

**10:45 – 12:45**

## **Session 3 | Information on CBE JU 2025 call**

Chair: Dieter Brigitta, Call Coordinator, CBE JU

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**11:40 - 12:00 How to write a good proposal**

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**12:00 - 12:15 Lessons learnt from the 2022-24 calls**

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**12:15 - 12:45 Q&A session**

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# Proposal submission & evaluation

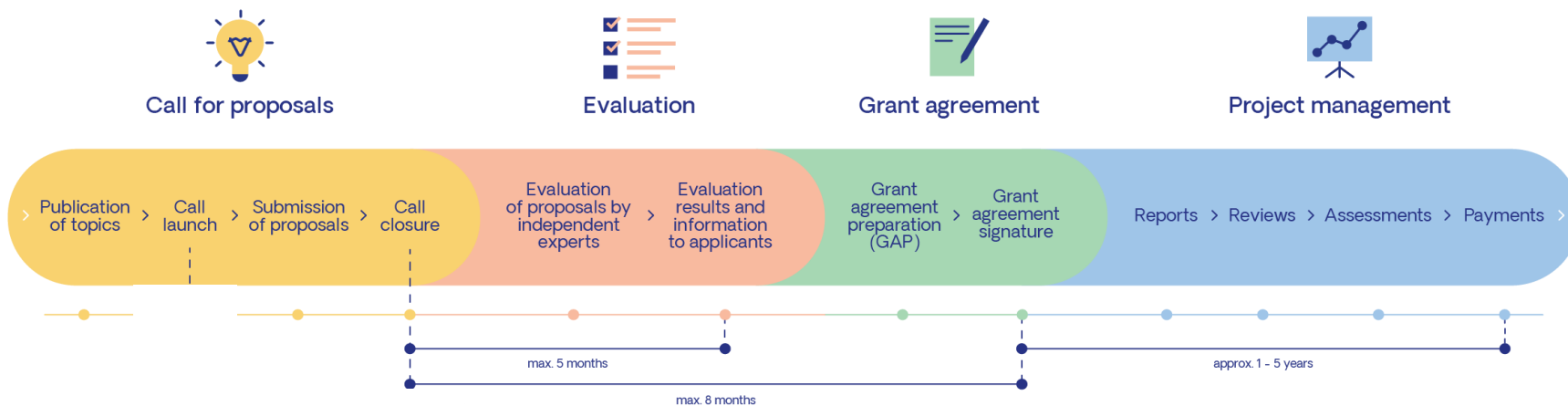
**Dieter BRIGITTA**  
Call Coordinator

3 April 2025

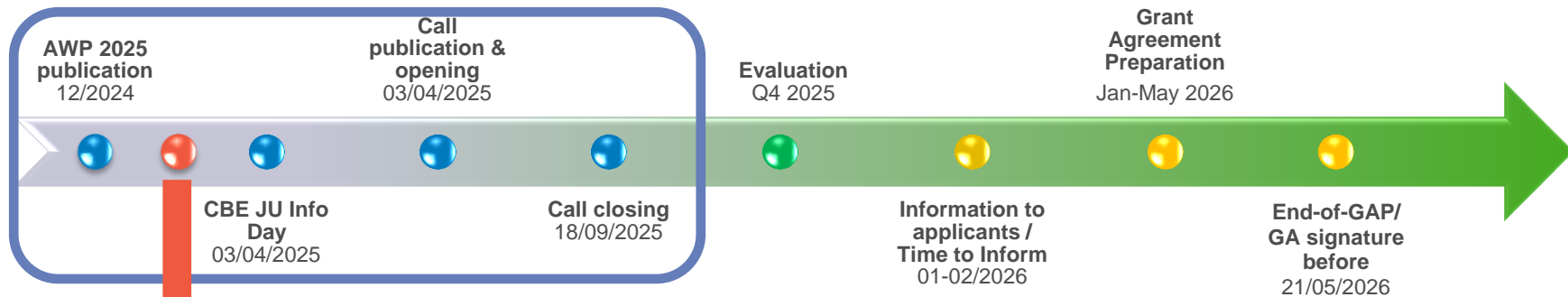


# Table of contents

- From call opening to call closure
- Evaluation of proposals (incl. eligibility & admissibility checks)
- After proposal evaluation



