

EIC Strategic Technologies for Europe Platform (STEP) Scale Up Call

Submission Guidance

Part A administrative form

Version 2.0
10 September 2025

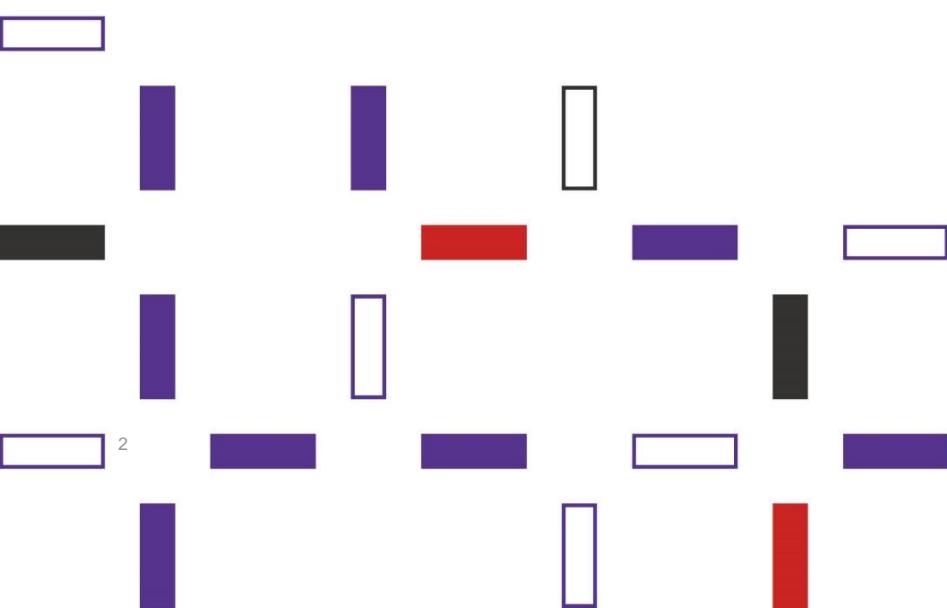
Disclaimer

This guide aims to assist potential applicants. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission nor EISMEA (or any person acting on their behalf) can be held responsible for the application made of this guidance document.



HISTORY OF CHANGES

Version	Publication Date	Change	Page
1.0	26.11.2024	<ul style="list-style-type: none">Initial version	
2.0	10.09.2025	<ul style="list-style-type: none">Changes in the new dynamic Part A form including format, keywords, budget table, participants, consents	Entire document



EIC STEP call Part A submission form guidance

Dear Applicant,

- Kindly note that as of **10/09/2025**, a **new Part A administrative application** form was introduced for the EIC Strategic Technologies for Europe Platform (STEP) Scale Up Call.
- This updated form does not impact the content of the proposal but rather relates to the format of the form and administrative information regarding keywords.
- The new form integrates **an expanded taxonomy of STEP technological topics** and introduces more dynamic application fields. The new form will allow applicants to better align the technological specialisation of their proposal with the STEP's strategic priorities and tailor the narrative sections to the STEP keywords.
- Questions on ethics and security are standard for Horizon Europe and must be answered.
- **Please note that any applications currently saved in “DRAFT” status must be re-submitted** using the new application form. Applicants may view and download their draft proposal in the [Funding & Tenders Portal](#) in case they would like to reuse any of the content in the new form **(see slide 12 for guidance)**.

1 - General information and Keywords

Fill this information carefully. Pay attention to the fixed keywords under the Priority areas section as they will be used to match your proposal with experts.

The available selection of keywords at each of the three levels is aligned with the latest STEP Guidance Note, according to which the following sectors are considered to be in the scope of STEP:

- Digital technologies
- Clean and resource efficient technologies
- Biotechnologies

PLEASE SELECT AT LEAST ONE “Technology sector”, “Technology area” and “Technology” (one complete row of keywords). Please note that you may select up to three priority areas (three complete rows of keywords).

The field “duration in months” should be filled to avoid the system blocking your submission, however, the duration will not be specifically assessed in the STEP call, so the time can be indicative.

