



Selection criteria of grant applications

for Inter-institution cooperation projects under EEA Scholarship Programme Slovakia

Formal correctness criteria

Compliance with the formal correctness criteria (administrative compliance and eligibility) shall be assessed by the Programme Operator based on the criteria stated below after the call deadline. If the Programme Operator identifies a shortcoming in the grant application, the applicant will be asked via e-mail to rectify identified shortcomings, resp. to supplement the missing information. The applicant shall respond to the findings of the Programme Operator via e-mail within 5 working days. Within this period the applicant shall also rectify the identified shortcomings and/or supplement the missing information. Upon the request of the applicant the Programme Operator may extend this period by a maximum of 3 working days.

If the grant application does not fulfil the criteria of administrative compliance specified in points 1, 2 and/or 3 and/or does not fulfil the eligibility criteria set out in Part A, points 1, 2 and/or 3, the grant application will be rejected without the possibility to supplement the missing information. If Programme Operator identifies a non-compliance with any of the abovementioned criteria, the grant application will not be further assessed against any of the subsequent criteria.

If the grant application after supplement of the missing information does not meet any of the criteria of administrative compliance specified in points 1 to 11, it will be rejected.

If the grant application after supplement of the missing information does not meet any of the eligibility criteria set out in Part A, points 1 to 6 and Part B points 1 and/or 3, it will be rejected. If the grant application does not meet the criterion 7 in the Part A of eligibility criteria, the Programme Operator shall make a comment for expert evaluators and the Selection Committee, with identification of non-eligible partners in the project. If the grant application does not meet the criterion 2 in the Part B of eligibility criteria, the Programme Operator shall approve the grant application in revised amount of the project grant.

If the grant application meets both administrative compliance criteria and eligibility criteria, resp. the applicant has rectified the identified shortcomings and supplemented the missing information within the given period the grant application will be proceeded for the expert evaluation.

Administrative compliance criteria:

No.	Control questions	Yes	No	N/A	Comments
1.	Was the application submitted in the on-line				

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	system by the deadline?				
2.	Was the application delivered in printed version by the date set in the call?				
3.	Is the grant application form included?				
4.	Are the grant application form and its annexes delivered in the required number of copies? ¹				
5.	Is the application filled into the required form?				
6.	Is the printed version of the application form signed by the legal representative of the applicant or by the person authorised to sign the grant application on behalf of the applying institution?				
7.	Is the grant application form filled completely, in the required extent and in accordance with the instructions?				
8.	Is the printed version of application form identical to the electronic version?				
9.	Are there attached all required annexes in the extent, form, language and all requisites defined in the call?				
10.	Is the printed version of all annexes identical to the electronic version?				
11.	Has the applicant submitted the missing information resp. rectified identified shortcomings within the set period? ²				
Are the administrative compliance criteria of the application fulfilled?					

Eligibility criteria:

Part A – The eligibility of the applicant and the grant application					
No.	Control questions	Yes	No	N/A	Comments
1.	Is the applicant eligible under the terms defined in the call?				
2.	Has the applicant at least one eligible foreign partner under the conditions set in the call? ³				

¹ 1 original + 1 copy

² If the application is not complete by the time of delivery to the Programme Operator, the applicant will be asked to complete the missing information

³ It assesses the existence of an eligible partner in the project, not the formal correctness of documenting his involvement

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3.	Is the planned objective of the project in compliance with the call?				
4.	Are the planned project activities in compliance with the conditions defined in the call?				
5.	Has the applicant defined measurable indicators according to conditions defined in the call?				
6.	Is the timeframe for the project implementation in compliance with the length and period specified in the call?				
7.	Is the project consortium in compliance with the conditions defined in the call?				
Part B – Financial control of the grant application					
No.	Control questions	Yes	No	N/A	Comments
1.	Is the planned budget in compliance with the minimum and maximum amount of project grant set out in the call?				
2.	Can be costs listed in the budget considered as eligible under the terms defined in the call? ⁴				amount of project grant:
3.	Does the grant application include consent with co-financing of the project?				
Are the eligibility criteria of application fulfilled?					

Expert evaluation

Each application shall be reviewed by two independent and impartial experts (evaluators). The experts shall separately score the project according to the selection criteria published in the Annex 5 to the call for proposals. The experts shall also provide descriptive written comment, which is presented to the Selection Committee.

For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used. If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert shall be commissioned by the Programme Operator to score the project independently. In such cases the average score of the two closest scores shall be used for the ranking of the projects. If the difference between the scores given by the experts is equal, the average of the two highest scores will be used. The threshold for grant awarding is 60% of the maximum score (result of the average calculation). If the application does not meet the threshold it will be declined.

⁴ If the expenditures cannot be considered eligible, the Programme Operator will calculate the amount of ineligible costs and determine the reason for ineligibility.

Selection Committee

The Programme Operator prepares 2 lists of projects ranked based on projects evaluation by the experts separately for each measure – one list for grant applications submitted by upper secondary schools and one list for grant applications submitted by higher education institutions. The Selection Committee shall review the list of projects. The intention of the Selection Committee is to support approximately the same number of applications under each measure, taking into account the allocation of the call.

The Selection Committee may decide to support more projects from one category of applicants (under one of the measures). Reasons for such decision could be:

- requested grant sizes vs. remaining total call allocation
- fulfilment of Programme objectives and indicators
- comparison of quality of project proposals in the two categories of applicants under the Programme measures
- consideration of cross-cutting issues
- one of national priority areas within EEA grants
- other, e.g. point 6 and 7 of the next paragraph

In the case when more projects (in the particular category of applicants under each measure) are given the same score by expert evaluators, the Selection Committee should, in order to decide which grant application to support, consider:

1. order in the ranking list based on the total score from expert evaluation
2. requested project grant amount vs. remaining call allocation
3. one of national priority areas within EEA grants
4. consideration of cross-cutting issues
5. overall evaluation of the project by expert evaluators
6. regional distribution of applicants
7. regional distribution of partners

The Selection Committee meets in accordance with the Statute and the Rules of Procedure of the Selection Committee (Annex 6 and 7 to the call for proposals). The Selection Committee recommends to the Programme Operator, which grant applications shall be approved. Grant applications that have met the threshold from expert evaluation but due to limited funds allocated to the call could not be supported will be included on a reserve list in the order determined by the Selection Committee, based on expert evaluations. The reserve list is valid until the 1st day of the next open call for proposals under the same measure. The Programme Operator shall, based on the decision of the Selection Committee, make a final decision on which projects shall be supported.