



CALL FOR CEF-TRANSPORT GRANTS

A. GUIDE TO SUBMITTING THE APPLICATION IN THE GRANT MANAGEMENT PORTAL OF THE MITMA ELECTRONIC OFFICE

STAGE 1 (EXPRESSION OF INTEREST) AND STAGE 2 (SUBMISSION OF THE APPLICATION FOR MEMBER STATE COMPLIANCE)

B. GUIDE TO REGISTERING MITMA IN THE COMMISSION'S GRANT MANAGEMENT PORTAL (Funding & Tender Opportunities Portal)





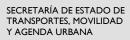
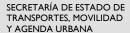




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A. GUIDE TO SUBMITTING THE APPLICATION IN THE GRANT MANAGEMENT PORTAL OF THE MITMA ELECTRONIC OFFICE

1. PRESENTATION

This guide aims to facilitate the process of submitting proposals to the CEF-Transport Call for Grants for projects that could be financed under the Connecting Europe Facility (CEF) EU funding instrument.

The overall objective of the CEF 2021-2027 is to build, develop, modernise and complete Trans-European networks, taking into account the Union's long-term decarbonisation commitments, thus contributing to smart, sustainable and inclusive growth and improving territorial, social and economic cohesion.

It will contribute to the development of projects of common interest related to efficient, interconnected and multimodal networks and infrastructures for sustainable, smart, interoperable, inclusive, accessible, resilient and secure mobility. It will promote a more sustainable modal split of the transport system, in order to meet the Union's milestones of climate neutrality and zero pollution by 2050.

All proposals require the express validation of the MemberState. In Spain, they are validated by the Subdirectorate General for Planning, Trans-European Network and Logistics (SGPRTL) on behalf of the Ministry of Transport, Mobility and Urban Agenda (MITMA), for which they must be processed through the aforementioned Subdirectorate General.

The guide <u>includes instructions on how to submit the application through MITMA's E-Office</u>.

This procedure relates exclusively to obtaining the certificate of compliance of the proposal by the Member State. Once the application has been validated by MITMA, it is the responsibility of the interested party to submit it, in due time and form, through the EU Funding&Tenders Opportunities Portal.







2. PHASE 1 (EXPRESSION OF INTEREST)

2.1. PREREQUISITES

In order to be eligible to apply, the applicant must:

- Have a digital certificate (electronic ID or recognised certificate).
- Comply with the requirements for using the electronic signature that can be found on the following page of the E-Office:

https://sede.mitma.gob.es/SEDE_ELECTRONICA/LANG_CASTELLANO/DOCS_AYUDA/AYUDAT /NAVEGADORES/

It is recommended to use the Chrome browser together with the AutoFirm@ application, which must be installed beforehand.

2.2. ACCESS AND START OF THE PROCEDURE

Access the "Other subsidies and grants" section in the menu of "Áreas de Actividad (Areas of activity)" of the E-Office by clicking on the following link:

https://sede.mitma.gob.es/SEDE_ELECTRONICA/LANG_CASTELLANO/OFICINAS_SECTORIALES/OTRAS_SUB/Ayudas_CEF-TRANSPORTE/default.htm

Then, click on the "Entrar (Enter)" button in the "Access to the MITMA Grant Management Portal" box.



The application will take the applicant to the MITMA Grant Management Portal.



2.3. BASIC DATA

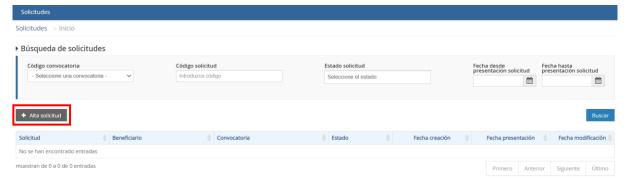
Click on "Alta Solicitud (Add Application)" to create a new application.





