



#HorizonEU

THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

HE CL4 SPACE TIPS FOR PROPOSERS

Info and Brokerage Day - Warsaw

3 June 2025

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Head of Unit HaDEA.B4 - Space Research

Horizon Europe Cluster 4 – 2025 Call Overview



Call ID	Number of Topics	Call budget	Call Opening	Call Deadline
HORIZON-CL4-2025-01 “Industry”	28	EUR 494.00 million	22 May 2025	23 September 2025
HORIZON-CL4-2025-02 “Space”	20	EUR 139.00 million	22 May 2025	25 September 2025
HORIZON-CL4-2025-03 “Digital” (CNECT)	21	EUR 404,10 million	10 June 2025	02 October 2025
HORIZON-CL4-2025-04 “Digital” (HaDEA)	7	EUR 134.00 million	10 June 2025	02 October 2025
HORIZON-CL4-2025-05-two-stage “Industry”	6	EUR 161.00 million	22 May 2025	Stage 1: 23 September 2025 Stage 2: 14 April 2026



Guidance and Manuals

Online Manual




Submit a proposal

Description of the process



Submit a proposal

Detailed instructions with screenshots



Funding & tender opportunities
Online Manual

Search

Online Manual

My Area — User account and roles
Participant Register — Register your

Grants

▼ Applying for funding

Search funding opportunities —
Projects that can be funded —
Apply with partners or as individ

▼ **Submit a proposal — Electron**

Get prepared
Electronic proposal submissic

/ Online Manual / Grants / Applying for funding

Submit a proposal — Electronic Submission System

Find a call Conditions for funding Find partners **Submit a proposal** Complaints about failed submission

Submit a proposal

Get prepared Electronic proposal submission

Funding & tender opportunities
IT How To

Search

Getting Started Participate Grants Experts Roles & Access Rights IT Releases Additional information

/ IT How to / How to participate

Submit a proposal

Find a call Find partners Register an organisation **Submit a proposal** Follow up your proposal

Table of contents

- The proposal submission process
 - Proposal submission preparatory checklist
 - Accessing your draft and submitted proposals
 - Contact and support

Submit a proposal

- Create proposal
- Participants
- Proposal forms
- Submit

Funding & Tenders portal

- All participants applying for EU funding must register their organization in the [Participant Register](#) on the Funding & Tenders Portal.
- Application process

The diagram illustrates the application process flow through four steps: Find a Call, Check conditions for funding, Find partners, and Submit a proposal. Below this, a screenshot of the Funding & Tenders Portal interface is shown. The interface includes a search bar, filters for Grants and Tenders, submission status (Forthcoming, Open for submission, Closed), programming period (Horizon Europe), and mission selection. The main content area displays a list of funding opportunities, including 'Rapid reconfigurable production process chains', 'Intelligent work piece handling in a full production line', and 'Circular flows for solid waste in urban environment'. A sidebar on the right provides general information, topic description, destination, conditions and documents, submission service, topic related FAQ, get support, and call updates.

Find a Call **Check conditions for funding** **Find partners** **Submit a proposal**

Funding and tenders (1151)

Rapid reconfigurable production process chains (Made in Europe Partnership) (IA)
HORIZON-CL4-2022-TWIN-TRANSITION-01-01

Programme	Horizon Europe (HORIZON)	Status	Closed
Type of action	HORIZON Innovation Actions	Deadline model	single-stage
Opening date	12 October 2021	Deadline date	30 March 2022 17:00:00 Brussels time

Intelligent work piece handling in a full production line (Made in Europe Partnership) (RIA)
HORIZON-CL4-2022-TWIN-TRANSITION-01-04

Programme	Horizon Europe (HORIZON)	Status	Closed
Type of action	HORIZON Research and Innovation Actions	Deadline model	single-stage
Opening date	12 October 2021	Deadline date	30 March 2022 17:00:00 Brussels time

Circular flows for solid waste in urban environment (Processes4Planet Partnership) (IA)
HORIZON-CL4-2022-TWIN-TRANSITION-01-10

Programme	Horizon Europe (HORIZON)	Status	Closed
Type of action	HORIZON Innovation Actions	Deadline model	single-stage
Opening date	12 October 2021	Deadline date	30 March 2022 17:00:00 Brussels time

General information
Topic description
Destination
Conditions and documents
Submission service
Topic related FAQ
Get support
Call updates



Who is eligible for funding?