Proposal ID	Call: HORIZON-EIC-2025-EICSTEP-01	Type of action: HORIZON-EIC-EQU
SEP-211234023	EIC STEP Scale Up	HORIZON EIC Equity Only
Proposal acronym	Topic: HORIZON-EIC-2025-EICSTEP-01	Type of model grant agreement: HORIZON-EQU
TEST	EIC STEP Scale Up	HORIZON Equity Investment

General information

Acronym <small>• *</small>	TEST	Proposal title <small>* 100</small>	TEST FORMA <small>100</small>
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Free keywords	Word or words that best describe(s) the subject of your project. <small>200</small>
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Priority areas

Technology sector	Technology area	Technology
Biotechnologies	Alimentary tract and metabolism	Belladonna and derivatives, plain
Technology sector <small>* Biotechnologies</small>	Technology area <small>* Alimentary tract and metabolism</small>	Technology <small>* Belladonna and derivatives, plain</small>

Abstract <small>*</small>	TEST <small>1000</small>
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Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? *

Yes
 No

2- Declarations

- All the declarations must be filled in order to be able to submit a proposal

Declarations

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour. False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

- We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *
- The declaration "We declare to have the explicit cons..." is mandatory.
- We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). *
- The declaration "We confirm that the information cont..." is mandatory.
- We declare: to be fully compliant with the eligibility criteria set out in the call, not to be subject to any exclusion grounds under the EU Financial Regulation, and to have the financial and operational capacity to carry out the proposed project. *
- The declaration "We declare: to be fully compliant with the..." is mandatory.
- We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions. *
- The declaration "We acknowledge that all communic..." is mandatory.
- We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). *
- The declaration "We have read, understood and accept..." is mandatory.
- We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity, as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct. *
- The declaration "We declare that the proposal complies..." is mandatory.
- We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of Regulation 2021/821, or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used). *
- The declaration "We declare that the proposal has an exclu..." is mandatory.
- We confirm that the activities proposed do not: aim at human cloning for reproductive purposes; intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed); intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer; lead to the destruction of human embryos (for example, for obtaining stem cells). These activities are excluded from funding. *
- The declaration "We confirm that the activities proposed do not..." is mandatory.
- We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State. *
- The declaration "We confirm that for activities carried out outside..." is mandatory.

3 - Participants

- Please fill in the Organisation data and the Main contact.

Organisation data

Short Name	Aero LTD	Legal Person	Yes
Address	MaartStreet 12	Public Body	Yes
Town	Almere	International organisation	Yes
Postcode	-		
Country	United States		

Research organisation	Secondary or higher education	Non-profit
No	No	Yes
Mid-cap	Gender equality plan	
No	No	
International European research organisation		
No		

SME Data			
SME self-declared status	SME self-assessment	SME validation	
12/01/2017	Yes	12/01/2017	Yes

- For the departments carrying out the proposed work section, tick on the “not applicable” box if not relevant for your project.

Departments carrying out the proposed work				
<input type="checkbox"/> Not applicable				
<small>⚠ Departments carrying out the proposed work Aero LTD : No department added.</small>				
Dept No.	Department name	Country	Town	+
Main contact person				
Title ? <input style="width: 100px;" type="text" value=" "/>		Gender <input type="radio"/> Woman <input type="radio"/> Man <input type="radio"/> Non Binary <small>⚠ Aero LTD : Main Contact - Please select gender</small>		
First name	Last name	E-Mail *	Position in organisation	
<input style="width: 100px;" type="text" value=" "/>		<input style="width: 100px;" type="text" value=" "/>	<input style="width: 100px;" type="text" value=" "/>	
<small>⚠ Aero LTD : Main Contact - Please add department</small>				
<input type="checkbox"/> Same as proposing organisation's address				
Street	Town	Postal code	Country	
<input style="width: 100px;" type="text" value=" "/>		<input style="width: 100px;" type="text" value=" "/>	<input style="width: 100px;" type="text" value=" "/>	
<small>⚠ Aero LTD : Main Contact - Street name is missing.</small> <small>⚠ Aero LTD : Main Contact - Town name is missing.</small> <small>⚠ Aero LTD : Main Contact - Postal code is missing.</small> <small>⚠ Aero LTD : Main Contact - Country is missing.</small>				
Website	Phone	Phone 2		
<input style="width: 100px;" type="text" value=" "/>		<input style="width: 100px;" type="text" value=" "/>		

5 - Ethics (1)

- Please fill in the Ethics and security questionnaire and self assessment

Ethics issues table

Human embryonic stem cells and human embryos

Does this activity involve Human Embryonic Stem Cells (hESCs)?

