, which leads to a decrease **greater than 10%** of the initially approved category budget, from which the amount is transferred, provided that all terms and conditions of the Funding Award Decision are met.
6. Change of the HI is permitted only in specific cases following a fully justified documentation of the necessity for change and provided that there is adequate assurance that the Project objectives will not be affected by the change.

17.3 Amendments regarding HI information

In case of changes in the HI details, they are obliged to notify H.F.R.I. by sending the new information and/or filling out the relevant fields of the IS, such as:

- change in the trade name and/or legal form,
- change of legal representative,
- change of registered office or project implementation venue.

The above changes are reviewed by H.F.R.I.'s Department of Research Projects and, if necessary, the Funding Award Decision is amended and the HI is notified accordingly.

17.4 Alterations not constituting amendments

The following changes, not constituting amendments within the meaning of paragraphs 17.1 – 17.3 above, are permitted without the need to submit an amendment request in the context of Project implementation and the PI is obliged to include them in the Project's progress reports. Examples include:

1. Replacement of a member of the RT: In case of replacement of a member of the RT, the new member should have equivalent formal qualifications and the same or related specialty (subject matter) as the member being replaced and be selected in accordance with the relevant provisions of Laws 4310/2014, 4386/2016 and 4957/2022, as in force.
2. Withdrawal of members of the RT (without replacing them) or addition of new members to the RT according to the relevant provisions of Laws 4310/2014, 4386/2016 and 4957/2022, as in force.
3. Addition/Change of Collaborating Organization under the condition of submission of a relevant letter of intent by the new organization.
4. Transfer of amounts between Project cost categories, which alters (increases/decreases) the approved budget in force for said categories (i.e. the cost category being reduced and the one being increased after the transfer, respectively) totally/cumulatively up to 25%, provided that all terms and conditions of the Funding Award Decision are met.
5. Transfers of amounts to a non-approved but eligible cost category/ies, which alter (decrease) the total amount of cost categories from which the transfer takes place, totally/cumulatively up to 10%, provided that all terms and conditions of the Funding Award Decision are met.
6. Transfer of amounts between specialized cost sub-categories within the same cost category, without limitations. Furthermore, it is allowed to add new sub-categories within the same cost category as long as it is documented that they are directly related to the implementation of the physical scope of the Project.
7. Changes in the duration of work packages and the deadlines for deliverables and milestones, within the approved total Project time schedule.
8. Replacement of approved equipment by equipment with similar technical characteristics and functionality, provided it is documented that the new equipment will be able to lead to the same or improved research result compared to the approved equipment.

The above changes may be carried out under the responsibility of the PI and/or the HI throughout the Project, without prior approval. These are attached to the pertinent verification request towards H.F.R.I., where they are clearly reflected in comparison with the Funding Award Decision articles in force. Their acceptance is subject to the approval of the verification agent, who examines whether the change falls under the permissible cases listed above and whether it complies with the remaining terms of the Call and the Funding Award Decision.

Any other issue or amendment, not falling under any of the above noted (under 17.2 - 17.4) cases of Project information change, is placed under the consideration of H.F.R.I., is reviewed by H.F.R.I.'s Department of Research Projects and, if required, the Funding Award Decision is amended.

17.5 Discontinuation of the research Project

Discontinuation of the Project may take place either upon a reasoned request of the PI or on behalf of H.F.R.I. in case of the PI's inability to implement the Project in accordance with the Funding Award Decision, as well as in any other case of objective inability to implement the Project.

In all discontinuation cases, an Exceptional Progress Report as well as deliverables produced until the time of discontinuation are submitted. After these have been evaluated, funding is limited to the costs that have already been incurred and approved/certified under the aforementioned evaluation. In case the HI has already received an amount higher than the one finally approved up to the time of discontinuation, the excess amount shall be returned to H.F.R.I.

