



**SELSUSTAINED CROSS-BORDER
CUSTOMIZED CYBERPHYSICAL SYSTEM
EXPERIMENTS
FOR CAPACITY BUILDING AMONG
EUROPEAN STAKEHOLDERS**

Research Innovation Action

Project Number: 872614

Start Date of Project: 01/01/2020

Duration: 48 months

DELIVERABLE 6.4

Open Call Package of Documents 4

Dissemination Level	Public
Due Date of Deliverable	Feb 2021, Project Month 14
Actual Submission Date	19 Feb 2021
Work Package	WP6 Management of Pathfinder Application Experiments
Task	T6.1 , Call for Proposals Preparatory Tasks
Lead Beneficiary	FBA
Contributing beneficiaries	UoP, AVN
Type	R
Status	Final
Version	01/E



Abstract

The deliverable is the Open Call Package Documents, necessary to execute SMART4ALL Open Calls in WP6. The package includes 3 documents: Call Announcement (CA), Guide for Applicants (GfA), Frequently Asked Questions (FAQs) and the Application form. As the Guide for Evaluators (GfE) is a confidential document, hence it is not included in the package.

The documents present the framework reference for Application Experiments collection, including detailed information for applying parties. All documents in the package (except the Guide for Evaluators) are public and will be published on the SMART4ALL Open Call webpage.

History and Contributors

Ver	Date	Description	Contributors
00	15/02/2021	Document structure and Preparation	FundingBox
01/E	19/02/2021	Final preparations and submission.	UoP

Abbreviations and Acronyms

CA	Call Announcement
GfA	Guide for Applicants
FAQs	Frequently Asked Questions
GfE	Guide for Evaluators
EU	European Union
CLEC	Customised Low-Energy Computing
CPS	Cyber-Physical Systems
IoT	Internet of Things
SAE	Smart Anything Everywhere
PAEs	Pathfinder Application Experiments
KTE	Knowledge Transfer Experiment
FTTE	Focused Technology Transfer Experiment
CTTE	Cross-domain Technology Transfer Experiments
DIH	Digital Innovation Hub
MaaS	Marketplace-as-a-Service
SME	Small & Medium Enterprises
ESR	Early-Stage Researcher
ER	Experienced Researcher
EUR	Euro
FSTP	Financial Support to Third Parties
I4MS	ICT Innovation for Manufacturing SMEs
SEE	South Eastern Europe
BTU	Brandenburg University of Technology Cottbus-Senftenberg
IPR	Intellectual Property Rights
EC	European Commission
GDPR	General Data Protection Regulation

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Executive Summary

The deliverable provides necessary documents for the successful execution of SMART4ALL Open Calls. The documents are included as Annexes in this file, following the order:

- **Annex 1.** Call Announcement (CA) – an overview on Open Calls’ structure, eligibility criteria, summary of the evaluation process and support to applicants. This is a reference document for the European Commission that can be used to disseminate the call on proper websites (i.e. Participant Portal of the European Commission, industry-specific publications, etc.)
- **Annex 2.** Guide for Applicants (GfA) – a step-by-step guide with detailed information on the application process. The Applicants are presented the call’s specific scope, eligibility criteria, expected projects’ types, preparation and submission guidelines as well as the communication flow and evaluation process.
- **Annex 3.** Frequently Asked Questions (FAQs) – a list of the most popular questions, available in a form of a repository of knowledge, supporting the Applicants during the application process.
- **Annex 4.** Application Form (AF) – a document presenting all questions and disclaimers the Applicants need to complete online in order to submit their entries for SMART4ALL Open Call for Application Experiments. The information is collected online.

The Guide for Evaluators (GfE) is a confidential document, hence it is not included here. This is an information guide for external experts hired to assess the proposals for Application Experiments (AEs). The file includes detailed information on the scoring process, regulations and scheduling during the evaluation as well as the evaluators’ obligations and registration requirements.

ANNEX 1

Call Announcement



SMART4ALL Second KTE Open Call

Project Acronym: SMART4ALL

Grant agreement number: 872614

Project Full name: Self-Sustained Cross-Border Customised Cyber-physical System Experiments for Capacity Building among European Stakeholders

Call identifier: SMART4ALL_KTE_OC2

Publication Date: 15 March 2021 (00:00 CET)

Deadline: 15 June 2021 (18:00 CEST)

Maximum funding request per consortia application: Up to EUR 8,000 EU Funds.

