



Policy Enlarge Open Call Frequently Asked Questions

WP3: Joint Calls and Actions

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POLICY ENLARGE

R&I POLICY SUPPORT FOR ENLARGEMENT COUNTRIES

Project 101289627

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EXECUTIVE SUMMARY

Welcome to the Frequently Asked Questions (FAQ) guide for the Policy Enlarge Open Call. This document provides clear, authoritative, and applicant-friendly guidance to assist potential applicants in preparing high-quality, fully compliant proposals across all three Funding Instruments.

The FAQs consolidate key rules, procedures, and conditions set out in the official Open Call documentation into a quick-reference format organised around four core areas:

- **Eligibility & Consortium Composition:** Rules on mandatory cross-border partnerships, eligible target regions (the 10 Enlargement Countries), entity types, and country-specific conditions (including full eligibility for Georgian research actors and exclusions regarding Hungarian public interest trusts).
- **Budget, Co-Funding & Financial Rules:** Information on grant caps, the 80% funding rate, lump-sum payment tranches, and rules for fulfilling the mandatory 20% co-funding through in-kind staff time.
- **Application & Submission Requirements:** Submission portal guidelines, the English language mandate, strict single-grant caps per entity, and rules regarding the responsible use of Generative AI tools.
- **Evaluation & Selection Process:** A breakdown of the multi-stage evaluation process, pre-scoring rules, scoring thresholds for evaluation criteria (Excellence, Impact, and Implementation), and consensus ranking.

Note for Applicants: This FAQ document is designed to clarify and assist with the interpretation of the Call guidelines. It does not replace or modify the official Open Call Terms and Conditions or the Guide for Applicants, which remain the governing reference documents for all applications.

If you have any questions about our application process, feel free to reach out to our helpdesk at policyenlarge.helpdesk@fundingbox.com.

In case of any technical issues or problems, please include the following information in your message:

- your username, phone number and email address;
- details of the specific problem, such as error messages you encountered, bug description, i.e. if a dropdown list isn't working, etc.; and
- screenshots of the problem.

TABLE OF CONTENTS

● Eligibility & Consortium Composition	5
1.1. Are Georgian Public universities eligible to participate?	5
1.2. How can potential applicants register for the Policy Enlarge webinars and information days?	6
1.3. Can two companies located in two different eligible countries but having the same individual founder/ultimate beneficial owner participate in a joint consortium?	6
1.4. The "Type of entity" dropdown for both organisations lists only researcher profiles. Is "Researcher" the correct option for the applicant and host institutions?	6
1.5. Could you please clarify what you mean by a "permanent residence permit" in this context?	6
1.6. Under Funding Instrument #3, can I apply as an individual researcher based on my employment at a public cultural institution, without a University being a project partner?	6
1.7. Is there an age limit for applicants?	7
1.8. Could you please confirm whether a TTO staff member with this role can participate as a secondee under Funding Instrument #3? If so, under which participant category and conditions?	7
● Budget, Co-Funding & Financial Rules	7
2.1. Clarification on 20% Co-funding Requirement	7
2.2. Payment recipient for F3. Will the lump sum be paid to the bank account of the applicant institution or to the secondee personally?	7
2.3. Should daily subsistence allowances (per diems) be categorized under "Travel" or "Other direct costs"?	8
2.4. Grant amount for a 15-day cross-enlargement secondment. The call page mentions EUR 2,500 to 5,000 per secondee depending on the format. What is the applicable amount, or the maximum, for one secondee on a 15-day secondment to an EU Member State?	8
2.5. Bank account for grant payments	9
2.6. Can team members receive any personal payment/remuneration for practical training or research activities carried out within the project, or should such contributions only be recorded as staff time/in-kind contribution?	9
2.7. Payment Schedule (25% Advance and 75% Final Payment)	9
2.8. Under F3: Is the second €2,500 given to the European host for a visit back?	9
● Application & Submission Requirements	10
3.1. What are the deadlines to submit projects?	10
3.2. In case of any technical issues or problems, please include the following information in your message:	10
3.4. Host confirmation at submission stage: Does the application require a signed letter or	

