

Tips on how to apply to the Town-Twinning (TT) /Networks of Towns (NT) Call 2022:

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This document is an ad hoc guidance for practical purposes. It does not reflect the position of the Commission and cannot be quoted as such.
It aims at providing useful tips for filling in the Town-Twinning and Network of Towns Application Forms.
You may find more detailed information in the Proposal Submission Service User Manual:
https://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf

HOW TO SUBMIT YOUR PROPOSAL?

After creating a draft proposal with your PIC as applying organisation [COORDINATOR] you will be redirected to the Participants tab on the progress line:



1. Encode project participants

❖ Specificities for TT project proposals

Town-Twinning grants are mono-beneficiary grants, which means that the single beneficiary will automatically be coordinator.

The coordinator is the sole applicant. Other participants for the TT Project proposals are considered **associated partner(s)**, to add them you have to select the '+associated partner' button. '+ Add partner' button is not active.

The screenshot displays the 'Participants' tab in a proposal management system. On the left sidebar, there is a 'Deadline' section (24 March 2022 17:00:00 Brussels Local Time), 'Call data' (CERV-2022-CITIZENS-TOWN TT), 'Proposal data' (Acronym: TTTest, Draft ID: SEP-210823142), 'Download Part B templates', and 'Support & Helpdesk'. The main content area shows a message box with instructions for coordinators. Below this, the 'Number of participants' is 1. The 'Coordinator' section lists 'Baird Consulting SCS' with contact details and a 'John TTTest - Main contact'. The 'Associated Partner' section lists 'Test Camelia-Valeria' with contact details. At the bottom right, there are two buttons: 'Add Partner +' and 'Add Associated partner +', with the latter being highlighted by a red box.

After adding the Associated Partner(s) click on **'save and go to next step'**.

❖ Specificities for NT project proposals

Network of Towns grants are multi-beneficiary grants, which means that the beneficiaries participate as consortium (group of beneficiaries). They have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority.

Other participants for the NT Project proposals are considered **partner(s)**, to add them you have to select the '+partner' button.

The screenshot displays the 'Participants' management screen for an NT project proposal. On the left, a 'Deadline' banner indicates '24 March 2022 17:00:00 Brussels Local Time'. Below it, 'Call data' includes 'Call: CERV-2022-CITIZENS-TOWN', 'Topic: CERV-2022-CITIZENS-TOWN-NT', 'Type of action: CERV-LS', and 'Type of MGA: CERV-AG-LS'. A warning message states: 'Topic and type of action can only be changed by creating a new proposal.' 'Proposal data' shows 'Acronym: NTTEST' and 'Draft ID: SEP-210823439'. A blue button 'Download Part B templates' is highlighted with an orange box, with a sub-button 'Download part B templates' below it. The 'Support & Helpdesk' section contains 'Online Manual', 'IT How To', 'IT Helpdesk', and 'FAQ' buttons. The main area shows 'Number of participants: 2'. Under 'Coordinator', 'Baird Consulting SCS' is listed with 'Uccle, BE' and a redacted PIC. Buttons for 'Add Affiliated Entity', 'Change organisation', and 'Contact organisation' are present. A 'Test NT - Main contact' is also shown. Under 'Partner', 'Test Camelia-Valeria' is listed with 'Brussels, BE' and a redacted PIC. Similar buttons for 'Add Affiliated Entity', 'Change organisation', and 'Contact organisation' are present. At the bottom, 'Add Partner' and 'Add Associated partner' buttons are highlighted with orange boxes. At the very bottom, 'SAVE', 'SAVE AND GO TO NEXT STEP', and 'NEXT' buttons are visible.

After adding the minimum of 4 Partners click on 'save and go to next step'.

2. Fill in all parts of the application form

The Application form consists of three parts: **Part A, Part B and Part C.**

Part A and Part C shall be filled in on-line.

The process is the same for both TT and NT projects.

a. How to access Part A

You need to click on **'Edit Forms'** button. After clicking on the 'Edit Form' button you will be redirected to the on-line form for Part A in the same Tab.