1



## Amended of the AWP

- Call closure deadline: 18 Sept 2025 (not 17 Sept)
- Increased budget
- Updated topic texts for all topics
- Updated CBE JU-specific requirements

# Tips & tricks (1/3) – a step-by-step approach

- [Electronic proposal submission](#) takes time:
    - Get an EU Login account
    - Get a (draft) **PIC** (Participant Identification Code) for **all** participating organisations
    - Launch Submission wizard + pre-register your draft proposal
    - List of participants, contact persons, researchers involved in the proposal,...
    - Fill in Administrative Forms (Part A), incl. organisation descriptions and ethics checklist
    - Prepare and upload Technical Description (Part B)
    - Submit your proposal + receive acknowledgement of receipt
- ***Not just uploading a document and submitting a proposal; plan ahead***

## Tips & tricks (2/3) – registration & validation



# Tips & tricks (2/3) – registration & validation

Participant Register Need help?

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If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

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<h3>Is your organisation already registered? PIC search</h3> <hr/> <p>Please check whether your organisation has already been registered. If so, no need to register it again.</p> <p><a href="#">Search a PIC</a></p>	<h3>Register your organisation</h3> <hr/> <p>To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.</p> <p>Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.</p> <p><a href="#">Register your organisation</a></p>
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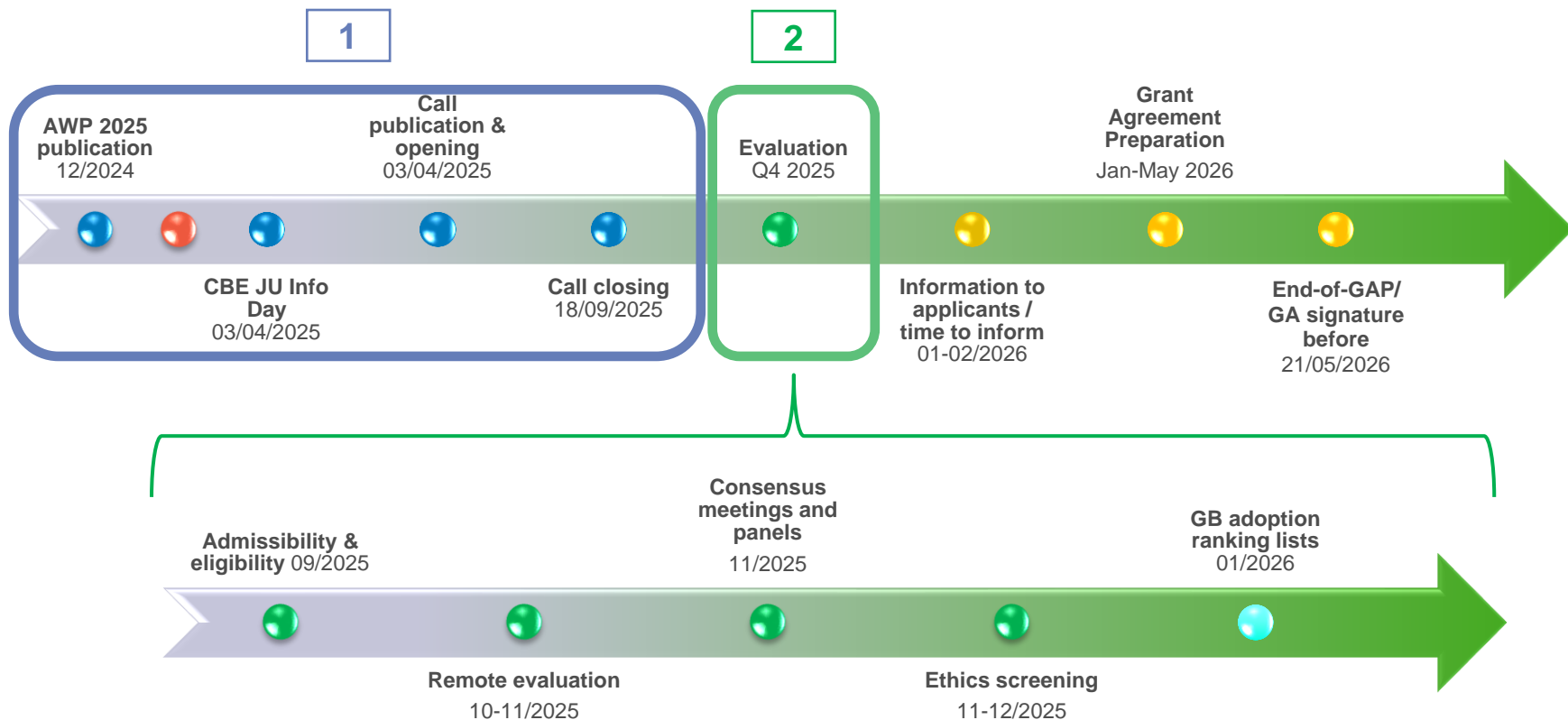
**Search for a  
registered  
organisation**