EU COUNTRIES

- Member States (MS) including their outermost regions.
- The Overseas Countries and Territories (OCTs) linked to the MS.



NON-EU COUNTRIES

- Countries associated to Horizon Europe (AC).
- Low and middle income countries: See [HE Programme Guide](#).
- Other countries when announced in the call or exceptionally if their participation is essential.



SPECIFIC CASES

- Affiliated entities established in countries eligible for funding.
- EU bodies
- International organisations (IO):
 - International European research organisations are eligible for funding.
 - Other IO are not eligible (only exceptionally if participation is essential)
 - IO in a MS or AC are eligible for funding for Training and mobility actions and when announced in the call conditions.

Restrictions to the eligibility to participate

*Legal basis: HE **Article 22.5**, see also **Work Programme General Annex B***

- At the level of work programme topics (e.g., in **HORIZON-CL4-2025-02-SPACE-71**)
- In non-dependence and strategic autonomy context, to guarantee the protection of the strategic interests of the Union and its Member States, **participation may be limited to legal entities established in Member States and a few listed other countries.**
- These entities **must not be directly or indirectly controlled by a non-eligible country or by a non-eligible country entity**
- If this is the case, there may be a possibility of **guarantees** provided by their eligible country of establishment, that their participation to the action would not negatively impact the Union's strategic, assets, interests, autonomy, or security.

→ see **Declaration on Ownership and Control**

Submission System - Create a proposal



- Proposals must be submitted electronically via the [Funding & Tenders Portal Electronic Submission System](#). Paper or e-mail submissions are NOT possible;
- Proposals must be **complete**, i.e. include all documents and annexes (if required), using the templates provided in the Submission System;

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual IT How To

IT Helpdesk FAQ

Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

General information

Topic description

Destination

Conditions and documents

Submission service

Topic related FAQ

Get support

Call updates

Submission System – Add participants



- Add partners using the organisation name or PIC reference;
- The requirements for a minimum number of participants are specific for each call. **A message specifying the Consortium Eligibility requirements will be displayed;**
- In most cases (RIA/IA), topics require at least three independent legal entities established either in a MS or AC;

Buttons for adding partners and saving changes:

- Add Partner +
- Add Associated partner +
- SAVE
- SAVE AND GO TO NEXT STEP
- NEXT

Information and warning messages:

- i** In this step, the coordinator can manage and review the participants.
Note: The changes will be applied only after you click the "Save Changes" button.
- !** Call requires at least 3 participant(s) from different EU member states and associated countries, currently you have 2.
- Number of participants: 3 **i**

Submission System - Application Form Part A



Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show

- Only one contact per organisation should make changes to the proposal at a time. Editing the form in 2 or more tabs/browsers in parallel will lead to data loss.

Submission System - Application Form Part A



- For Lump Sum Grants there is an additional declaration in General Information;

10) For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see [AGA - Annotated Grant Agreement, art 6](#)) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest. *



- For Lump Sum Grants the Budget table provides information only on the total requested grant amount per beneficiary;

No	Name of Beneficiary	Country	Role	Requested grant amount
	Total			

- Annex for Lump Sum Grants – Detailed budget table (not needed for First Stage applications)

Submission System - Application Form Part A



4- Ethics & Security

- Please go through the tables and indicate which elements concern your proposal by answering **Yes or No**. If you answer Yes to any of the questions, please provide additional information in the designated box;
- All reserve list and successful proposals undergo an ethics evaluation;
- All successful proposals are security pre-screened and may go to security scrutiny;

Ethics Issues Table

	Page
1. Human Embryonic Stem Cells and Human Embryos	
Does this activity involve Human Embryonic Stem Cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Humans	
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve interventions (physical also including imaging technology)	

Ethics Self-Assessment

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or

Security Issues table

	Page
1. EU Classified Information (EUCI)²	
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Misuse	
Does this activity have the potential for misuse of results?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Other Security Issues	
Does this activity involve information and/or materials subject to national security restrictions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, please specify: (Maximum number of characters allowed: 1000)	n/a

Submission System – Edit Forms validation

- Before you exit, validate Part A Forms;
- Address any error detected and save;
- Validate again;
- Save & exit;