Proposal forms

Deadline
24 March 2022 17:00:00 Brussels Local Time

Call data:
Call: CERV-2022-CITIZENS-TOWN
Topic: CERV-2022-CITIZENS-TOWN-TT
Type of action: CERV-LS
Type of MGA: CERV-AG-LS

Proposal data:
Acronym: TTTest
Draft ID: SEP-210823142

Download Part B templates
Download part B templates

Administrative forms (Part A)
Edit forms Edit Part C View history Print preview

Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Document	Actions
Part B: Part_B_TTTest.pdf	Delete
Calculator: Budget_TTTest.pdf	Delete
List of previous projects	Upload
Child protection policy	Upload
Other annexes	Upload
Letter of support	Upload

Support & Helpdesk

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

▪ Language of the application form:

Please note that the Application form is available in English by default but you can choose to fill it in in any other language among the 23 EU official languages.

▪ Duration of the project:

For TT projects, the maximum duration is 12 months. For NT, projects should range between 12 and 24 months.

▪ Keywords:

In the drop-down menu, please select “Town-Twinning” for Town-Twinning projects and “Networks of Towns” for Networks of Towns projects.

1 - General information ?

Field(s) marked * are mandatory to fill.

Topic	CERV-2022-CITIZENS-TOWN-TT	Type of Action	CERV-LS
Call	CERV-2022-CITIZENS-TOWN	Type of Model Grant Agreement	CERV-AG-LS
Acronym	ttttest		
Language	Please select a language		
Proposal title *	Max 200 characters (with spaces). Must be understandable for non-specialists in your field. Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &		
Duration in months			
Fixed keyword 1	Town twinning	<input type="button" value="Add"/>	
Free keywords	Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).		

- Priorities:**
 Select “Priorities are applicable” and select the EC priorities, domains and policy areas” applicable to your project – See example below

How will your project contribute to the Priorities of the European Commission?

Please select at least one Priority or not applicable. For each Priority selected, indicate also at least one Domain and at least one Policy Area.

Visit the EC website https://ec.europa.eu/info/strategy/priorities-2019-2024_en for more information.

Priorities are applicable
 Priorities are not applicable

EC Priorities *
4 - A stronger Europe in the world

Domains *
D-4-3 - A more active role

Policy areas *
P-4-6 - International cooperation and development

1	Priority: Domain: Policy area:	<input type="button" value="Remove"/>
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- Participants and contacts:**
 The gender, title and position must be selected, otherwise the validation error will show up.

< Participants & contacts Budget >

Type or select a participant

Table of contents Validate form Save form Save & exit form

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title Ms Gender Woman Man Non Binary

First name JPNTTN Last name JPNTTJ

E-Mail jpntest@test.org.br

Position in org. President

Department Test Org Same as organisation name

Same as proposing organisation's address

Street test

Town test Post code _____

Country Japan

Website Please enter website

Phone +xxx xxxxxxxx Phone 2 +xxx xxxxxxxx

Page 3 of 3

At any point the form can be validated. Validation result will show the missing entries and not validated sections.

< Budget Validation result Exit form >

Table of contents Validate form Save form Save & exit form

Application forms

Validation result

Show Error The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
Aero LTD	This section has not been validated yet	Show Error
General Information	Similar Proposal submitted - missing entry	Show Warning
Baird Consulting SCS	Main Contact Position - missing entry	Show Warning

After Clicking on Show Error or Show Warning, the system will direct you to the erroneous section and highlight the errors. There is no 'back' button. You need to choose the section you wish to proceed to or re-validate. You can proceed to table of contents to choose the next section.

Type or select a participant

< Participants & contacts
Budget >

Table of contents
Validate form
Save form
Save & exit form

basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title	<u>Ms</u> ▼	Gender	<input checked="" type="radio"/> Woman <input type="radio"/> Man <input type="radio"/> Non Binary
First name	TESTNTFOUR	Last name	NT
E-Mail	ntfour@test.or.pl		
Position in org.	<u>President</u>		
Department	<u>Charalampos Xenogiannis Comm.v.</u>	<input checked="" type="checkbox"/>	Same as organisation name
	<input checked="" type="checkbox"/> Same as proposing organisation's address		
Street	<u>champ du champ de mard 5</u>		
Town	<u>brussels</u>	Post code	<u>1050</u>
Country	<u>Belgium</u>		
Website	<u>Please enter website</u>		
Phone	<u>+xxx xxxxxxxxx</u>	Phone 2	<u>+xxx xxxxxxxxx</u>

b. How to access Part B and the Calculator

Part B and the Calculator (Excel file) must be downloaded to your device. Part B must be filled in as a Word file (Part B – Application Template).