**New  
registration**



# Tips & tricks (3/3) – portal & timing

- **Funding & Tender Opportunities Portal** = your ‘one stop shop’ to:
  - Find the CBE JU 2025 call topics
  - Register your consortium’s organisation(s)
  - Submit your proposal (NO submission via the CBE JU website)
- **Timing**
  - Consult call topics on the CBE JU website ([www.cbe.europa.eu/open-calls-proposals](http://www.cbe.europa.eu/open-calls-proposals))
  - Call publication (= topics searchable in the portal) and call opening (= proposals can be submitted via portal) by 3 Apr 2025
  - Call closure (= deadline to submit proposals via the portal) by 18 Sept 2025, **17:00 Brussels time**
- **Overwrite function.** You can submit the proposal as many times as you want. Every submitted version will replace the previous one.



# Tips & tricks – eligibility & admissibility

- **Essential** criteria (not ‘nice to haves’)
- Only proposals that pass **ALL** admissibility & eligibility criteria are sent to expert-evaluators.
- **More detailed information** about admissibility & eligibility criteria:
  - CBE JU Annual Work Programme 2025, which mainly (but not only) refers to...
  - ...Annexes A and B of the [General Annexes to the Horizon Europe Work Programme 2023–2025](#)
- **Don’t forget to check:**
  - Admissibility: page limits, a (first) D&E&C plan
  - Eligibility: consortium composition. I.e. in RIAs and IAs: min. 3 *independent* entities, min. 1 Member State (MS), min. 2 other MS or Associated Countries