confirmation from the host institution at the time of submission, or is a declaration in the application form sufficient?	11
3.5. One-grant rule for institutions: Section 2 (point 10) of the Terms and Conditions allows an exception for large entities such as universities when different departments are involved.	11
3.6. How should the 20% co-financing be presented and calculated in the application form?	11
3.7. When will grant payments be disbursed, and how are project activities pre-financed during the 6-month support programme?	11
● Evaluation & Selection Process	12
● Projects implementation & Execution	12
5.1. What happens if our project outputs or deliverables are not accepted during the milestone evaluation?	12

- Eligibility & Consortium Composition

1.1. Are Georgian Public universities eligible to participate?

Under current EU assistance regulations, project support remains available for initiatives that directly benefit civil society and citizens in Georgia. As a result, Georgian research organisations and individual researchers continue to be fully eligible for funding. Specifically, public universities and research institutions based in Georgia may join and participate in Open Call consortia without restriction.

1.2. How can potential applicants register for the Policy Enlarge webinars and information days?

Registration for central online events is managed via official portal links:

- **1st Open Call Info Session (23 September 2026 at 10:00 CEST):**
<https://www.enlargement-fohub.eu/events/1st-webinar-policy-enlarge-open-call-presentation/>
- **2nd Open Call Webinar – "How to Apply" (14 October 2026 at 12:00 CEST):**
<https://www.enlargement-fohub.eu/events/policy-enlarge-webinar-how-to-apply/>

1.3. Can two companies located in two different eligible countries but having the same individual founder/ultimate beneficial owner participate in a joint consortium?

According to the open call's Terms and Conditions, all companies participating in the consortium must be independent. Because the companies share the same ultimate beneficial owner, they cannot be considered independent. You can apply with a third entity, but not together.

1.4. The "Type of entity" dropdown for both organisations lists only researcher profiles. Is "Researcher" the correct option for the applicant and host institutions?

The appropriate selection depends on the host institution's nature; applicants should pick the organization type that most accurately represents their actual activities.

1.5. Could you please clarify what you mean by a “permanent residence permit” in this context?

This rule is mandatory: candidates must possess a permanent residency status, meaning short-term or temporary authorisations are ineligible.

1.6. Under Funding Instrument #3, can I apply as an individual researcher based on my employment at a public cultural institution, without a University being a project partner?

Legal Entity Affiliation Requirement: Individual natural persons cannot apply as standalone, unaffiliated applicants under Funding Instrument #3. All secondees must be formally affiliated with an independent legal entity established in an eligible Enlargement Country (or EU Member State / Horizon Europe Associated Country for host entities).

Consortium Requirement: Your public cultural institution (as the sending entity) must form a cross-border mobility partnership with an independent host entity located in another Enlargement Country or in an EU Member State / Horizon Europe Associated Country.

1.7. Is there an age limit for applicants?

No, there is no official age limit. The call emphasizes early-career researchers and talent development, however there are no formal eligibility rules that impose age restrictions. Any researcher, creative professional, or entrepreneur affiliated with an eligible legal entity and holding permanent residence in an eligible Enlargement Country may participate.

1.8. Could you please confirm whether a TTO staff member with this role can participate as a seconded under Funding Instrument #3? If so, under which participant category and conditions?

Yes, Technology Transfer Office (TTO) staff members are eligible to participate as secondees under FI#3 as affiliated personnel of research organisations, universities, or innovation/incubation networks.

● Budget, Co-Funding & Financial Rules

2.1. Clarification on 20% Co-funding Requirement

Under the "80/20 Rule," all grants cover up to 80% of the total estimated project budget. The remaining 20% co-funding obligation must be clearly reflected in the budget section of

your application form and can be fulfilled via in-kind contributions, including staff time from participating institutions.

While detailed cost justifications are not required, please ensure that the allocated budget and timeframe are sufficient to complete all proposed deliverables and outputs, as disbursements follow a lump-sum payment structure.

