



Call for proposals: Grants for actions to support training in conference interpreting – academic year 2024-2025

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

Contents

1. Introduction.....	2
2. Objectives of the call for proposals	2
3. Indicative timetable	2
4. Budget availability	2
5. Admissibility requirements	2
6. Eligibility criteria.....	3
6.1 Eligible applicants	3
6.2. Eligible actions	4
7. Exclusion criteria	4
8. Selection criteria.....	4
8.1. Financial capacity	4
8.2. Operational capacity.....	5
9. Award criteria	5
10. General principles and specific rules	6
11. Data protection and early detection and exclusion system (EDES).....	6
12. Contacts between applicants and DG Interpretation.....	7
13. Electronic submission of the grant proposal via SPIRIT	7

1. Introduction

The Directorate General for Interpretation of the European Commission (SCIC) provides grants to co-fund actions which support conference interpreter training. **7 actions for the academic year 2022-2023** and **8 actions for the academic year 2023-2024** were co-funded in the respective years.

The **work programme for 2024 on financial support for training in conference interpreting** provides detailed information. This is the legal basis for the financial assistance that may be granted by the European Commission to universities providing such training.

Proposals must be submitted electronically via the SPIRIT web application (see point 13 below).

All documents related to this call can be found under this [link](#).

2. Objectives of the call for proposals

This call aims to further develop training resources and to continue to support centres of excellence that meet the demanding professional standards for conference interpreting. It supports the training of quality conference interpreters who may subsequently be recruited by the Union institutions as officials or accredited conference interpreters (freelancers). This contributes to the proper functioning of the European Union's Institutions.

3. Indicative timetable

Publication of the call:	10 April 2024
Deadline for submitting applications:	15 May 2024 17:00 CET (Brussels time)
Evaluation period	May - June 2024
Award decision:	June - July 2024
Signature of grant agreements:	July - October 2024
Starting date of the action:	not before the submission of the application
Ending date of the action:	no later than 31 July 2025, except for duly justified reasons

4. Budget availability

The total budget earmarked in the work programme for 2024 for action grants related to training in conference interpreting is estimated at **EUR 345 000**. DG Interpretation reserves the right not to award all the funds available.

If the total amount for grants requested and considered acceptable for award by DG Interpretation exceeds this budget, only the best-ranked proposals will be selected for co-funding, while the lower ranked proposals may be placed on a reserve list. The co-funding percentage of the proposals which passed the threshold may be adjusted subject to the budget availability and the ranking. The applicant may refuse to implement the adjustments proposed by DG Interpretation.

The grants awarded for Type B proposals (other actions) may not exceed 40% of the total available budget, except where the amount awarded for Type A proposals (actions linked to the organisation of a conference interpreting course) does not reach 60% of the total earmarked budget.

5. Admissibility requirements

In order to be admissible for co-funding by DG Interpretation of the European Commission proposals must:

- be drafted in one of the EU official languages;

- include all Sections I–V of the grant application, as well as all required annexes, filled in correctly;
- be sent no later than the deadline for submission referred to in Point 3;
- be submitted electronically via the [SPIRIT Grants web application](#) (proposals sent by email, post or fax will **not** be accepted).

Failure to comply with these requirements will lead to rejection of the proposal.

Please complete the relevant section of the grant proposal form for the type of action applied for (cf. Point **6.2. Eligible actions**).

A privacy statement applies to personal information transmitted with the proposal form. By submitting a proposal, the entities consent to the processing of personal data (cf. Section IV of grant proposal form).

6. Eligibility criteria

6.1 Eligible applicants

The following types of institutions may submit proposals:

- universities, university institutes, consortia and associations of universities or institutes, legally established in one of the Member States of the European Union or in a candidate country, which offer or coordinate postgraduate courses specialised in conference interpreting;
- associations, consortia and bodies, legally established in a Member State of the European Union or in a candidate country or in an EFTA 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 involving a single applicant (mono-beneficiary) and/or actions involving several institutions 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 this call for proposals, candidate countries are considered 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 or other fields, related to the objectives of this call. Applicants must ensure that none of the involved entities are subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU)¹. The prohibition applies throughout the whole duration of the proposed action.

¹ Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the [EU Sanctions Map](#).

6.2. Eligible actions

The following actions are eligible for a grant under the current call for proposals:

- a) the organisation of specialised masters or postgraduate courses in conference interpreting (Type A):
 - promoting quality and linguistic diversity in the teaching of interpreting in the official languages of the EU and of the candidate countries.
- b) other actions related to (Type B):
 - cooperation among masters and postgraduate courses in different Member States of the European Union. This may include a limited number of masters and postgraduate courses from third countries and EFTA countries offering languages of particular interest for the EU institutions;
 - innovative projects, including those which create synergies with other types of interpreter training and which foster the interpreting profession as a whole.

7. 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 on honour**” of the proposal 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. For an action implemented by several institutions, the coordinating institution may sign the declaration on honour on behalf of the other partners.

8. Selection criteria

If the proposal 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.

8.1. Financial capacity

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

For public bodies of Member States and candidate countries and/or grant requests of a maximum of EUR 60 000, the signed declaration on honour suffices (cf. Section IV of grant proposal).

For grant requests exceeding EUR 60 000, the applicants must include a balance sheet for the latest closed financial year and demonstrate that their minimum yearly turnover is at least twice the amount of the total costs of the proposed action. If the required ratio is not met, DG Interpretation may deem the financial capacity insufficient or, where applicable, may take additional measures with a view to protecting EU interests, such as dividing the grant payment into more instalments.

