**ARTICLE 22 COMPLAINT FORM**

*(To be filled in and submitted by the complainant by email to the competent EU Commission service indicated in the proposal rejection letter.*

 *This form shows the minimum content you need to provide for Article 22 requests against grants proposal rejection letters. It is recommended to use this template, but you may use your own free text form; in both cases please do not exceed 7000 characters (space, line, feed included) and stay within the scope provided for by Article 22 of EU Regulation* [*58/2003*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32003R0058)*[[1]](#footnote-1) and the* [*Article 22 Rules of procedure*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=uriserv:OJ.L_.2022.037.01.0046.01.ENG)*[[2]](#footnote-2).*

 *This template is done for complaints against proposal rejections; do NOT use it for other types of Article 22 complaints.*

* For more information on complaints, please consult the* [*Funding & Tenders Portal Online Manual*](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf)*.)*

1. Your **name/surname**: …………………………
2. Your legal address: ………………………

Your **email** address: ………………………

Your phone number:…………………

*Please indicate up-to-date contact information, so that we can contact you for more information and to communicate the result of your complaint. Please make sure to frequently check the e-mail as deadlines to reply may be short and failure to reply on time may affect your complaint.*

1. Against **which EU Executive Agency** do you wish to complain (tick the corresponding box)?

 European Climate, Infrastructure and Environment Executive Agency (CINEA)

 European Education and Culture Executive Agency (EACEA)

 European Innovation Council and SME Executive Agency (EISMEA)

 European Research Council Executive Agency (ERCEA)

 European Health and Digital Executive Agency (HaDEA)

 Research Executive Agency (REA)

1. **Which act** of that Agency do you want the Commission to review *(e.g. the Agency’s letter rejecting your grant proposal)*?

*Please make sure to include the date and reference of such act and the number of the proposal and call the act is referring to (if applicable).*

1. What is **your link/interest** to the act in question *(e.g. what is your role in the grant proposal, e.g. coordinator, applicant, affiliated entity to an applicant)*?
2. **Why** do you consider the Agency’s act as **unlawful?**

*Please be as specific and clear as possible (e.g. by making references to the exact parts of the act in question and by providing an explanation of why you think that the Agency was wrong).*

*For grant proposal rejections, please note that the Commission will NOT go into the merits of the evaluation of the proposal (i.e. not review the technical assessment of the evaluators* — *since this task is reserved to the evaluation committee).*

*Please be aware that the overall request may not exceed 7000 characters maximum (space, line, feed included).*

 Because of an error in the procedure.

*Please, explain why*.

 Because of a manifest error in the assessment of the proposal.

*Please, explain why*.

 Because of reasons specifically related to ……………………………… .

*Please, explain why.*

1. Have you already taken any **other action** against the act of the Agency *(e.g. have you already filed an evaluation review request or brought an action in court)*?
* YES
* NO

If YES, please indicate which one and what the outcome was.

*Make sure to include references to dates and reference, if any.*

SIGNATURE

For the complainant

[forename/surname/function]

[signature]

[date] [stamp]

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| **HISTORY OF CHANGES** |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 15.09.2022 | Initial version (new MFF). |
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1. Council Regulation (EC) No [58/2003](http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32003R0058&qid=1480440000430) of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes (OJL 11, 16.1.2003, p. 1). [↑](#footnote-ref-1)
2. Commission Implementing Decision (EU) [2022/219](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=uriserv:OJ.L_.2022.037.01.0046.01.ENG) of 11 February 2022 establishing rules of procedure for the review pursuant to Article 22(1) of Council Regulation (EC) No 58/2003 of the legality of acts of executive agencies which injure a third party and have been referred to the Commission by any person directly or individually concerned (OJ L 37, 18.2.2022, p. 46). [↑](#footnote-ref-2)