Yes No

Does this activity involve the use of human embryos?

Yes No

Humans

Does this activity involve human participants?

Yes No

Does this activity involve interventions (physical also including imaging technology, behavioural treatments, tracking and tracing, etc.) on the study participants?

Yes No

Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)

Yes No

Human cells / tissues

Does this activity involve the use of human cells or tissues (not covered by section 1)?

Yes No

Personal data

Does this activity involve processing of personal data?

Yes No

Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?

Yes No

Is it planned to export personal data from the EU to non-EU countries?

Yes No

Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?

Yes No

Does this activity involve the processing of personal data related to criminal convictions or offences?

Yes No

5 – Ethics (2)

Animals

Does this activity involve animals?

Yes

No

Non-EU countries

Will some of the activities be carried out in non-EU countries?

Yes

No

In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?

Yes

No

Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?

Yes

No

Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.

Yes

No

Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.

Yes

No

Does this activity involve low and/or lower-middle income countries? (If yes, detail the benefit-sharing actions planned in the self-assessment)

Yes

No

Could the situation in the country put the individuals taking part in the activity at risk?

Yes

No

Environment, health and safety

Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?

Yes

No

Does this activity deal with endangered fauna and/or flora / protected areas?

Yes

No

Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)?

Yes

No

Artificial intelligence

Does this activity involve the development, deployment and/or use of Artificial Intelligence-based systems? (If yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).

Yes

No

Other ethics issues

Are there any other ethics issues that should be taken into consideration?

Yes

No

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines [How to Complete your Ethics Self-Assessment](#)

▲ Please provide confirmation for Ethics declaration.

Ethics self-assessment

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to: a) objectives of the activities (e.g. study of vulnerable populations, etc.) b) methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.) c) the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

6 – Security

Security issues table

EU Classified Information (EUCI)

Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?
 Yes No

Does this activity involve non-EU countries?
 Yes No

Misuse

Does this activity have the potential for misuse of results?
 Yes No

Other security issues

Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify:
 Yes No

Are there any other security issues that should be taken into consideration? If yes, please specify:
 Yes No

Security self-assessment

Please specify. (Maximum number of characters allowed: 5000)

▲ Please provide confirmation for Ethics declaration.

Ethics self-assessment

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to: a) objectives of the activities (e.g. study of vulnerable populations, etc.); b) methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.); c) the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Compliance with ethical principles and relevant legislation

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

7 - Other questions and consents

What is the gender of the CEO?

Woman

Man

Non binary

We don't have this position

▲ Please select the Gender of the CEO.

What is the gender of the CSO?

Woman

Man

Non binary

We don't have this position

What is the gender of the CTO?

Woman

Man

Non binary

We don't have this position

Your relations with the Granling Authority and the jury or the evaluation of your proposal will not be affected if you do not consent to the sharing of information, including personal data, as indicated below. You have the right to withdraw consent at any moment by contacting the Data Controller at EISMEA-ENQUIRIES@ec.europa.eu. The withdrawal of your consent will not affect the lawfulness of the personal data processing operations that took place before the withdrawal.

Consent 1: In case my proposal will be selected for support through an investment component, I give my consent for the Commission, EISMEA and the EIC Fund to share necessary information, including personal data (first and last name, phone number, and email address) with the other actors involved in the management of the action: the Alternative Investment Manager of the EIC Fund and the European Investment Bank. I understand that the EIC Fund and/or the Business Acceleration Services may also help look for additional investors and that my consent will be asked before other investors are contacted or engaged.*

● Consent 1 is mandatory.