8.2. Operational capacity

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

- appropriate human resources, including qualified professional trainers as key staff assigned to the implementation of the action. They must have a proven record of relevant training 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 proposal form under Section II.A.3.1 a) and b) for postgraduate courses or Section II.B.3.8 for other actions, and **Annex 6** (Curricula Vitae). **Please note that it is highly recommended to submit CVs in the Europass format.**

9. Award criteria

The proposals will be assessed exclusively against the award criteria defined in this call, based on the information submitted and any additional information which may be requested for clarification purposes (cf. Point 12).

Maximum total points: **100 points**

Proposals which do not obtain a **minimum of 60 points** (=60%) out of the maximum 100 points shall be excluded.

For actions Type A described in point 6.2 a) the grant award criteria are the following:

1. relevance to **language priorities and long-term needs of DG Interpretation**, and to the **profile of becoming an accredited freelance interpreter**. This applies to the EU official languages and languages of the candidate countries; DG Interpretation reserves the right to only co-finance language combinations which meet the services' needs; *max 45 points*;
2. efficiency and consistency of the training methodology and of the organisation proposed for the course (measured against recognised **best practices for conference interpreting courses**); this includes the use of new technologies, new forms of blended and/or online teaching, practicing etc; *max 30 points*;
3. cooperation with other universities and/or EU or international organisations for actions in the field of conference interpreting training; *max 10 points*;
4. cost-effectiveness of the action correlated to performance of the applicant's graduates in the EU institutions' accreditation tests; *max 15 points*².

² Taking into consideration the last 5 test rounds. If this criterion cannot be evaluated sufficiently (in case the last test took place more than 5 years ago and/or there are less than 2 test rounds), the action will be subject to a weighted maximum of 85 points (instead of 100 points) with 51 points (instead of 60 points) as the required minimum.

For actions Type B described in Point 6.2 b) the grant award criteria are the following:

1. relevance of the proposed action to the general objectives of this call for proposals (cf. Point 2); *max 25 points*;
2. demonstrated multiplier effect, medium and long-term impact of the action's outcome; dissemination of best practices of the action for the benefit of the training of conference interpreters in order to increase their employability and multidisciplinary skills; *max 20 points*;
3. cooperation and synergies between the applicant/s and other stakeholders, and/or with EU or international organisations; *max 20 points*;
4. innovative character of the action; *max 25 points*;
5. cost-effectiveness (the proposal must show a reasonable and realistic budget and a sound cost-efficiency ratio); *max 10 points*.

10. General principles and specific rules

a) General principles:

- An action may only receive **one grant** from the EU budget for the same costs (no double funding or cumulative awards is possible).
- A grant is a form of **complementary funding** based on the principle of co-funding 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 by 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 to and necessary** for the action may be co-funded.
- **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, that they are included in the budget and accepted as eligible in the grant agreement. Costs incurred **prior to the submission date** of the proposal are **not** eligible for co-funding.

b) Specific rules:

- Under this programme the co-funding 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 this call for proposals, candidate countries are considered Member States.
- The full cost of purchase of equipment may be deemed eligible, i.e. a depreciation rate of 100%.

11. Data protection and early detection and exclusion system (EDES)

If processing a reply to the invitation to this 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) 2018/1725 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) N° 45/2001 and Decision No 1247/2002/EC. Unless indicated

otherwise, any personal data will be processed solely for evaluation purposes under the call for proposals by Unit C.2, DG SCIC and Unit B.1, DG SCIC. Details concerning the processing of your personal data are available in the privacy statement at: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en. For any additional information, please contact: scic-grants-to-universities@ec.europa.eu, stating clearly the name and reference of the procedure.

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.

12. Contacts between applicants and DG Interpretation

Before the deadline for the submission of proposals, you can address questions exclusively by e-mail to: SCIC-grants-to-universities@ec.europa.eu.

All questions and answers for this procedure will be published on this website on a regular basis under the document Frequently Asked Questions. We suggest that you also check this page regularly for any updates (**latest update 3 working days before the submission deadline**).

In the introduction of the call, DG Interpretation announces the organisation of an online Info session to help applicants prepare their proposals.

13. Electronic submission of the grant proposal via SPIRIT

Important:

Please consult the **Applicant's Guide**, which gives additional important information on how to complete the proposal, in particular concerning the budget (eligible/non-eligible costs, explanations on the budget categories), partners and rules on VAT (Value Added Tax).

Applicants are requested to log on via their EU login to the [SPIRIT Grants web application](#), follow the instructions given in the SPIRIT Grants External Users' Manual and submit the grant proposal:

Section I (Identification)

Section II A (Type A Action description) and/or Section II B (Type B Action description)

Section III (Budget Overview)

Section IV (Declaration of honour)

Section V (Overview of links to documents and Check list)

- no later than **the deadline specified in Point 3 of this document**;
- filled in and complete (please do not combine several documents in one document);
- in **PDF format** (except for the Annex 8 Budget details and Annex 7 Course plan) which must be submitted in MS Excel format) not exceeding **50 MB per file**. Should the size of a file exceed 50 MB please separate the document into several parts indicating *Part 1, Part 2* etc. in the file's name;
- neither referring to an external drive nor sent in a compressed format (.zip).

No modification is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects with no substantial changes or to correct clerical mistakes, DG Interpretation may contact the applicant during the evaluation process.

Proposals sent by post, email or fax are not accepted. Applicants are advised to submit their proposals well in advance, to avoid last minute technical issues.

The **Applicant's Guide** informs on what happens after the submission of the grant proposal (evaluation, request for additional information, information on the award decision, grant agreement, amendments, payments, reporting, calculation of the final grant, recovery, visibility of the Union's funding, controls, audits etc.).

For legal references, please consult the template of the **mono/multi-beneficiary grant agreement**.

All documents related to this call can be found under this [link](#).