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
General Information	Title - missing entry	<div>Show Error</div>
Declaration	Declaration acceptance is mandatory	<div>Show Error</div>
Declaration	Declaration acceptance missing	<div>Show Error</div>
Declaration	Declaration acceptance missing	<div>Show Error</div>
Declaration	Declaration acceptance missing	<div>Show Error</div>
Declaration	Declaration acceptance missing	<div>Show Error</div>
Baird Consulting SCS	This section has not been validated yet	<div>Show Error</div>
General Information	Duration - missing entry	<div>Show Warning</div>
General Information	Similar Proposal submitted - missing entry	<div>Show Warning</div>

Submission System – Validate your proposal

✓

Login

✓

Topic selection

✓

Create proposal

✓

Participants

Proposal forms

Submit

Proposal forms

Deadline

11 May 2021 17:00:00 Brussels Local Time

49 days left until closure

Call data:

Call:

Topic:

Type of action:

Type of MGA:

⚠

Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: **Tester**

Draft ID: **SEP-210735354**

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

In this step you can edit the Administrative Forms and upload the proposal itself.

Your proposal contains changes that have not yet been submitted.

Administrative forms

Edit forms

View history

Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B - Project proposal	<div></div>	<div>Upload</div>
Detailed Budget table (annex 1)	<div></div>	<div>Upload</div>
CVs (annex 2)	<div></div>	<div>Upload</div>
Additional information (annex 3)	<div></div>	<div>Upload</div>
Information on representativeness and Legal entity (annex 4)	<div></div>	<div>Upload</div>
Identical text of Part B in English (annex 5)	<div></div>	<div>Upload</div>
Information on financial capacity	<div></div>	<div>Upload</div>
Audit report	<div></div>	<div>Upload</div>

← BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

Annex - Information on security issues

- Does not count towards the page limit
- Provided by the proposal submission tool (programme/topic specific settings) and must be completed **if the topic is flagged in the work programme** or you wish to declare security issues
- **Annotated template** (do not delete any parts but mark as N/A if not relevant for your proposal):
 1. Sensitive information with security recommendation
 2. Classified information, Security Aspects Letter, Security Classification Guide
 3. Security staff, Project Security Officer, Security Advisory Board
 4. Other project specific security measures

Will be **screened** and may lead to **security scrutiny** process

EU Grants: Security issues information (Security section) (HE): V2.1 -15.06.2022

INFORMATION ON SECURITY ISSUES (SECURITY SECTION)

(If part of your Application Form, this section must be pre-filled already at proposal stage (not counted towards the page-limit). If not part of the Application Form, it will be provided to you during grant preparation. It will then become part of your Grant Agreement in Annex 1, Description of Action) and will become binding.

⚠ Do NOT delete any text. All the subsections should remain but marked as not applicable (N/A) if not relevant for your project.

⚠ In order to fill in the template, please consult first the guidance [How to handle security-sensitive projects](#) and [Classification of information in Horizon Europe projects](#).

Summary of the project security issues

Describe the security issues you identified in your project. Focus on the security subject matters and explain the potential misuse of the research results. Relate to the security-sensitive type of activities as explained in the guidance (see [How to handle security-sensitive projects](#)).

1. Sensitive information with security recommendation

If your project involves sensitive information requiring limited dissemination due to security reasons, fill in the 'Sensitive information with security recommendation' table below.

⚠ Please be aware:

- In principle, third parties, i.e. outside the consortium and the granting authority, should have no access to sensitive deliverables with security recommendation.
- However, when it is known in advance that a specific pre-identified group of recipients/recipients with an established need-to-know exists, you should insert them in the table.
- You should conduct an assessment of the recipients' need-to-know, which should be made available to the granting authority, if requested.
- The 'Sensitive information with security recommendation' table may be modified throughout the project duration. Any modification can be done only with the prior formal written approval of the granting authority.
- The table below should not include information that is sensitive for non-security related reasons (e.g. intellectual property or commercial secrets, etc).

+

Sensitive information with security recommendation			
Number and name of the deliverable	Name of lead participant	Date of production	Name of entity authorised for access

Add as many rows as needed.

0

Annex - Declaration on Ownership and Control

- Does not count towards the page limit
- Must be completed by **all participants** (*except entities already validated as public bodies by the EC Central Validation Services*) if requested by the proposal submission tool (programme/topic specific settings, Article 22.5)
- If selected for funding, participants may be contacted to **provide evidence** (not at proposal stage)
- Can become a complex and lengthy process and affect the consortium → **be transparent** early
- Annotated template
 1. Declaration on Ownership and control
 2. If there is foreign ownership/control:
Guarantees and Measures-put-in-place

EU Grants: Ownership control declaration (GEP, ME, EOP and CBP-K102) V2.0 - 01.05.2022

OWNERSHIP CONTROL DECLARATION

(To be filled in by the project participants as part of the application. All declarations must be assembled by the coordinator and uploaded in a single file in the Portal Submission System.)

All participants (beneficiaries, affiliated entities, subcontractors and associated partners) must fill out the form. Entities that are validated as public bodies by the Central Validation Service do not have to fill in the form but will automatically be considered as controlled by their country.

Supporting documents do not have to be provided at application stage, but will be requested later on. You will receive a task notification asking you to upload the documents to your PIC account in the Portal Participant Register.

⚠ The supporting documents should reflect the situation at the moment you sign this declaration. Please be aware that additional evidence may also be requested later on, in case there are open questions about your ownership/control status.

⚠ Please note that the information in this declaration may be reused in case you apply to other EU calls that have ownership/control restrictions.

DECLARATION ON OWNERSHIP AND CONTROL

Participant

Legal name:

PIC:

Legal registration number:

Place of establishment:
(country of registration, full address)

Headquarters

Location of global headquarters/head office:
(full address)

Location of the executive management structure:
(if different from the location of global headquarters/head office, full address)

Executive management structure means a body appointed in accordance with national law and, where applicable, reporting to the chief executive officer, which is empowered to establish the strategy, objectives and overall direction, and who oversees and monitors management decision-making.

Listed, subsidiary or controlled

Supporting documents: rep/minutes of the last three shareholders meetings

Are you listed on a stock exchange? Yes/No

Are you a subsidiary of a listed company? Yes/No


Are you controlled by a listed company? Yes/No

If the reply is YES to any of these three questions, please provide:

Which stock exchange?

Legal name of the listed company:


Share of the float in the total outstanding shares:
Floating stock is the result of subtracting closely-held shares from the total number of issued shares. It represents the

Guidance on control restrictions in EU calls

Digital Europe, European Defense Fund and Horizon Europe

Version: 1.0
01st Month 2021

 **European Commission**

Submission System – Complete your proposal

- You must upload Application Form **Part B** - Technical description of the project - and Annexes if required in the call conditions (e.g., in CO-FUND topics, topics with Financial support to third parties, security-sensitive topics etc.);
- Limitations in document page number, font size, and page margins;
- The document to be converted into PDF must only contain the final, **"clean"** content;
- Check that your PDF conversion software has successfully converted all the pages of your original document;
- For Lump Sum Grants, upload as an Annex the detailed budget table as an excel (.xlsx format) – use only the template provided in the Submission platform
- Post-upload verification.



Submission System – Validate your proposal

✓

Login

✓

Topic selection

✓

Create proposal

✓

Participants

Proposal forms

Submit

Proposal forms

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FAQ

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✖

Your proposal contains changes that have not yet been submitted.

Administrative forms

Edit forms

View history

Print preview

Part B and Annexes

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Information on financial capacity	<div></div>	<div>Upload</div>
Audit report	<div></div>	<div>Upload</div>

← BACK TO PARTICIPANTS LIST



VALIDATE

SUBMIT


Validate and submit your proposal

- Make sure that your application/proposal meets the call requirements;
- Run a validation of your draft proposal (this includes all fields in Part A, the uploaded files under Part B and Annexes);
- When the consortium has been modified after having edited the form Part A, you will get the following message. Click **Edit Form**, review the participants section and click on **Save and Close**. Then click on **Validate** again;
- Make sure you click on **“Submit”**;

Administrative forms (Part A)

Edit forms  View history Print preview 


Validations


 Your proposal cannot be submitted until the errors below are corrected

Eligibility errors

Part C form has not been updated

Part A Form

>  - 1 error(s)

 The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

Part A Form

> Budget - 3 warning(s)

> Declaration - 3 warning(s)

> General Information - 3 warning(s)

Validations

Changes have been made in Step Participants since the last save of the form in Step Proposal Forms. In order to be able to submit the proposal you have to open the administrative form ('edit forms' button), revise the changes, validate and, after making sure that there are no blocking errors, save the form.