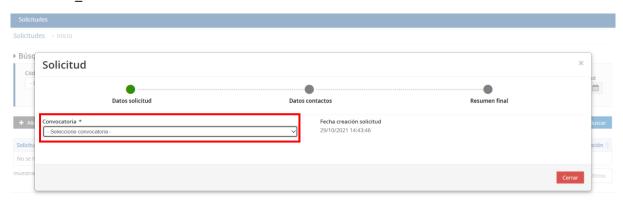


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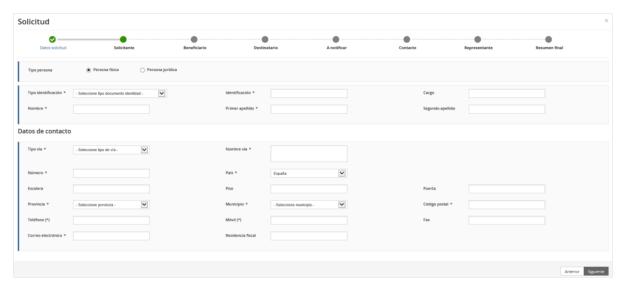
Once the registration of the application is started, a window opens in which the "Convocatoria (Call)" is selected:

CEF 2023 - CEF-T 2023



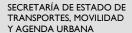
Click on the "Siguiente (Next)" button to continue with the "Datos de contacto (Contact details)" block, made up of the people who will be involved in the processing of the application being registered.

In the following screens a series of representative positions will appear whose data must be filled in by the applicant.











A brief description of the fields included in the "Datos de contacto (Contact details)" block is as follows:

- a) **Solicitante (Applicant):** natural or legal person who has accessed the portal and is filling in the application data.
 - When the compulsory data has been filled in, the "Siguiente (Next)" button will be pressed.
- b) Beneficiario (Beneficiary): legal entity that meets all the requirements established in the call for proposals. In the case of the existence of two or more beneficiaries, the data must refer to the Coordinator of the proposal. The other beneficiaries must be indicated in the tab "Datos específicos (Specific data)".
- c) **Destinatario (Recipient):** This field may be left blank.
- d) A notificar (To be notified): person who will receive notifications of the procedure.

It is of great importance that a working and correctly spelled e-mail address is indicated. <u>If a valid</u> e-mail is not provided, no notification can be received by the applicant.

- e) **Contacto (Contact):** in general, it should contain the same details as the "A notificar (To be notified)" position.
- f) Representante (Representative): regardless of the data recorded in the positions of "Solicitante (Applicant)" or "Beneficiario (Beneficiary)", the position of "Representante (Representative)" must contain the details of the natural person acting on behalf of the applicant entity.

For each position, at least the data marked with an (*) must be filled in. Once the first position has been filled in, there is the possibility to copy or cloning the data from a previous post into the successive positions if they are identical, in order to facilitate the task.

The first post "Solicitante (Applicant)" has an associated box at the bottom that activates the display of the bank details to be filled in. <u>Bank details should not be provided in the E-Office</u>.

Once all the required data has been filled in, click on "Alta borrador (Register draft)".

The person registering the application will appear as "Presentador (Submitter)" at the end of the completion of the "Datos básicos (Basic Data)". This person may be different from the "Firmante (Signatory)" of the application.

2.4. SPECIFIC DATA (STAGE 1)

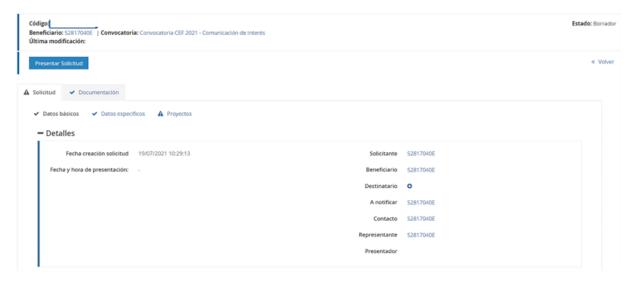
Once the draft application (request for compliance) has been registered, a summary of the basic data already entered appears on the screen. This is the first tab in the "Solicitud (Application)" section.







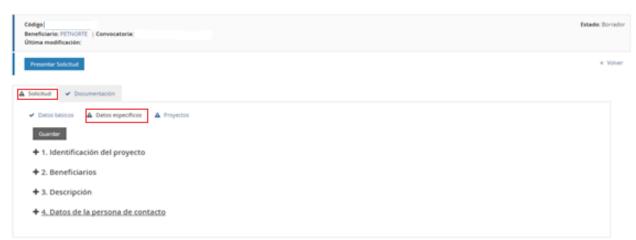
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Clicking on each of the above positions (Applicant, Beneficiary, Recipient, To be notified, Contact and Representative) opens a window where all the data can be consulted and even modified.