18. REVOCATION OF FUNDING

The Funding Award Decision may be revoked by decision of the H.F.R.I. Director in the following cases:

1. Provided that, before the approved implementation time schedule has been concluded, the PI submits a resignation to H.F.R.I. in writing, stating inability to implement the Project.
2. As a sanction, following failure to comply with the terms of the Funding Award Decision, as arising from the relevant certifications. Indicatively, the process is activated upon determination of:
 - i. expiry of the Project implementation deadline,
 - ii. inability to verify the physical scope of the Project,
 - iii. inability to certify the financial scope and the cost eligibility of the Project, based on the original invoices and other supporting documents and documenting information arising from the verification procedures,
 - iv. inability to confirm the existence of an adequate verification trail,

- v. in case the HI or the PI fails to comply with H.F.R.I.'s recommendations resulting from an administrative or an onsite verification.

3. Failure to submit the Final Progress Report within six (6) months after its submission end date.

The occurrence of the aforementioned events is confirmed by H.F.R.I.'s Department of Research Projects and a documented Funding Revocation Decision is issued by the H.F.R.I. Director, which is then communicated to the HI and the PI. Relevant documents are placed in the pertinent project file kept by H.F.R.I.

In case of searching unduly or illegally paid sums, provisions in articles 51 and 52 of H.F.R.I.'s Internal Rules of Operation shall apply.

19. COMPLETION OF PROJECTS

Based on the verification report results and overall information of the Project, the H.F.R.I. Director drafts and publishes the Project Completion Certificate through the IS.

Necessary conditions for Project completion are:

- Verification of the completion of the physical scope through the implementation of specified deliverables, milestones as well as of the achievement of key Project objectives, or designation of separate deliverables, milestones completed in whole or in part.
- PI and HI compliance with obligations described in the Funding Award Decision.
- PI and HI compliance with any recommendations from previous verifications/inspections/audits conducted for the Project.

The Project Completion Certificate:

- Certifies that the implementation of the physical scope (Project deliverables and objectives) has been completed.
- Certifies that the implementation of the Project's financial scope has been completed and the final result of verifying costs incurred throughout the Project is reflected.
- Specifies the final funding amount to be paid, reflecting amounts that have already been paid, as well as the amount remaining to be paid.
- Specifies the final funding scheme.
- Establishes whether the PI and HI obligations have been met, as specified in the Funding Award Decision, including any obligations related to publicity.
- Establishes the PI's and HI's compliance with any recommendations from previous verifications/inspections/audits conducted for the Project.
- Specifies the exact date that the HI assumes each Long-term Obligation, as it has been predetermined in the Funding Award Decision.

H.F.R.I. communicates the Project Completion Certificate to the HI and the PI. All relevant documents and documentation are archived in the Project file.

20. PUBLICITY

The Call and the Management Guide for this Call will be posted on the website of H.F.R.I. (www.elidek.gr), of NECCA (<https://necca.gov.gr/>) and the General Secretariat for Research and Innovation (<https://gsri.gov.gr/>).

21. COMMUNICATION - INFORMATION

Detailed information and briefing on this Call will be provided by H.F.R.I.'s Department of Research Projects via electronic correspondence

through email: researchdepartment@elidek.gr

and by phone: +30 210-6412410, +30 210-6412420.

Technical support for the electronic submission of proposals will be provided exclusively by email:
helpdesk@elidek.gr

The Director of the Hellenic Foundation for Research and Innovation

Dr. Aikaterini Kouravelou

ANNEX I

SOLEMN DECLARATION

(article 8 of Law 1599/1986)

The accuracy of the information submitted along with this declaration may be cross-checked against the files kept by other services (article 8, par. 4 of Law 1599/1986)

TO:	Hellenic Foundation for Research and Innovation (H.F.R.I.)						
Name:		Surname:					
Father's Full Name:							
Date of Birth:							
I.D. Card No.:		Tel.:					
TIN:							
Place of residence:		Street:		No.:		Post al Code :	
email:							

On my own responsibility and being fully aware of the sanctions⁽³⁾ stipulated in the provisions of par. 6 of article 22 of Law 1599/1986 as the legal representative of [*Name of Institution*], I declare that:

- a. All data mentioned in the Research Project under No. "....." and title "....." which was submitted under the 2nd Call "Field studies of endemic, endangered and nationally important species of Greece" as well as the submitted supporting documents are true and accurate.
- b. The Project numbered "....." and titled ".....", which is to be funded, has not been funded, is not funded nor will be funded by other institutions for its scope, in full or in part.
- c. The Institution is a research and knowledge dissemination organization within the meaning of point ff) of item 16 of the Communication of the European Commission on the "Framework on state aid for research and development and innovation" (2022/C 414/01) and either it carries out activities of a non-financial nature (within the meaning of item 19 of the Communication) or its financial activity is purely ancillary and does not exceed 20% of its total annual capacity.

⁽³⁾ Any person who knowingly states false facts, or denies or conceals true facts, by means of a written solemn declaration in line with article 8 shall be punished with imprisonment of at least three months. If the same person intended to obtain proprietary benefit for himself/herself or for another person to the detriment of a third party, or if said person intended to harm a third party, she/he may be sentenced up to ten (10) years imprisonment.

OR (SELECT THE ONE THAT APPLIES)

the HI is a legal person governed by public law/legal person governed by private law established by law or PD and subsidized by the state and the following conditions are met:

1. Their primary activities are not economic, according to the European Commission's Communication on the concept of state aid (2016/C 262/01).
 2. There is a provision for research activity in the HI's articles of association.
 3. Research results from the Project will be widely disseminated on a non-exclusive and non-discriminatory basis (e.g. through teaching, databases, publications, open access software, etc.).
 4. Any resulting profits will be reinvested in the HI's non-economic activities.
 5. There will be separate accounting monitoring for the use of the specific infrastructure as well as separate accounting monitoring of the non-economic and (if any) economic activities of the HI.
- d. The Institution's funding under the Action concerns its main activity and/or all the profits from the knowledge transfer activities will be reinvested in its main activities, in order for its funding to be considered as non-state aid according to item 20 of the European Commission's Communication on the "Framework on state aid for research and development and innovation" (2022/C 414/01), and receive 100% funding.
- e. In case a private company within the meaning of the European Commission's Communication on the "Framework on state aid for research and development and innovation" (2022/C 414/01) participates in the Project as a Collaborating Organization, the absence of indirect aid to the company is ensured as defined in items 29 and 30 of the Communication.
- f. The Host Institution and the Principal Investigator accept the terms and conditions of the Call as well as all their related obligations, such as the obligations to comply with the EU and national legislation and the rules of publicity, the acceptance of the audits carried out by the competent bodies and any other obligations arising from the Funding Award Decision. In addition, they accept the special conditions arising from EU Regulation 651/2014.
- g. The Institution and the Principal Investigator accept that messages received by H.F.R.I. via email in the email address(es) to be specified are considered notices and mark the initiation of all legal processes and deadlines, for both the HI and the PI.
- h. The Institution and the Principal Investigator accept that H.F.R.I. and NECCA may publish on the Internet data concerning the implementation of the project.
- i. There will be wide dissemination of Project research results on a non-exclusive and non-discriminatory basis (for example through teaching, databases, publications, open access software, etc.).

At

Date

The undersigned

[SIGNATURE]

(Stamp, legal representative details)

ANNEX II

SUPPORTING DOCUMENTS FOR FUNDING REIMBURSEMENT

To reimburse the funding, the following supporting documents shall be submitted:

1. Decision to include the Project/Scholarship funding in the budget of the Host Institution.
2. Tax clearance certificate for the collection of funds from entities other than Central Administration or Clearance Proof about debts to the State (*where appropriate*).
3. Social security clearance certificate for collecting cleared receivables from the State or Certificate for withholding (settling) social insurance contributions (*where appropriate*).
4. Bank account number (IBAN).

Upon payment of each instalment, the corresponding cash receipt voucher must be issued and sent and/or submitted to H.F.R.I.'s IS.