

1. Are there any requirements or recommendations about sharing the initiative's budget between the Polish and Norwegian Partner? Should it be half and half ?

Answer: The general rules are in "Bilateral Guidelines". However the budget division is to be agreed between parties.

2. Cost of auditor. Do Norwegian partners need to provide financial statement issued by the auditor? Or this cost is only eligible for Polish coordinator?

Answer: Cost of the partner should be also certificate – it can be certificated by the same auditor who certificates the expenses of Polish beneficiary.

In case there are 2 auditors the expenses for both of them are eligible.

3. Diet. Is the diet a fix rate, decided by NFP? If yes, what is the diet rate?

Answer: Information on travel costs can be found in chapter 3 travel 3.3 Guidelines concerning the use of funding from the Fund for Bilateral Relations in the framework of the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021

4. Our Polish coordinator informs that all polish institutions can budget diet at a fix rate €50 +/- 1+€. Is this true? Does this rule apply to Norwegian partners?

Answer: Information on travel costs can be found in chapter 3 travel 3.3 Guidelines concerning the use of funding from the Fund for Bilateral Relations in the framework of the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021

5. When Norwegian researchers travel to Poland, the actual costs are higher than the fixed daily allowances recommended by European Commission (you refer to provisions).

Is it compulsory for Norwegian partners to apply the fixed daily allowances?

Answer: The partnership agreement describes the tasks and costs of partners. To Polish entities Polish rules of law are applied.

To Norwegian entities you can apply either rules described in Guidelines or the provisions of Norwegian law.

6. We are an international company with one of our branches operating in Poland as a registered legal entity. It is clearly understood that the Green Call is only for companies that are registered in Poland and Norway.

Our main question is this: could our colleagues from a branch in another EU country also be involved in the knowledge exchange activities? They are not employees of our Polish branch, but they do work in the same organization.

Would their expenses be covered by the grant?

Answer: Eligible expenses

The eligibility of expenditure depends on the establishment of cooperation having a clear and actual partnership character, serving the measurable goal of strengthening bilateral relations between Poland and Norway.

Only expenses incurred in accordance with the general principles of eligibility of expenses set out in Article 8.2 of the Regulations will be considered eligible.

The call announcement does not define the whether the branches of another EU country can be involved in the knowledge exchange activities.

7. What are the categories along which the proposal budget should be presented? Shall they correspond to cost categories (personnel, materials, travel, indirect etc.) or to activities provided for by the project proposal (e.g. organisation of workshop, pilot research, attendance to conferences etc.). Shall the proposal present a division of the budget among the partners?

Answer: The Categories shall correspond to the activities. A division of the budget among the partners shall be described in the partnership agreement.

8. According to the Guidelines concerning the use of funding from the Fund for Bilateral Relations in the framework of European Economic Area Financial Mechanism 2014-2021 and Norwegian Financial Mechanism 2014-2021, Section 3.2.5:

"It is allowed to finance indirect costs related to the implementation of a predefined or open call

initiatives in the amount of no more than 10% of the initiative's value.”

However, according to Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021, Section 8.5.1.b):

[Indirect costs] “a flat rate of up to 25% of total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter or project partner;”

Which rate for indirect costs should be used in the project proposal: 10% or 25%? Or maybe a different one?

Answer: According to the call announcement The management costs (including the overheads, if applicable) cannot constitute more than 10% of the initiative budget.

9. What is meant by “management costs”? Are these being understood as personnel, travel and other costs related to managing the project consortium (as it is in H2020 / HE)? Or are these understood as indirect costs?

Answer: The management costs are the cost incurred by the beneficiary in connection with the project implementation management like those mentioned: personnel (like project manager/coordinator), travel and other costs related to managing the project for example administrative costs like phones, energy, accommodation.

10. I have one question regarding the proposal template. In lines 8-9 the budget seems to be divided for two funding sources. How do we handle this. Do we set up a budget for the proposal, and then split this in two parts, 49.15 % and 50.85 % ?

Answer: Just put the budget in the line 5 please, it will be divided automatically.

11. What is the eligible percentage for indirect costs? In the budget template, do we write activity instead of cost categories (personnel, travel, other direct cost)? Where do we include the indirect costs?

Answer: According to the call announcement The management costs (including the overheads, if applicable) cannot constitute more than 10% of the initiative budget.

Within this call, the management costs cover also the indirect cost. The total eligible percentage for the management (which includes the indirect cost) is up to 10%.

12. Are indirect costs (10%) of total direct eligible costs? That is indirect costs = 10% * all eligible direct costs? Will there be indirect costs for travel expenses? Or indirect costs are defined as part of management costs only?

Answer: according to the call, the management costs, including indirect costs - if applicable (i.e. if the applicant decides to have them) may not exceed 10% of the budget.

The call for proposals does not specify the % to be adopted for the indirect costs of the initiative - it only indicates the maximum value for the entire category in total - i.e. if there are no other management costs in the initiative, the indirect costs may constitute a maximum of 10% of the total budget of the project.

In addition, the Regulations indicate various methods of calculating indirect costs. If the applicant decide to use one of them (e.g. in the case of point b)), needs to prove the adopted %.

13. in the output column you should indicate the planned result, e.g. conference. In the indicator column should be the corresponding to the output indicator, i.e. the number of conference participants.

Answer: in the output column you should indicate the planned result, e.g. conference. In the indicator column should be the corresponding to the output indicator, i.e. the number of conference participants.

14. As we are not familiar with this type of proposals, we would like you to confirm if the attached draft proposal is properly filled out. If so we will later submit a signed proposal together with a letter of intent and state aid test.

Answer: Bearing in mind the equal treatment of all beneficiaries, I would like to inform you that the application will be verified after its submission. All required information should be included in the

application (also indicators).

Please find below the link to the document prepared by the EEA EFTA states, which perhaps could help you in the preparation of the application. <https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-core-indicator-guidance>

15. Are the proposed activities considered soft which is a necessity for the call?

Answer: Bearing in mind the equal treatment of all beneficiaries, I would like to inform you that your proposals and application will be verified after its submission.

At this moment I can give you the examples of activities that could be carried out under the call: initiating events that are not related to one specific program; technical cooperation and exchange of experts; secondment of workers and internships; capacity building and short-term training; workshops and seminars on issues of common interest; study missions and visits; data collection, reports, studies and publications; campaigns, exhibitions and promotional materials.

The 'soft' activities we considered the costs, among others not connected with investment activities, not connected with purchase of equipment.

16. Can material expenses (lab rental, consumables)/ personal costs (salary) covered by individual institutions covered?

Answer: According to the call announcement "The management costs (including the overheads, if applicable) cannot constitute more than 10% of the initiative budget."

17. Should each partner send in a application to the email specified?

Answer: No, only the beneficiary (leader).

18. The necessary attachments are - EXCEL template for both State-aid-test and the proposal. Should they be filled out by each partner?

Answer: The necessary attachments are: state aid test/tests and partnership agreement/letter of intent. The state aid test should be submitted by each entity/beneficiary/partner, who receives the funds, if it is also a partner, partner also has to submit the state aid test.

19. We wonder, usually the EEA & Norway grants project also include indirect costs as a 15% of the all staff costs. Does the same apply here as well or?

Answer: According to the call announcement *The management costs (including the overheads, if applicable) cannot constitute more than 10% of the initiative budget.*

Within this call, the management costs cover also the indirect cost. The total eligible percentage for the management (which includes the indirect cost) is up to 10%.