Once it has been checked that all the data entered so far are correct, click on the second tab of the "Solicitud (Application)" section entitled "Datos específicos (Specific data)" to start entering the general information of the proposal.

The "Datos específicos (Specific data)" tab consists of four sections to be filled in by the applicant.



In **STAGE 1** (Expression of interest), each section includes the following fields:

- Project identification
 - Project title
 - Topic (as stated in the call)
- Beneficiaries
 - Project Coordinator
 - Type of project coordinator
 - MITMA Group
 - Autonomous Community
 - Local authorities (EELL)







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- Other public organisations
- Private organisations
- Spanish beneficiary companies / bodies
- Non-Spanish beneficiaries
- Description
 - Geographical location of the action
 - Estimated investment budget (excluding VAT) (Indicate, if possible, estimated breakdown by Member State and Beneficiary)
 - Descriptive summary of the action (maximum 4,000 characters)
- Contact person details
 - o Name
 - o Email
 - o Telephone number

It is advisable to save data frequently to avoid losing information and having to enter it again.

In some cases, when a word processor is used to copy data from one field to another, an error message appears when saving the entered data. If this happens it will be necessary to type the information (instead of copying it) and then save it.

2.5. PROJECT

The next drop-down box to be filled in by the applicant is the one corresponding to the "Proyectos (Projects)" tab.

Only one project can be submitted per application (request for compliance).

To add a project you have to click on the "+ Añadir (+ Add)" button.



Immediately a window opens with two sections to fill in:

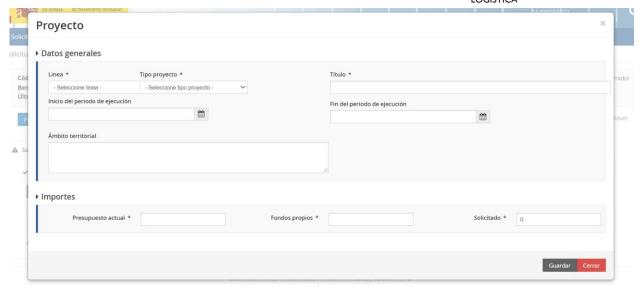
- Datos generals (General data)
- Importes (Amounts)







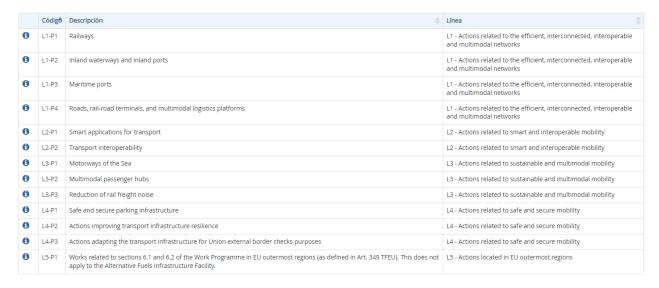
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In the section "Datos generales (General data)" the main identifying data of the proposal are collected. It contains the following fields:

- Línea (Action line)
- Tipo de proyecto (Project type)
- Título (Title)
- Inicio y Fin del período de ejecución (Start and end date of the implementation period)
- Ámbito territorial (Territorial scope)

The codes for each type of project and action line that can be selected in the Portal are specified below.



The "Importes" (Amounts) section includes the following fields:

- Presupuesto actual (Current budget): (estimated) eligible costs of the proposal.
- Fondos propios (Own funds): investment to be provided by the applicant (additional to the grant) in case of being awarded the development of the proposal.
- Solicitado (Requested): amount requested as grant.







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The amount of *Presupuesto actual* (understood as eligible costs) must equal the sum of *Fondos propios* plus *Socilitado*.

Once the "Datos básicos (Basic Data)", "Datos específicos (Specific Data)" and "Proyectos (Projects)" of the application have been completed, click on the "Documentación (Documentation)" tab.

2.6. DOCUMENTATION (STAGE 1)

In **STAGE 1** (Expression of interest), the possibility of attaching additional documentation will be enabled, but it is not compulsory unless it is considered necessary to clarify and deepen the description of the proposal.

2.7. COMPLETION OF THE STAGE 1 PROCESS

It is recommended to check all the data entered in the Portal, as well as the documents, before clicking on "Submit Application".

If you are sure that the data and documents are correct, click on "Aceptar (Accept)"



Click "Siguiente (Next)" to generate the document justifying the submission of the application, download the supporting document (justificante) and check that all the data entered are correct.



If necessary, you can return to the Portal, cancel the submission and modify the incorrect data or documentation before signing and submitting the application to avoid having to make subsequent corrections.





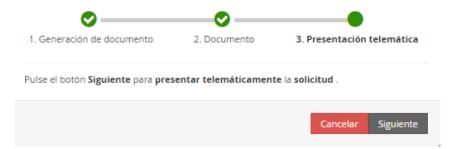


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The document summarising the data filled in the electronic application must be kept by the applicant for any question that may arise with the file.

Finally, if everything is correct and in agreement, click "Siguiente (Next)" to sign and submit the application electronically.



Autofirm@ is opened and the application is electronically signed.



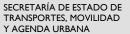
If the applicant needs to attach further documentation once an application has been submitted, he/she can go to the tab "Documentación de tramitación (Processing documentation)" and click on the button "Adjuntar documento a iniciativa del interesado (Attach document at the initiative of the interested party)".

The submission of the document will be carried out by clicking on "Presentar telemáticamente (Submit telematically)".











Once the submitted documentation has been reviewed, the **STAGE 1** process will be finalised as follows: the applicant will receive a communication assessing the suitability of its proposal for submission to the CEF Call for proposals and, where appropriate, comments aimed at improving it or addressing eligibility issues.





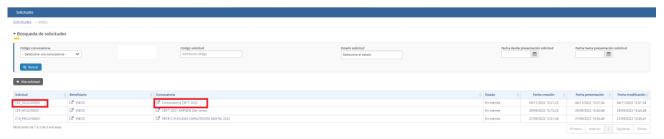
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3. STAGE 2 (SUBMISSION OF APPLICATION FOR MEMBER STATE COMPLIANCE)

3.1. ACCESS AND CONTINUATION OF THE PROCEDURE

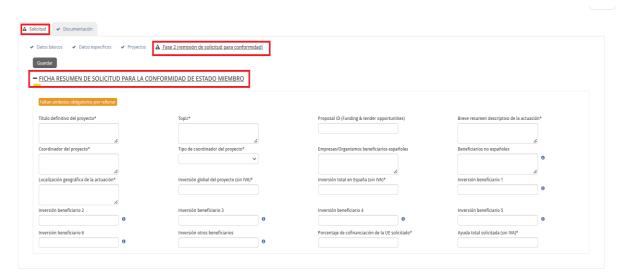
To access the application created in **STAGE 1** (Expression of interest), follow the steps indicated in Sections 2.2 and 2.3 of this Guide.

Then click on the relevant application to proceed to <u>STAGE 2</u> (Submission of application for Member State compliance).



3.2. SPECIFIC DATA (STAGE 2)

At this point a new tab called "Fase 2 (Stage 2 (submission of application for compliance)" will be active. In **STAGE 2**, the fields to be filled in are those shown in the image below.



The maximum number of Beneficiaries that can be entered into the Portal is limited to 6. In case the proposal includes a larger number of beneficiaries, the information corresponding to the minority members must be grouped in the field "Inversión otros beneficiarios (Investment other beneficiaries)".

The final information of the proposal will be indicated in these fields. The "Proyectos (Projects)" tab will not be editable.

It is advisable to save data frequently to avoid losing information and having to re-enter it.







3.3. **DOCUMENTATION (STAGE 2)**

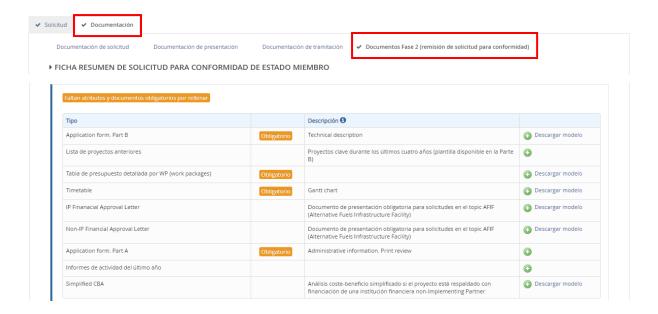
The documentation to be attached by applicants will consist of all the documents required in accordance with the call for proposals. The models of these documents are available for download on MITMA's own Grant Management Portal, serving as a reference and being fully consistent with those appearing on the Commission's portal (Funding & Tender Opportunities).