Submission language: English

Web address for full open call information: <https://www.smart4all-project.eu/>

Web address for application submissions: <https://smart4all-2nd-kte.fundingbox.com/>

Additional Information

SMART4ALL is a H2020 funded project (Grant Agreement No. 872614) that builds capacity amongst European stakeholders via the development of self-sustained, cross-border experiments that transfer knowledge and technology between academia and industry. It targets **Customised Low-Energy Computing (CLEC)**, **Cyber-Physical Systems (CPS)** and the **Internet of Things (IoT)** and combines a set of unique characteristics that join together under a common vision different cultures, different policies, different geographical areas and different application domains. The targeted application areas are domains that are not adequately represented in current Smart Anything Everywhere (SAE) projects and include **digitized environment, digitized agriculture, digitized anything and digitized transport.**

A total 67 cross-border **Pathfinder Application Experiments (PAEs)** will be executed by the SMART4ALL consortium members and by **Third-Party consortia** which will be financially supported via 3 open calls of the following 3 types:

- 1) **Knowledge Transfer Experiments (KTE)**, which comprise a novel type of internship experiments allowing smaller projects, or less mature ideas to be presented, tested and thus potentially find the fertile ground to grow and reveal its product potentials;
- 2) **Focused Technology Transfer Experiments (FTTEs)**, focusing on one of the four defined underrepresented areas, will give the opportunity to form synergies, accelerate product orient projects and offer guidance towards successful commercialisation;

- 3) **Cross-domain Technology Transfer Experiments** (CTTEs), targeting to more complex multidisciplinary transfers and productisation of novel CLEC CPS and the IoT technologies to wider markets.

The second call is a **KTE Open Call**, in a single stage.

Who can apply?

Consortia composed of **2 different entities from two different countries** including one Academic/Industrial partner who act as **Sending** Organisation and one Academic/Industrial partner who acts as **Host** Organisation. Please, visit <https://smart4all.fundingbox.com/> to find more information of the project.

The eligible countries are:

- the Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
- The Countries Associated to Horizon 2020. Any other South-East Europe (SEE) country not listed above but included in Annex A of the H2020 Work Programme.
- The United Kingdom.

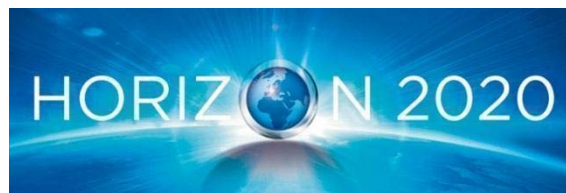
ANNEX 2



Guide for Applicants (GfA)

SMART4ALL Second Open Call for Knowledge Transfer Experiments (KTE)

Application submission starts on: 15 March 2021, 00:00 CET
Submission deadline is: 15 June 2021, 18:00 CEST



H2020 Innovation Action – This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 872614

HISTORY OF CHANGES

Version	Date	Changes	Page
1.0	15.02.2021	Initial version	

1 INTRODUCTION

SMART4ALL is a H2020 funded project (Grant Agreement No. 872614) that builds capacity amongst European stakeholders via the development of self-sustained, cross-border experiments that transfer knowledge and technology between academia and industry. It targets **Customised Low-Energy Computing (CLEC)** for **Cyber-Physical Systems (CPS)** and the **Internet of Things (IoT)** and combines a set of unique characteristics that join together under a common vision different cultures, different policies, different geographical areas and different application domains.

The SMART4ALL consortium is led by the University of Peloponnese (Greece) and is composed of 25 partners from Central, South and Eastern Europe.

SMART4ALL brings a new paradigm for revealing “hidden innovation treasures” – mainly from geographical areas that are underrepresented in European funding – and helping them to find the path to market via new, innovative commercial products. As part of its strategy, the project will develop and maintain an active network of DIHs across Central, South and Eastern Europe for supporting academics, SMEs and Slightly Bigger Companies entering the digitisation era.

In order to achieve this, SMART4ALL will design and implement 3 types of cross-border **Pathfinder Application Experiments (PAEs)**:

- 1) **Knowledge Transfer Experiments (KTE)**, which comprise a novel type of internship experiments allowing smaller projects, or less mature ideas to be presented, tested and thus potentially find the fertile ground to grow and reveal its product potentials;
- 2) **Focused Technology Transfer Experiments (FTTEs)**, focusing on one of the four defined underrepresented areas, will give the opportunity to form synergies, accelerate product orient projects and offer guidance towards successful commercialisation;
- 3) **Cross-domain Technology Transfer Experiments (CTTEs)**, targeting more complex multidisciplinary transfers and productisation of novel CLEC CPS and the IoT technologies to wider markets.

The targeted application areas are domains that are not adequately represented in current Smart Anything Everywhere (SAE) projects and include **digitized environment, digitized agriculture, digitized anything** and **digitized transport**.

SMART4ALL introduces also the concept of **Marketplace-as-a-Service (MaaS)** that acts as one-stop-smart-stop of SMART4ALL DIH cluster for offering tools, services, platforms based mainly on open sources technologies as well as technology suppliers-adopter matchmaking capabilities customised to the four thematic pillars of the project.