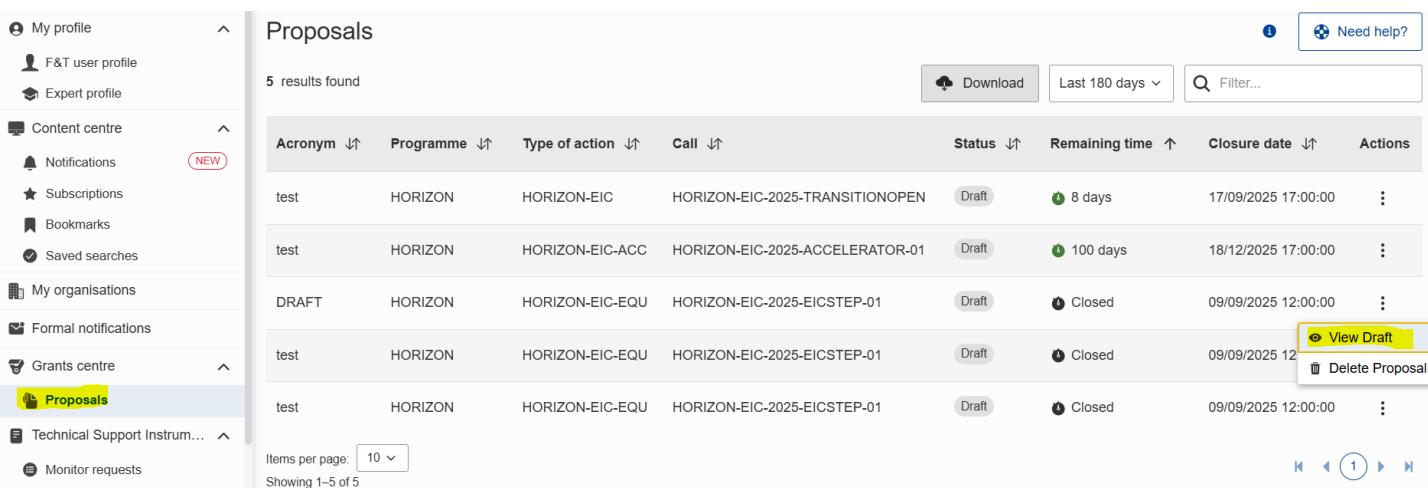
Consent 2: I give my consent for the Commission and EISMEA to share necessary information about my company, including personal data (first and last name, phone number, and email address) as well as the application documents with the relevant InvestEU implementing partners to express my interest in complementary Venture Debt support.

Consent 3: I agree to share a limited set of my personal data (first and last name, phone number, and email address) in addition to information related to the proposal (its acronym, title, abstract, and amount of requested grant and/or investment) with my corresponding EIC National Contact Point.