Depending on whether you apply for the TT or the NT call, you need to use the calculator applicable to your case:

- For TT project proposals, use “Tpl_Calculator (CERV LS Town TT).xls”
- For NT project proposals, use “Tpl_Calculator (CERV LS, NETWORKS NT).xls”

After filling Part B and the Calculator, you need to save them as PDF. Only PDF files can be uploaded onto the portal.

Nota Bene: Your proposal will not be considered as completed if you do not upload PDF versions of Part B and the Calculator. It is advisable to start the encoding of your proposal by assessing the budget (grant amount requested) through the Calculator before encoding Part A and C.

➤ How to encode the budget

Information related to the budget shall be filled in “Part A – Budget section” and “Part B – Attached Calculator File”

Make sure the budget (grant amount requested) is consistent in “Part A – Budget section” and “Part B – Attached Calculator File”.

To assess the budget you need to know the number of invited participants and use the calculator first.

- *For TT project proposals*

Follow the instructions above.

- *For NT project proposals:*

Follow the instructions above and make sure the budget is distributed between all partners involved in the project. The budget distribution must be indicated in Part A of the application (see example below)



Application forms

Proposal ID SEP-210823439

Acronym NTTEST

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Baird Consulting Scs	BE	45000.00
2	Test Camelia-valeria	BE	10000.00
3	Aero Ltd - Test Company	US	10000
4	Charalampos Xenogiannis Comm.v.	BE	10000.00
5	Test Org	JP	10000.00
Total			85000.00

➔ **Make sure to click ‘save and exit form’ to save the changes**

In Part A, the ‘Save’ button is available only on the top of the website. There are two options ‘Save’ and ‘Save and Exit’.

Type or select a participant

< General Information Budget >

Table of contents Validate form **Save form** Save & exit form

Application forms

Proposal ID SEP-210823142
Acronym TTTest

2 - Participants

[List of participating organisations](#)

c. How to access Part C

You need to click on **'Edit Part C'** button.

Please note that Part C will open in a new Tab.

Proposal forms

Deadline
24 March 2022 17:00:00 Brussels Local Time

Call data:

Call: CERV-2022-CITIZENS-TOWN
Topic: CERV-2022-CITIZENS-TOWN-TT
Type of action: CERV-LS
Type of MGA: CERV-AG-LS

⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: TTTest
Draft ID: SEP-210823142

Download Part B templates

Download part B templates

Administrative forms (Part A)

Edit forms
Edit Part C
View history
Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B	Part_B_TTTest.pdf	↓	Delete
Calculator	Budget_TTTest.pdf	↓	Delete
List of previous projects		📎	Upload
Child protection policy		📎	Upload
Other annexes		📎	Upload
Letter of support		📎	Upload

← BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT

d. How to fill in Part C:

Reminder: Part C will open in a separate TAB, you will have to fill in all necessary details, save changes and close the page.

Red highlights will indicate the missing information (organisation type).

To open the Organisation TAB, you need to use the arrow on the right side and insert the details from the list. If you are an NGO you will need to attach the support letter.

Proposal ID	Call for Proposal	Topic	Type of Action
SEP-210823142	CERV-2022-CITIZENS-TOWN	CERV-2022-CITIZENS-TOWN-TT	CERV-LS

List of municipalities (or organisation representing a local authority) involved in the Town Twinning project

Number	Name	PIC Number (if available)	Type of organisation
1	Baird Consulting SCS	956444445	Non for profit Organisation representing a local authority
1	Baird Consulting SCS	956444445	Type of organisation *
2	Test Camelia-Valeria	913842918	Towns/municipalities

Town Twinning Events

To add a Work Package, you need to click on '+' symbol twice. In Step 1 – to add Work Package Row and then in Step 2 to validate provided information.

