

Appeal Process



The rules set out in here aim to provide applicants with a transparent appeal procedure concerning the decisions made by EIT Culture & Creativity during the eligibility and admissibility check, as well as the evaluation process of a proposal submitted to a call for proposals launched by EIT Culture & Creativity.

Appeal Requirements and Conditions

1. The Project Leader is the only person entitled to file an appeal (in the case of a single applicant calls, the unique applicant).
2. The right to appeal against a decision regarding the proposal selection applies to the Project Leader whose proposal was found ineligible during the admissibility and eligibility check or was rejected after the evaluation process.
3. The appeal is to be lodged against the communication issued by EIT Culture & Creativity based on the decision taken after the admissibility and eligibility check and/or after the evaluation.
4. The appeal can be lodged against the outcomes of the admissibility and eligibility check or the evaluation upon the following grounds only:
 - a. Process errors by EIT Culture & Creativity staff
 - b. Technical problems beyond the applicant's control
 - c. Obvious human/mechanical errors by EIT Culture & Creativity staff
 - d. Factual errors during the evaluation process

Appeals cannot be made based on other grounds than those indicated above.

5. If an appeal is accepted according to ground "d. Factual errors during the evaluation process" mentioned above, it is possible that all, or part of the proposal, is re-evaluated by a new evaluation panel.
6. The Project Leader must formally submit the appeal, including all the mandatory information required below, by email to appeals@eit-culture-creativity.eu within 5 calendar days of receiving the official notification of the outcomes. Late appeals will not be considered. The appeal must contain:
 - a. Name and address of the organisation of the Project Leader;
 - b. Name, position, and contact details of the appellant;
 - c. Reference number and acronym of the proposal that is the subject of the appeal;
 - d. Clear reasons for the appeal, including all elements which are being appealed and/or failures in adherence with procedures limited to those criteria outlined in point 4.
 - e. Any supporting documents. The Project Leader must provide relevant documentation in support of its appeal. The relevant documentation included in the appeal shall be provided for the sole purpose of supporting it. It will not alter the quality or content of the evaluated proposal.
7. The EIT Culture & Creativity will confirm the receipt of the appeal in writing to the Project Leader.

8. An appeal will be rejected if:
 - a. It is submitted after the set deadline;
 - b. It is based on other grounds than those set out in point 4;
 - c. Any of the information requested in point 5 is missing.
9. In case the appeal is rejected under the provisions set out in point 8, EIT Culture & Creativity will convey this information within 5 calendar days (of receipt of the appeal) to the Project Leader and inform the responsible Director at EIT Culture & Creativity.

2. Internal Appeal Evaluation Process

The PMO acts as the secretariat and examines the appeal of an ineligible or rejected proposal duly submitted by the Project Leader within the set deadline and according to the appeal requirements. The PMO prepares a technical examination of the merit of the appeal and sends it to the Appeal Panel.

The appointed EIT CC Appeal Committee evaluates all the available information provided by the Project Leader and the technical examination prepared by the PMO. The role of the EIT CC Appeal Committee is to ensure a coherent interpretation of the requests and equal treatment of applicants. The EIT CC Appeal Committee itself, however, does not re-evaluate the proposal. In light of its review, the EIT CC Appeal Committee recommends a course of action to be followed.

The EIT CC Appeal Committee consists of at least 3 members, to be appointed from among the following bodies:

- EIT Culture & Creativity Chief Executive Office (consistent in 2 CEOs)
- EIT Culture & Creativity Director not involved in the related call
- CLC Directors

The members of the EIT CC Appeal Committee (and their respective deputies) are appointed by the EIT CC Chief Executive Office every year. Impartiality of members of the EIT CC Appeal Committee towards the case under review must be ensured. If this cannot be provided, the relevant member shall refrain from the relevant case's review and be replaced by another impartial member.

The PMO shall provide the members of the EIT CC Appeal Committee with a copy of:

- The appeal and all the supporting documents provided by the Project Leader.
- The technical examination prepared by the PMO.
- The original proposal and all supporting documents that were taken into consideration by the relevant bodies during the proposal admissibility and eligibility check and the evaluation process.
- Any other document requested by the EIT CC Appeal Committee members relevant to the appeal.

The EIT CC Appeal Committee will have 5 calendar days to provide a binding decision after the receipt of the documentation provided by the PMO, through a written justification with explicit reference to the grounds mentioned in point 4. The decision on the appeal is taken by the EIT CC Appeal Committee by consensus and

is communicated by the PMO in writing to the Project Leader within 5 calendar days of the receipt of the EIT CC Appeal Committee decision.

The appeal procedure, from the receipt of the appeal to the communication of the Appeal Panel's decision to the Project Leader, should be resolved within a maximum of 20 calendar days. The decision of the EIT CC Appeal Committee is final, binding to all parties, and not subject to any further appeal proceedings within EIT Culture & Creativity based on the same grounds.