2.2. Payment recipient for F3. Will the lump sum be paid to the bank account of the applicant institution or to the secondee personally?

The secondees, i.e., the applicants for the mobility program, have to be natural persons belonging to one of the following profiles. The secondees have to be natural persons who are citizens of an eligible enlargement country or a person with a permanent permit in an enlargement country:

- Researchers affiliated to a Research organization or an Academia Research Group established in an enlargement country.
- Artists, designers, cultural heritage experts, media professionals, and other creative individuals belonging to Creative Industries established in enlargement countries.
- Entrepreneurs, start-up founders, and innovators from SMEs and start-ups established in enlargement countries, and staff from European incubation networks within enlargement countries.

According to the Call documentation, grant payments are transferred directly to the official bank account of the applicant that signs the Sub-Grant Agreement. During the formal check following proposal selection, applicants must submit an official Bank Identification Form confirming their bank details.

2.3. Should daily subsistence allowances (per diems) be categorized under "Travel" or "Other direct costs"?

Based on the Call documentation, budget estimations across cost categories and project stages are defined as follows:

- **Personnel Costs:** Calculated by multiplying the Full-Time Equivalent (FTE) person-months assigned by each participating team per stage by the corresponding monthly rates.
- **Travel Costs:** Includes relocation and transportation expenses, daily subsistence allowances (per diems), visa fees, and other travel-related expenditures.
- **Other Direct Costs:** Covers additional necessary project-related direct expenditures, such as scientific publications, conference fees or specific administrative charges not falling under travel.
- **Indirect Costs / Overheads:** Fixed at a standard 25% flat rate applied to the eligible direct cost baseline.

2.4. Grant amount for a 15-day cross-enlargement secondment. The call page mentions EUR 2,500 to 5,000 per secondee depending on the format. What is the applicable amount, or the maximum, for one secondee on a 15-day secondment to an EU Member State?

As outlined in the Call documentation, the grant allocation for a 15-day cross-enlargement secondment to an EU Member State is structured as follows:

- Single Secondee Format: Cross-enlargement secondments assign a single secondee to a host institution located in an EU Member State for a maximum duration of 15 days.
- Funding Rate & Maximum Grant: The Policy Enlarge grant provides co-funding for up to 80% of the overall calculated project budget. For a 15-day placement, the maximum grant award cap is €5,000.

2.5. Bank account for grant payments

According to the Call documentation, grant payments are transferred directly to the official bank account of the applicant that signs the Sub-Grant Agreement. During the formal check following proposal selection, applicants must submit an official Bank Identification Form confirming their bank details.

2.6. Can team members receive any **personal payment/remuneration** for practical training or research activities carried out within the project, or should such contributions only be recorded as staff time/in-kind contribution?

Staff members directly participating in project execution must have their efforts recorded under personnel costs, including its co-funding.

2.7. Payment Schedule (25% Advance and 75% Final Payment)

Policy Enlarge grants operate under a lump-sum model disbursed in two scheduled payment tranches:

- Stage 1 (Month 1): You receive a 25% advance payment upon the approval of your Individual Follow-up Plan (IFP) to help pre-finance the start of project and mobility activities.
- Stage 2 (Month 6): The remaining 75% final payment is disbursed at the end of the project following the submission and approval of your final deliverable and KPIs.

2.8. Under F3: Is the second €2,500 given to the European host for a visit back?

No, for visits to an EU Member State, the European host does not receive a second payment or visit back. Under Funding Instrument #3, the grant structure depends on which mobility path you select:

- Path 2: Cross-Enlargement Secondments (Enlargement Country → EU Member State / Horizon Europe Associated Country): This is a one-way mobility placement (up to 15 days) for a seconded person from an Enlargement Country. The European host entity does not receive funds for a visit back. Instead, the total grant (up to €5,000, covering 80% of eligible costs) is allocated entirely to fund the single seconded person's travel (€1,250), accommodation (€126/day), and daily subsistence (€93/day).
- Path 1: Intra-Enlargement Secondments (Enlargement Country A ↔ Enlargement Country B): This path requires a two-way reciprocal exchange between two different Enlargement Countries. In this specific format, the €5,000 project grant is split as €2,500 per seconded person, funding one exchange visit in each direction

• Application & Submission Requirements

3.1. What are the deadlines to submit projects?

The call is "Continuously Open" from 9 September 2026 until 3 May 2028. This allows consortia to submit proposals when their concepts are fully matured. Quarterly cut-off dates are used to process applications in batches.