Town Twinning Events

1 work package = 1 event = 1 lump sum (PLEASE LIST WORK PACKAGES IN SAME ORDER IN ALL PARTS OF APPLICATION (Part B, Part C, Budget))

Step 1

Work Package number	Event type	Country of the event	Other country	City	Number of direct participants	Number of "invited" participants
Please add at least 1 item(s)						
1		Belgium		Brussels	500	150

Cancel **+ Add** **Step 2.**

Total number of indirect participants *
300

Reminder: 1 work package = 1 event (twinning exchange in a given time and town in a specific place and on a specific topic) = multiple activities. Maximum funding for the project in the TT Call is 30 000 EUR for the projects where the overall number of the participants in one or more work packages exceeds 205. Please note that activities such as coordination meetings, communication and dissemination are already calculated in the lump sum and therefore cannot be added as an extra work package. Should this be the case, during the selection process the grant amount will be reduced accordingly.

➤ How to encode the number of participants:

▪ For TT project proposals:

You need to count 'invited participants' only (invited participants = international¹ participants, who will travel to attend the event). Their number is a base for lump sum calculation. Direct participants are all participants of the event = local participants + invited participants.

▪ For NT project proposals:

You need to count as 'participants' international participants, who will travel to attend the event **AND** 'local participants' e.g.: for a project of 35 'invited participants' and 100 'local participants' - In total 135 participants are counted and must be encoded as direct participants.

Please note that the option 'invited participants' is frozen in the application form for NT project proposals.

The screenshot shows a form with the following fields and values:

Work Package number *	Country of the event *	City *	Number of direct participants	Number of "invited" participants
1	Belgium	Brussels	500	150

Below these fields is a field for "Total number of indirect participants *" with the value 300.

Under the heading "Gender balance in direct participants", there are three fields:

Woman *	Man *	Non Binary *
300	300	50

Orange circles highlight the "Number of direct participants" (500), "Number of 'invited' participants" (150), and the gender balance fields (Woman: 300, Man: 300, Non Binary: 50).

¹ International participant = participants from eligible countries (EU member states and countries having signed a association agreement). Please note that participants from non-eligible countries can participate to your event but their costs are not eligible (i.e cannot be taken into account in the grant calculator).

Number	Name	PIC Number (if available)	Type of organisation
1	Baird Consulting SCS	95644444 5	
2	Test Camelia-Valeria	91384291 8	
3	Aero LTD - test company	92313183 2	
4	Charalampos Xenogiannis Comm. v.	93334195 5	
5	Test Org	90360563 5	

Number * Name * PIC Number (if available) * Type of organisation *

1	Baird Consulting SCS	956444445	<input type="text"/> <ul style="list-style-type: none"> Federation/association of local authorities Non for profit Organisation representing a local authority Towns/municipalities Twinning committee/Network other levels of local/regional authorities
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Networks of Towns Events

1 work package = 1 event = 1 lump sum (PLEASE LIST WORK PACKAGES IN SAME ORDER IN ALL PARTS OF APPLICATION (Part B, Part C, Budget))

Work Package	Event type	Country of the event	Other country	City	Number of direct participants	Number of "invited" participants

Configuration Info Validation Summary View PDF Cancel changes Save data

For NT Projects you will need to add at least 2 Work Packages, there is no field to indicate the invited participants, even if this is indicated in the table header. You are also required to indicate the event type.

Networks of Towns Events

1 work package = 1 event = 1 lump sum (PLEASE LIST WORK PACKAGES IN SAME ORDER IN ALL PARTS OF APPLICATION (Part B, Part C, Budget))

Work Package number	Event type	Country of the event	Other country	City	Number of direct participants	Number of "invited" participants
###,###,##	<input type="text"/> <ul style="list-style-type: none"> Online In situ 	Belgium			###,###,##	

Total number of indirect participants *
 #####
 This is a mandatory field.

Gender balance in direct participants

Woman * Man * Non Binary *
 ##### ##### #####
 This is a mandatory field. This is a mandatory field. This is a mandatory field.