Edit form Close

Submit your proposal



Manage proposal

Deadline

28 February 2021 15:00:00 Brussels Local Time

18 days left until closure

Call data:

Call: [redacted]

Topic: [redacted]

Type of action: [redacted]

Type of MGA: [redacted]

Proposal data:

Acronym: **TEST**

Draft ID: [redacted]

Final ID: **100000699**



Your proposal was submitted on: **09 February 2021 23:36:46 (Brussels Local Time)**

Your proposal is part of call [redacted]. The call deadline is 28 February 2021 15:00:00 (Brussels Local Time).

Your proposal ID is **100000699**. This number is important and will be used as future reference during the evaluation process.

Revisit your proposal

You may edit your proposal and re-submit at any time before the deadline 28 February 2021 15:00:00 (Brussels Local Time) by clicking the "Update proposal" button.

You may download a digitally signed and time-stamped version of your submitted proposal.

You may withdraw your proposal at any time before call closure. When withdrawing, your proposal will not be considered in the evaluation stage.

[Update proposal](#)

[Download](#)

[Withdraw proposal](#)



European
Commission

Completeness of documents + Annexes

Documents	IA/RIA/CSA	IA/RIA/CSA Lump Sum
Application Form Part A — Structured data introduced online in the Submission System	✓	✓
Application Form Part B — Technical description of the project (Word document to be filled in and uploaded as pdf)	✓	✓
Annex - on Financial Support to Third Parties / Ownership Control (pdf)	(if foreseen in topic conditions)	(if foreseen in topic conditions)
Annex – budget table for lump sums (excel)		✓

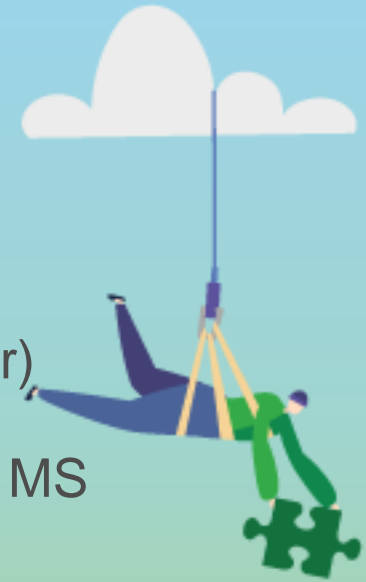
Guidance for use of generative AI tools

- ✓ Applicants should be **fully transparent and declare the use of AI tools in their application and the way the tools have been utilized.** Specifically :
 - I. verify the accuracy, validity and appropriateness of content generated by AI tools and correct any errors/inconsistencies
 - II. provide the list of sources, including AI tools used to generate content and citations, and double-check citations to ensure their accuracy and proper references
 - III. be conscious of the risks of plagiarism when using AI tools which reproduce content from other sources; original sources may need to be checked and referenced to avoid plagiarism
 - IV. be respectful of personal data and confidential information by not entering these on AI platforms that are not managed on proprietary servers
 - V. be aware of the limitations of AI tools, including their potential for bias, errors, and gaps in knowledge.



Pay attention to:

- ✓ Eligible activities are the ones described in the call conditions.
- ✓ Consortium composition (experience, capabilities, role of each member)
- ✓ Some topics may **restrict the participation** to entities established in MS and controlled by MS or its legal entities
- ✓ Be meticulous about Ownership and Control Assessment, Security Issues
- ✓ **Page limit!**
- ✓ Include the relevant information under the right section (as submitted and not on its potential if certain changes were to be made)
- ✓ Evaluations criteria: clearly indicated in the WP and in the call text
- ✓ Read thoroughly the call text and the work programme



DO

- **Read** carefully the **Work Programme** & Frequently Asked Questions;
- Regularly check for **topic updates** on Funding & Tender's portal;
- Pay attention to **Call/Topic Conditions**, especially the eligibility conditions;
- Follow the **templates** provided in the Submission System;
- Read the evaluation criteria (e.g. Horizon Europe General Annexes);
- **Submit** as many times you wish, updating your application, **before the call deadline**;

DON'T

- Don't include **activities not eligible** for funding;
- Proposed activities should have an exclusive **focus on civil applications**;
- Don't forget to mark "**resubmission**" when relevant;
- Do not add information where it does not belong (follow Part B template's structure);
- Don't wait until the **last minute** to submit an application;
- Blind evaluation – **do not disclose** applicants' **identity**;





Thank you!

HorizonEU

<http://ec.europa.eu/horizon-europe>



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