To attach the completed and signed form or any other requested document, click on the button .



In STAGE 2, the CINEA APPLICATION FORM, Part A and B, as well as all other documentation required in accordance with the call for proposals must be attached.

An extract of the **STAGE 2** documentation is shown below.



3.4. **COMPLETION OF THE STAGE 2 PROCESS**

As soon as all the fields in the "Fase 2 (Second stage)" tab are filled in and the documentation in the "Documentos segunda fase (Second stage documents)" tab is attached, the applicant will see the message "Presentar telemáticamente (Submit telematically)" on the screen. By clicking on this button, the submission of the application in **STAGE 2** will be carried out in a similar way to the previous phase following the steps indicated in Section 2.7 of this Guide.



Once the submitted documentation has been reviewed, the STAGE 2 process will end as follows: the applicant may receive comments on any pending documentation or possible improvements to the proposal. In case the proposal is considered to be properly submitted, the process will end with the







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sending of the *Letter of Support–Member State agreement* for the effective submission of the application to *Funding & Tender opportunities Portal*.

4. QUERY OF THE STATUS OF THE APPLICATION

Once the application has been submitted, its status can be checked at the following link:

https://sede.mitma.gob.es/MFOM.Sisgest/autenticacion.aspx



After authenticating through the Cl@ve Platform, the interested party will be redirected back to the MITMA E-Office and will be able to see the list of open procedures. By selecting their application, they will be able to see the status of the application.



5. RESOLUTION OF INCIDENTS

For any technical clarification regarding the processing of the electronic application, the MITMA E-Office consultation form is available:

https://sede.mitma.gob.es/SEDE ELECTRONICA/LANG CASTELLANO/atencion al ciudadano.htm







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For any functional clarification regarding the fields to be filled in when processing the application and the documents to be attached, please contact the mailbox cef_transporte.sei@mitma.es.

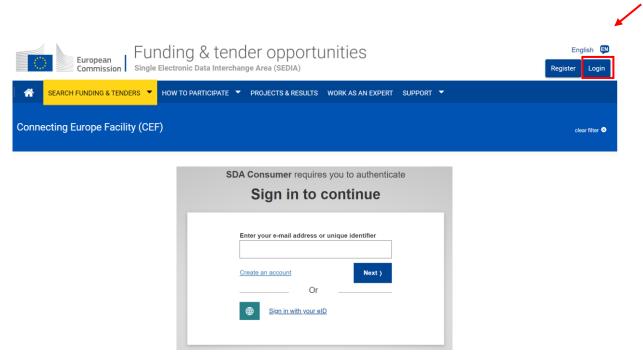




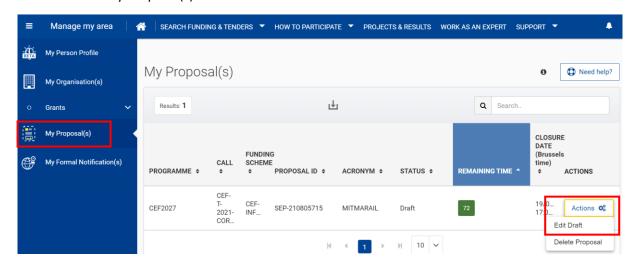


B. GUIDE TO REGISTERING MITMA ON THE COMMISSION'S GRANT MANAGEMENT PORTAL (FUNDING & TENDER OPPORTUNITIES)

To register contact persons, click on "Login" on the Commission's Portal and access the draft application with your credentials.



Then click on "My Proposal(s)" and then on "Edit Draft".



Once inside the draft of the proposal, the Coordinator should add the MITMA as a new contact with the details below.

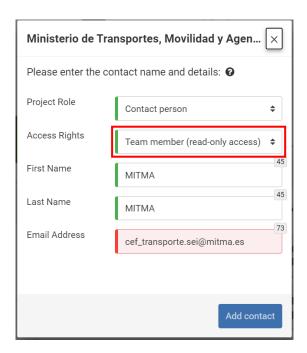






Participants





Once MITMA has been added as a contact, the mailbox <u>cef transporte.sei@mitma.es</u> should be notified.