Configuration Info Validation Summary View PDF Cancel changes Save data

Networks of Towns Events

1 work package = 1 event = 1 lump sum (PLEASE LIST WORK PACKAGES IN SAME ORDER IN ALL PARTS OF APPLICATION (Part B, Part C, Budget))

Work Package number	Event type	Country of the event	Other country	City	Number of direct participants	Number of "invited" participants	
1	Online	Belgium		Brussels	150		- >
2	In situ	Germany		Berlin	100		- >

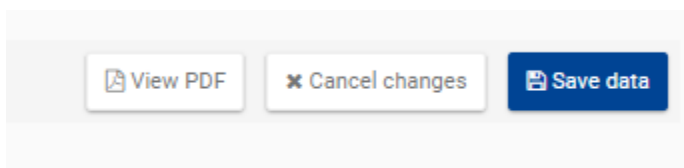
Total number of indirect participants *
250

Gender balance in direct participants

Women *	125	Man *	125	Non-binary *	0
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(!) It is not possible to correct the number of participants once the Work Package is added. To do so it is required to delete the Work Package and re-add it with correct numbers.

To save part C: Click on 'Save data' in the lower right corner. Close the window and go back to the main tab.



NB: Do not forget to put the breakdown of the participants per country for the events foreseen.

The breakdown per country (indication how many participants from each partner country) will take part the event(s) can be indicated in Part B – Template, section 4.

It can be also mentioned in the brief description of the work plan 4.1 and 4.2 (see below)

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

<p>Work plan</p> <p>Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).</p>
<p>Insert text</p>

4.2 Work packages and activities

<p>WORK PACKAGES</p> <p>This section concerns a detailed description of the project activities.</p> <p>Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.</p> <p>Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.</p> <p>For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For Lump Sum Grants, each event should be one work package.</p> <p>Work packages covering financial support to third parties (⚠ only allowed if authorized in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).</p> <p>⚠ Please limit the number of work packages and reduce the number of deliverables (max 10 to 16 for the entire project). (n/a for Lump Sum Grants).</p> <p>⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</p>
--

Work Package 1

<p>Work Package 1: [Name, e.g. Project management and coordination]</p>					
<p>Duration:</p>	<p>M\times - M\times</p>	<p>Lead Beneficiary:</p>	<p>1-Short name</p>		
<p>Objectives</p> <p>List the specific objectives to which this work package is linked.</p> <p>-</p>					
<p>Activities (what, how, where) and division of work</p> <p>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</p> <p>Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.</p> <p>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</p> <p>Note:</p> <p>In-kind contributions: in-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package. The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted (see Model Grant Agreement).</p> <p>If there is subcontracting, please also complete the table below.</p>					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

and in the brief description of deliverables (see below):

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items or internal working papers, meeting minutes, etc. Limit the number of deliverables (and their data volume) to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

- Public — fully open (🚩 automatically posted online on the Project Results platforms)
- Sensitive — limited under the conditions of the Grant Agreement
- EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		/R — Document, report/ /DEM — Demonstrator, pilot, prototype/ /DEC — Websites, patent filings, videos, etc/ /DATA — data sets, microdata, etc/ /DMP — Data Management Plan/ /ETHICS/ /SECURITY/ /OTHER/	/PU — Public/ /SEN — Sensitive/ /Classified R-UE/EU-R/ /Classified C-UE/EU-C/ /Classified S-UE/EU-S/		
D1.2		1		/R — Document, report/ /DEM — Demonstrator, pilot, prototype/ /DEC — Websites, patent filings,	/PU — Public/ /SEN — Sensitive/ /Classified R-UE/EU-R/ /Classified C-UE/EU-C/		

3. Click on “Submit”

The screenshot shows a progress bar at the top with six steps: Login, Topic selection, Create proposal, Participants, Proposal forms (current step, marked with a red location pin), and Submit. Below the progress bar is the 'Proposal forms' page. It includes a 'Deadline' section showing '24 March 2022 17:00:00 Brussels Local Time' and '41 days left until closure'. A call data section shows 'Call: CERV-2022-CITIZENS-TOWN' and 'Topic: CERV-2022-CITIZENS-TOWN-TT'. A warning message states: 'Topic and type of action can only be changed by creating a new proposal.' The 'Administrative forms (Part A)' section has buttons for 'Edit forms', 'Edit Part C', 'View history', and 'Print preview'. The 'Part B and Annexes' section lists items for upload: Part B, Calculator, List of previous projects, Child protection policy, Other annexes, and Letter of support, each with an 'Upload' button. At the bottom, there are buttons for 'BACK TO PARTICIPANTS LIST', 'VALIDATE', and 'SUBMIT' (highlighted with a red box).

Once the proposal is submitted, you will receive a confirmation e-mail (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted.