



Call for proposals: Grants for actions to support training in conference interpreting – academic year 2021-2022

Please note that these grants concern universities and interpreting schools only. Information about bursaries to individual students can be found on our [bursaries page](#).

The Directorate General for Interpretation of the European Commission (SCIC) provides grants to co-finance actions, which support conference interpreter training. [11 actions for the academic year 2019-2020](#) and [12 actions for the academic year 2020-2021](#) were co-financed in the respective years.

The [work programme for 2021 on financial support for training in conference interpreting](#) provides detailed information on financial support and budget availability for conference interpretation training. This is the legal basis for the financial assistance granted by the European Commission to universities training interpreter students.

The application form for the academic year 2021-2022 is available under point 13. "Procedure of the submission of the grant application".

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1. Objectives of the programme

As a provider of an inter-institutional service, DG Interpretation has to ensure that a sufficient number of qualified conference interpreters are available to enable the European Union's institutions to function properly.

The programme contributes to this mission by supporting the following actions in the field of interpretation:

- the promotion of quality and linguistic diversity in the teaching of interpreting in the official languages of the EU and of the candidate countries;
- the establishment and support of postgraduate centres of excellence;
- cooperation among postgraduate courses from different Member States and from candidate countries (Albania, the Republic of North Macedonia, Montenegro, Serbia and Turkey); a limited number of postgraduate courses from third countries offering languages of particular interest for the EU may also be included; and
- the development of innovative pilot projects including those which create synergies with other types of interpreting training and which foster the interpreting profession as a whole.

2. Indicative timetable

Publication of the call:	31 March 2021
Deadline for submitting applications:	17 May 2021
Award decision:	July 2021
Conclusion of grant agreements: July	October 2021
Starting date of the action:	not earlier than submission of the application
Ending date of the action:	no later than 31 July 2022

3. Budget availability

The total maximum indicative budget earmarked for co-financing all the above-mentioned actions is EUR 450 000. DG Interpretation reserves the right not to award all the funds available.

In addition, the total final amount awarded to actions under point 7.c) may not exceed 10% of the total allocated budget of this grants scheme.

If the total amount of the grants requested and considered acceptable by DG Interpretation exceeds the budget earmarked in the work programme for 2021 on financial support for training in conference interpreting only the best-ranked applications will receive funding. A reserve list might be created.

4. Admissibility requirements

In order to be admissible, the grant application for funding by DG Interpretation of the European Commission must be:

- sent no later than the deadline for submitting applications referred to in Point 13;
- submitted in writing, completing the application form available under Point 13; and
- drafted in one of the EU official languages

Failure to comply with those requirements will lead to rejection of the application.

According to the type of action (cfr point **7. Eligible actions**), please complete the relevant section of the grant application form.

A privacy statement applies to personal information transmitted with the application form. By applying, you consent to the processing of personal data (cfr Section IV of grant application form).

5. Exclusion criteria

Beneficiaries must not fall within the categories excluded under [Article 136 of the Financial Regulation](#) (EU, Euratom) 2018/1046 of the European Parliament and of the Council (Official Journal of the European Union L193 – 18 July 2018)

By signing Section IV - declaration of the application form, applicants certify that none of the situations mentioned in [Article 136 of the Financial Regulation](#) apply and state that they are not subject to any conflict of interest.

6. Eligible applicants

The following applicants may submit proposals:

- universities, university institutes, consortia and associations of universities or institutes, legally established in a Member State or in a candidate country, and which offer or coordinate postgraduate courses specialising in conference interpreting;
- associations, consortia and bodies, legally established in a Member State or in a candidate country, whose main mission is to develop and/or support cooperation and disseminate best practices in the field of conference interpreter training;
- where necessary, consortia may include private sector actors who have the specific expertise needed to implement the proposed actions.

DG Interpretation supports actions with one single applicant (mono-beneficiary) and/or actions where several institutions are involved presented by one coordinator (multi-beneficiary).

Where a university consortium has non EU based members, the total support to such non Union based universities cannot exceed 10% of the maximum EU financial contribution awarded for the corresponding grant. For the purpose of the scheme candidate countries are assimilated to Member States.

Teaching establishments must be approved by their national authorities as public or private bodies entrusted with a public task of teaching and organising courses at master or postgraduate level in the field of conference interpreting. If the applicant is not a teaching establishment, its mission must nevertheless be related to the objectives of this programme and be recognised by the national authorities where it is established.

7. Eligible actions

Following actions are eligible:

- a) actions related to the organisation of specialised master or post-graduate courses in conference interpreting;
- b) special actions aimed at contributing to interpreter training, or at applying the results of scientific research to interpreter training;
- c) innovative actions aimed at creating synergies with other types of interpreting training and/or at fostering the interpreting profession as a whole.

8. Selection criteria

If the application is submitted on behalf of a group of partners, the financial and operational capacity of the group shall be assessed taking into consideration the effective contribution of each partner to the performance of the action.

▪ Financial capacity

Applicants must have stable and adequate resources of funding to maintain their action during the period of implementation of the action. The financial capacity of associations and consortia must be commensurate with the scale, duration and the planned execution of the proposed action.

For public bodies of Member States and candidate countries and/or grant requests of maximum EUR 60 000 the signed declaration on honour suffices (cfr **Annex IV** of grant application form).

For grants requests exceeding EUR 60 000, the applicants must include a balance sheet for the last closed financial year and demonstrate that their minimum yearly turnover is at least two times the total costs of the proposed action of the proposal. If the ratio is below the required minima, DG Interpretation may consider either that the financial capacity is deemed insufficient or, where possible, take additional measures with a view to protecting EU interests, such as dividing the payment of the grant into more instalments.

▪ Operational capacity

Applicants must have the professional skills and qualifications required to provide specialised training at the required professional level. They must have:

- appropriate human resources, including qualified professional trainers and proven project management capacities:
key staff assigned to the implementation of the action who have a proven record of relevant training and **at least 3 years' experience in the field**
- the technical and logistical infrastructure necessary to perform the proposed action.
- the ability to manage the proposed action. Associations or consortia must demonstrate this ability by describing the roles and responsibilities of the various partners involved in the organisation of the action.

The operational capacity will be evaluated on the basis of the information provided in the application form under Section II.A.3.1 a) and b) for postgraduate courses or Section II.B.3.8 for other actions, and **Annex VI** (Curricula Vitae).

9. Evaluation and grant award criteria

The proposals will be evaluated exclusively against the award criteria on the basis of the information contained in the submitted applications, and any additional information which may be requested (cfr Point 10).

Maximum total points: 100 points¹

Proposals which do not obtain a minimum of 60% (60/100 points) the maximum total points shall be excluded from award.

¹ Taking into consideration the average costs per students/compared with the ratio test results over the years 2015 until 2019. If non applicable, the action will be weighted on a maximum of 90 points with 54 points as minimum.

For actions described in point 7 a) the grant award criteria are the following:

1. relevance to [linguistic priorities and long term needs of DG Interpretation](#) and in line with the [accreditation profile to become accredited freelance interpreters](#). This applies to the official Union languages and languages of the Union candidate countries; *max 40 points*;
2. efficiency and consistency of the training methodology, including use of new technologies, new forms of blended and/or online teaching and of the organisation proposed for the implementation of specialised masters or postgraduate Conference Interpreter training. This will be measured against recognised [best practices for conference interpreting courses](#); *max 30 points*;
3. co-operation with other universities; *max 20 points*;
4. cost-effectiveness of the action *max 10 points*.

For actions described in point 7 b) and c) the grant award criteria are the following:

1. relevance of the proposed action to the general objectives of the grant programme (cfr Point 1); *max 30 points*;
2. multiplier effect, medium and long term impact of the action outcome and/or dissemination of best practices of the action for the benefit of the training of future conference interpreters in order to increase their employability and multidisciplinary skills; *max 20 points*;
3. co-operation between universities and other stakeholders; *max 20 points*;
4. innovative character of the action; *max 20 points*;
5. cost effectiveness and/or synergies of the action by creating synergies with other types of interpreting training and fostered the interpreting profession as a whole²; *max 10 points*.

10. General principles and specific rules

a) General principles:

- An action may only receive **one grant** from the EU budget (non-cumulative award).
- A grant is a form of **complementary funding**, to promote the European Union's objectives, based on the principle of co-financing and may not finance the total cost of the action.
- **Income** and **expenditure** of the proposed budget must be **detailed** and **in balance**. If the total amount paid as pre-financing DG Interpretation exceeds the final eligible amount of the grant determined at the end of the action, any amounts overpaid have to be reimbursed by the beneficiary.
- Only **costs directly related and necessary** to the action may be co-financed.
- **No grant** may be awarded **retroactively** for actions already started or completed. However, should a grant be awarded, certain costs incurred by the beneficiary before the signature of the grant agreement might be accepted as eligible for co-funding (e.g. aptitude tests, preparation of the course) provided that the applicant has demonstrated the need to start the action before the award of the grant and that they are included in the budget and accepted as eligible in the grant agreement. Costs incurred **prior to the submission date** of the application are never eligible for co-funding.

² Financial quality of the proposal including a reasonable and realistic budget and a sound cost-efficiency ratio

b) Specific rules:

- Under this programme the co-financing of the actions may not exceed 75% of the total eligible costs.
- Where a university consortium has non EU based members, the total support to such non Union based universities cannot exceed 10% of the maximum EU financial contribution awarded for the corresponding grant. For the purpose of the scheme candidate countries are assimilated to Member States.
- The full cost of purchase of equipment shall be eligible, i.e. a depreciation rate of 100%.

11. Data Protection

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to [Regulation \(EU\) No 2018/1725 of 23 October 2018](#) on the protection of natural persons with regard to the processing of personal data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by Mrs Valerie DE LEEUW (European Commission/ DG Interpretation/ Head of Unit C2, acting as data controller).

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in [Articles 136 and 141 of Regulation \(EU, Euratom\) 2018/1046](#). For more information see the Privacy Statement on: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

12. Contacts between applicants and DG Interpretation

- Before the deadline for the submission of applications, you can address questions regarding the grant application exclusively by e-mail to : SCIC-grants-to-universities@ec.europa.eu
All questions and answers will be published on this web-site on a regular basis under section “[Frequently asked questions and updates](#)”. We suggest that you check this page regularly for any updates also (at the latest 7th May 2021).
- In accordance with Article 200.3 of the Financial Regulation, during the evaluation stage, the applicant may be asked to provide or add missing information, or to clarify supporting documents via email. The applicant needs to reply within the set deadline in the request for clarification.
- Please refer to the [Applicant’s Guide](#) for more information on what happens once the grant application is dispatched.

13. Submission of the grant application

Please submit the completed and dated [grant application and its annexes](#). The application must be signed according to the [qualified electronic signature procedure](#).

- no later than Monday, **17/05/2021 (23:59 Brussels time)** to scic-cad@ec.europa.eu
- with the subject line: “*Grant application Conference Interpreting 2021-22/University Name (Part I, Part II if applicable)*”.
- separately (not combining several documents in one document)
- in **pdf format** (except the Annex VIII Budget details in excel format)
- not exceeding in total **50 MB**.
Should the size exceed 50 MB please send subsequently an additional email by indication Part I, Part II...
- neither referring to an external drive nor sent in a compressed format (zip)

Important:

Please consult the [Applicant's Guide](#), which gives additional important information on how to complete the grant application in particular concerning the budget (eligible/non eligible costs, explanations on the budget chapters), partners and VAT (Value Added Tax).

14. Information on the award decision

The applicants will be informed as soon as possible of the outcome of the selection procedure.

For actions described in point 7 a) some small adjustments to the budget may be necessary once the final list of students and their language combinations is known. In such cases, the applicants are requested to inform DG Interpretation immediately, in writing, of the changes to the budget and the grant amount requested.

However, the initial amount requested cannot under any circumstances be increased, nor the nature of the action and the type of budget items modified.

For the legal references, please consult the [draft mono/multi beneficiary grant agreement](#).

Please refer to the [Applicant's Guide](#) for more information on what happens if the grant application is successful and a grant is awarded: grant agreement, amendments, payments, reporting, calculation of the final grant, recovery, visibility of the Union's funding, controls, checks and audits.

15. Checks and audits

The applicants are reminded that the European Commission has to protect the financial interest of the European Union. Therefore, Article 25 of the draft grant agreement lays down the obligations of any beneficiary to cooperate in checks and audits undertaken by an EU institution.
