

Dear Sir/Madam,

**Subject: Scientific Coordination for ECDC Fellowship (Field Epidemiology (EPIET) and Public Health Microbiology (EUPHEM) paths)**

**Call for Proposals Reference: [Grant/2019/PHC/9500](#)**

ECDC is planning to award the agreement(s) resulting from the above grant procedure. Please find on ECDC's website the related call for proposals listing all the documents that must be produced in order to submit an application, and the draft framework partnership agreement.

### 1. Submission of applications

If you are interested in this grant, you should submit an application in one original and one copy, in one of the official languages of the European Union.

Applicants shall submit applications by letter:

- a) either by post or by courier not later than **29/11/2019**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.
- b) or delivered by hand not later than 16.00 (local time Sweden) on **29/11/2019** to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the staff member who took delivery at ECDC's Reception.

ECDC's reception is open from 08.00 to 16.00 Monday to Friday. It is closed on Saturdays, Sundays and ECDC's holidays.

**By post, courier or hand delivery:**

European Centre for Disease Prevention and Control (ECDC)  
Attn: Procurement Back Office  
**Call for Proposals - Reference: [Grant/2019/PHC/9500](#)**  
Gustav III:s Boulevard 40  
16973 Solna  
Sweden

Applications must be placed inside two sealed envelopes. The inner envelope, addressed as indicated above, should be marked as follows: "CALL FOR PROPOSALS – TO BE OPENED BY THE LEGAL & PROCUREMENT SECTION ". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain three sealed envelopes, one containing the technical application, one containing the estimated budget and another one with the administrative documents. Each of these envelopes must clearly indicate the content ("Technical", "Financial" and "Administrative").

2. Applications must be:
  - signed by a duly authorised representative of the applicant;
  - perfectly legible so that there can be no doubt as to words and figures.
3. The period of validity of the application, during which applicants may not modify the terms of their applications in any respect, is 6 months from the final date for submission.
4. Submission of an application implies acceptance of all the terms and conditions set out in this invitation to apply, in the call for proposals and in the draft agreement and, where appropriate, waiver of the applicant's own general or specific terms and conditions. Submission of an application is binding on the applicant to whom the agreement is awarded for the duration of the agreement.
5. All costs incurred during the preparation and submission of applications are to be borne by the applicants and will not be reimbursed.

For applicants established in the United Kingdom (UK): please be aware that after the UK's withdrawal from the EU, the rules of access to EU grant procedures of applicants established in third countries will apply to applicants from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force applicants from the UK could be rejected from the grant procedure.

## **6. Contacts during the grant procedure**

Contacts between the contracting authority and applicants are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- Before the final date for submission of applications:
  - \* At the request of the applicant, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the agreement.  
  
Any requests for additional information must be made in writing only to [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu). Requests for additional information received less than five working days before the final date for submission of applications will not be processed.
  - \* ECDC may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for proposals.
  - \* Any additional information including that referred to above will be posted on ECDC's website. The website will be updated regularly and it is the applicants' responsibility to check for updates and modifications during the call period.
- After the opening of applications
  - \* If clarification is required or if obvious clerical errors in the application need to be corrected, the contracting authority may contact the applicant provided the terms of the application are not modified as a result.

## **7. Legal effects of the invitation to apply and submission of an application**

This invitation to apply is in no way binding on ECDC. ECDC's contractual obligation commences only upon signature of the agreement with the successful applicant.

Up to the signature of the agreement, ECDC may cancel the grant procedure without the applicants being entitled to claim any compensation. Any such decision must be substantiated and the applicants notified.

### 7.1 Opening of applications

Once ECDC has opened the application, it shall become its property and will be treated confidentially.

### 7.2 Award phase

Applicants will be informed of the outcome of this grant procedure by e-mail. The notification will be sent to the e-mail address provided in the application form and annex "Authorised Signatory Form"<sup>1</sup>. The same e-mail address will be used by ECDC for all other communications with the applicant. It is the applicant's responsibility to provide a valid e-mail address and to check it regularly.

## **8. Data protection**

If processing a application involves the recording and processing of personal data (such as name, address and CV), this data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/ECText with EEA relevance. Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the call for proposals by ECDC. Details concerning the processing of your personal data are available on the privacy statement at:

<http://ecdc.europa.eu/en/aboutus/calls/Pages/procurementsandgrants.aspx>

The applicant's personal data may be registered in the Early Detection and Exclusion System (EDES) if the applicant is in one of the situations mentioned in Article 136 of the Financial Regulation<sup>2</sup>. For more information, see the privacy statement: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

## **9. Means of redress**

Applicants may submit any observations concerning the grant procedure to ECDC by writing only to [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu). If applicants believe that there is maladministration, they may lodge a complaint to the European Ombudsman within two years of the date from which they become aware of the facts which form the basis for the complaint (see <https://www.ombudsman.europa.eu>).

Within two months of notification of the outcome of the procedure (award decision), applicants may launch an action for its annulment. Any request applicants may make and any reply from ECDC, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment nor open a new period for launching an action for annulment.

Andrea Ammon  
Director

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<sup>1</sup> the e-mail address must be the same under both

<sup>2</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).