# Tips & tricks - evaluation

- **One evaluation, 2 sets of expertise**

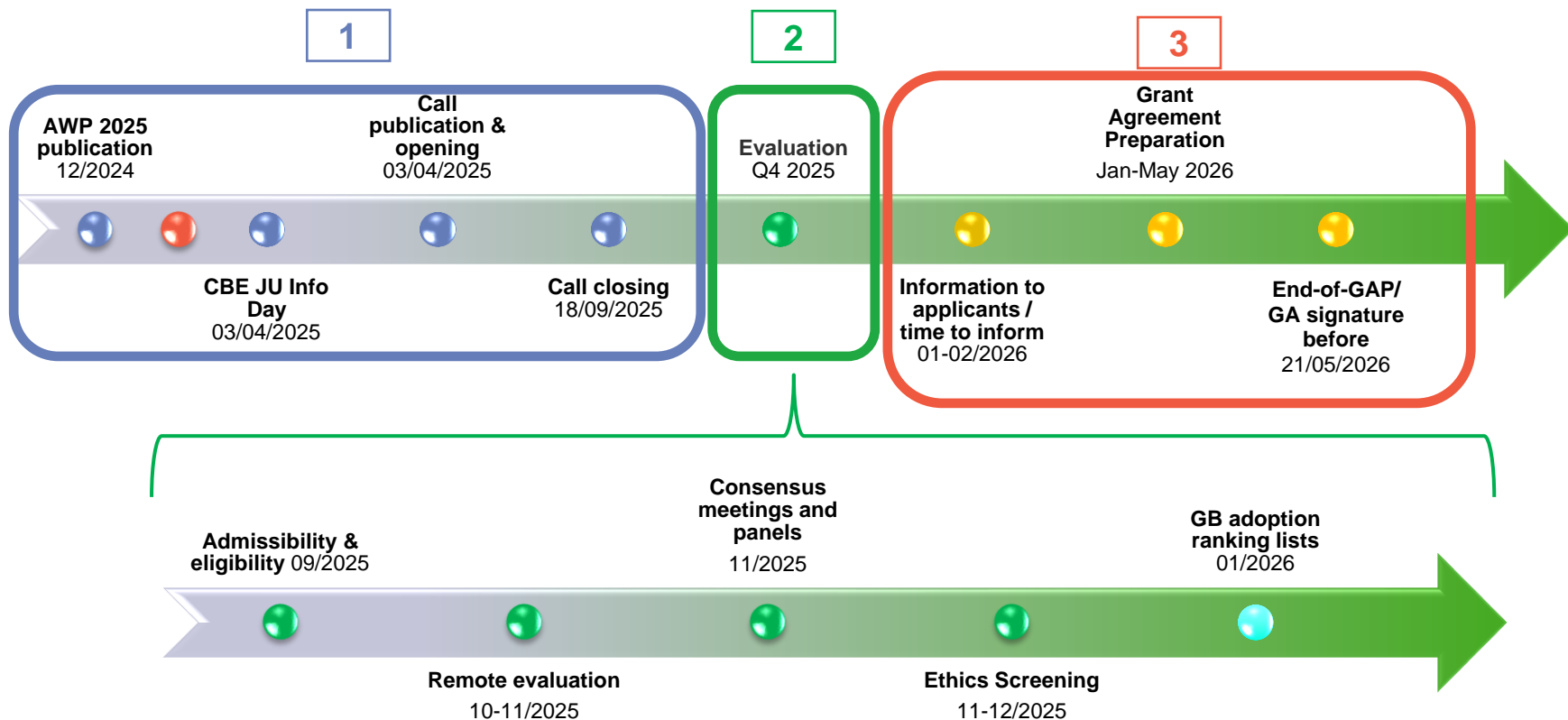
- Evaluation based on evaluation (sub)criteria mentioned in Annual Work Programme (excellence, impact, implementation)
- Evaluation of ethics issues (based on ethics checklist in the proposal)

→ **Provide enough information in your proposal to answer both sets of questions**

- **Horizon Europe vs. CBE JU specificities** (cf. next presentations)

- **Hearings for Flagships**

- *Clarifications* (not new information) about the business plan can be provided via web conference during the evaluation
- However, the *submitted* business plan should be complete



# Tips & tricks

- Only the highest scoring proposals - considering the budget available **for each topic** - are selected for funding and invited to GAP (= the 'main list').
  - **Expectations management about timing**
    - You'll receive information about the evaluation outcome max. 5 months after call closure (at the latest by **18 Feb 2026**).
    - If GAP is successful: the Grant Agreement (GA) should in principle be signed max. 8 months after call closure (at the latest by **21 May 2026**).  
*(The closer we get to this deadline, the lower the chance that reserve list proposals will be 'promoted' to the main list)*
    - Project start: in principle the earliest on day 1 of the month **after** GA signature, although some flexibility is possible.
- Inform your proposal partners about these timings, and take them into account when writing your proposal (e.g. seasonal aspects related to biomass)**



**Circular  
Bio-based  
Europe**  
Joint Undertaking

Contact us

[info@cbe.europa.eu](mailto:info@cbe.europa.eu)  
[www.cbe.europa.eu](http://www.cbe.europa.eu)

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