- Please note in this new form, the first consent is mandatory

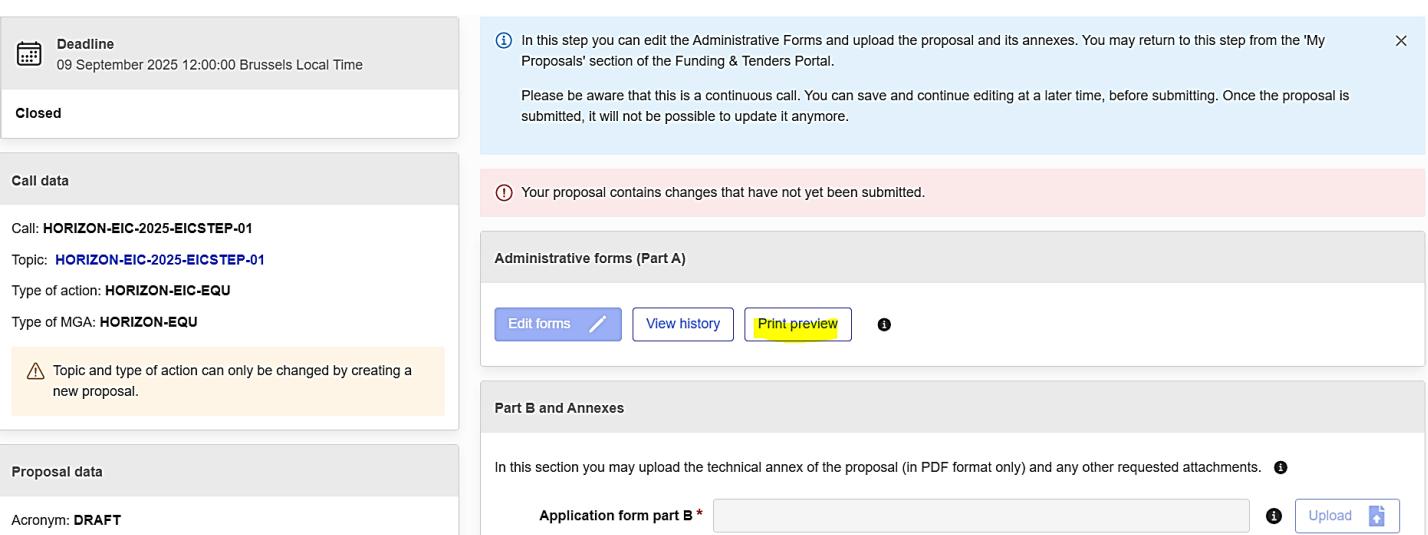
8 – Applications in draft status

- Go into your profile on the F&T Portal and select “Proposals” in the left-hand menu.
- Click on the three dots of the right of the proposal row and then click on the “View Draft”



The screenshot shows the 'Proposals' section of the F&T Portal. The left sidebar includes links for 'My profile', 'F&T user profile', 'Expert profile', 'Content centre', 'Notifications' (with a 'NEW' badge), 'Subscriptions', 'Bookmarks', 'Saved searches', 'My organisations', 'Formal notifications', 'Grants centre', 'Proposals' (highlighted in yellow), 'Technical Support Instrum...', 'Monitor requests', and 'Need help?'. The main area displays a table of proposals with columns: Acronym, Programme, Type of action, Call, Status, Remaining time, Closure date, and Actions. The fifth row, which is highlighted with a yellow background, represents a proposal for 'test' under 'HORIZON' with 'HORIZON-EIC-EQU' as the type of action and 'HORIZON-EIC-2025-EICSTEP-01' as the call. The status is 'Draft', with 8 days remaining. The closure date is 09/09/2025 12:00:00. The 'Actions' column for this row contains three dots, a 'View Draft' button (highlighted in yellow), and a 'Delete Proposal' button.

- Click on the print preview to download and visualise your previous draft



The screenshot shows the 'Edit proposal' step of a proposal. The left sidebar includes 'Deadline' (09 September 2025 12:00:00 Brussels Local Time), 'Closed', 'Call data' (Call: HORIZON-EIC-2025-EICSTEP-01, Topic: HORIZON-EIC-2025-EICSTEP-01, Type of action: HORIZON-EIC-EQU, Type of MGA: HORIZON-EQU), and a note: 'Topic and type of action can only be changed by creating a new proposal.' The main area has a step indicator '1 In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.' It also includes a note: 'Please be aware that this is a continuous call. You can save and continue editing at a later time, before submitting. Once the proposal is submitted, it will not be possible to update it anymore.' Below this is a red box with the note: 'Your proposal contains changes that have not yet been submitted.' The 'Administrative forms (Part A)' section contains 'Edit forms', 'View history', and 'Print preview' (highlighted in yellow). The 'Part B and Annexes' section contains 'Upload' and a note: 'In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.' At the bottom, there is a footer with links: 'About', 'Feedback', 'Cookies', 'Terms and conditions', and the date 'V-6.4.1 - 21/08/2025 14:43:32 Europe/Brussels'.



For any question regarding **submission and evaluation** of your proposal, you can contact the [**IT helpdesk**](#) via the **Funding and Tenders Portal**

For enquiries related to the **validation process** of participants having a **Participant Identification Code (PIC)**, please write via the [**Participant Register**](#).