- Cut-off Dates (17:00 Brussels Time)
- Cut-off Date 1: 12 November 2026
- Cut-off Date 2: 5 May 2027
- Cut-off Date 3: 3 November 2027
- Cut-off Date 4 (Final): 3 May 2028

3.2. In case of any technical issues or problems, please include the following information in your message:

- your username, phone number and email address;
- application number ID
- details of the specific problem, such as error messages you encountered, bug description, i.e. if a dropdown list isn't working, etc.; and
- screenshots of the problem.

3.3. Supporting letters: We have a signed letter of commitment from the host institution and one from the sending institution. Should

these be uploaded with the application, or will they only be requested at the formal check stage?

According to the Call documentation, supporting letters (such as letters of commitment from host or sending institutions) do not need to be uploaded with your initial application form.

The evaluation of your proposal is based strictly on the information and declarations completed directly within the online application form. Unrequested attachments or external documents will not be reviewed by external experts during the evaluation phase.

3.4. Host confirmation at submission stage: Does the application require a signed letter or confirmation from the host institution at the time of submission, or is a declaration in the application form sufficient?

No, a signed letter from the host institution is not required at submission.

Completing the self-declarations in the online application form is sufficient to submit your application. Official supporting documents—including signed commitment letters from host or sending institutions—will only be requested during the Formal Check stage if your project is selected for funding.

3.5. One-grant rule for institutions: Section 2 (point 10) of the Terms and Conditions allows an exception for large entities such as universities when different departments are involved.

Under the general ground rules of the Policy Enlarge Open Call, a third party may benefit from no more than one Policy Enlarge grant across the entire Open Call duration. However, the Call documentation explicitly provides an exception for large legal entities, such as universities and public authorities, where different departments, faculties, or research units are engaged in distinct activities; this will be assessed case by case.

3.6. How should the 20% co-financing be presented and calculated in the application form?

The total project budget presented in the application form must clearly reflect both the grant requested (up to 80%) and the co-funded portion (20%) within each budget category.

3.7. When will grant payments be disbursed, and how are project activities pre-financed during the 6-month support programme?

According to the Call documentation, Policy Enlarge grants are disbursed in two lump-sum instalments linked to approved project milestones rather than line-item cost receipts:

- Stage 1 (Month 1 – Initial Advance): 25% of the total grant is paid within the first month following approval of your Individual Follow-up Plan (IFP), providing early funds to pre-finance project activities.
- Stage 2 (Month 6 – Final Payment): 75% of the total grant is paid at the end of the 6-month programme upon approval of your final deliverable and Key Performance Indicators (KPIs).

To receive each payment tranche, your project must achieve a score of at least 7 out of 10 points in the milestone evaluation. Because payments follow a lump-sum model based on agreed outputs, you do not need to collect or submit individual expense receipts to receive your grant disbursements

- Evaluation & Selection Process
- Projects implementation & Execution

5.1. What happens if our project outputs or deliverables are not accepted during the milestone evaluation?

According to the Call documentation, Policy Enlarge grant disbursements follow a lump-sum model based on the approval of agreed deliverables and Key Performance Indicators (KPIs). Progress is evaluated out of 10 points, and a minimum score of 7 out of 10 points is required to receive full payment. If your deliverables or KPIs do not meet expected standards (scoring below 7 points), the following actions may be taken:

- Remediation: You may be granted extra time to complete or revise your outputs.
- Financial Reduction