SMART4ALL also plans horizontal activities that will support the **Digital Skills Agenda** of the European Commission and the support of sensitive social groups via ideas and products that have significant impact on their lives. This is especially relevant since the apparition and spread of the COVID-19 crisis; SMART4ALL's Open Calls will aim to address solutions facilitating its management before, during and after the crisis.

This Guide for Applicants describes the SMART4ALL Second Open Call for **Knowledge Transfer Experiments (KTE)**.

2 KTE 2ND OPEN CALL SUMMARY

2.1 Base definitions

Sending Organisation refers to the Academic or Industrial organisation that sends a member of its staff to another Academic or Industrial organisation in order to transfer a proposed knowledge to that organisation.

Host Organisation refers to the Academic or Industrial organisation that hosts the person sent by the sending organisation and that will receive the proposed knowledge.

Academic Organisations refers to Universities and other Academic Institutions.

Industrial Organisations refers to **SME and Slightly Bigger Companies** as defined in Section 3.1.

System Integrators/Technology Providers refers to Academic or Industrial Organisations as defined in Section 3.1.

Staff member refers to:

- For an Academic Organisation:
 - **Early-Stage Researcher (ESR)**: a Researcher without a PhD and less than 4 years of experience;
 - **Experienced Researcher (ER)**: a Researcher with a PhD or more than 4 years of experience.
 - **Other researcher** (holding a Master's degree or higher) employed in third level education institutes, research infrastructures, non-profit organisations and charitable (scientific) foundations and public research centres.
- For an Industrial organisation:
 - **Managerial** staff
 - **Technical** staff
 - **Innovation** staff (i.e. Internet technologists)
 - **Other** staff

2.2 KTE at a glance

For this funding instrument, SMART4ALL will select up to 43 cross-border **consortia** including one Academic/ Industrial partner who acts as **Sending** Organisation and one Academic/Industrial partner who acts as **Host** Organisation, in **three** competitive KTE open calls, up to 15 in each one.

All SMART4ALL Open Calls are **single-stage**.

For this KTE Open Call, a Sending and Host organisation shall apply together as a consortium through a simple application form. The consortium composition can be as follows:

Sending	Host
Academic	Industrial
Industrial	Academic
Industrial	Industrial

A KTE is a short 3-month internship experiment where the Sending organisation will send a member of its staff to the Host organisation based in a different country in order to transfer a certain knowledge related to the SMART4ALL technologies and verticals described hereunder. As a result of the restrictions associated with the Covid19 pandemic, applicants will also have the option to participate in the program without travelling to the host country.

SMART4ALL VERTICALS				
S M A R T A L L C O M P E T E N C E F I E L D S	DIGITIZED TRANSPORT	DIGITIZED ENVIRONMENT	DIGITIZED AGRICULTURE	DIGITIZED ANYTHING
		<ul style="list-style-type: none"> • Green transport • Smart mobility • Shared mobility • Robotics • New platforms for efficient supply-demand matchmaking • Automotive electronics • Autonomous vehicles • Connected vehicles • Streamlining transport using big data • Aeronautics and space applications • Transport and Logistics • City Transport Mapping 	<ul style="list-style-type: none"> • Smartbuilding • Smarthome • Critical infrastructure monitoring • Smart hospitals • Water pollution monitoring • Smartgrids • Energy management • Environment monitoring • Rural areas -> Monitoring attractions such as lakes and rivers (both water and wet area). • Urban areas -> indoor and outdoor pollution and noise monitoring. • Bio-diversity • Wild/migratory animals monitoring • Smart industry • Data processing & data visualization: <ul style="list-style-type: none"> • Processed data are visualized for monitoring by the interested parties (data can be accessed live in the web page of municipality) • The data will be used to build models for future prediction. 	<ul style="list-style-type: none"> • Smart farming • AI inspired agriculture • Information based site specific applications • Demand driven, sustainable agriculture • Mobile plant, soil and environment sensors • Sensor networks – EU wide – cross-border • Field robotics and automation systems • UAV based agriculture and plant monitoring • Selective plant protection • Closed nutrient cycles • Agricultural decision support systems • Zero-energy food systems • Circular economy • Water, Energy and Food (WEF) efficiency • Revalorization of agricultural waste

The members of the consortia can agree on a bi-directional transfer of knowledge. Additionally, the **Leading Partner must always have an Industrial partner status (SME or Slightly Bigger company)**.

In this second KTE open call, a total financial support of **€120,000** (estimated) will be provided for up to 15 KTEs as a whole.

2.3 What is the technology behind SMART4ALL?

SMART4ALL focuses on CLEC, i.e. low-energy computing technologies applied in **four** SMART4ALL verticals with European leadership and strategic importance, including but not limited to the following SMART4ALL competence fields (see table below):

SMART4ALL will pay special attention to CLEC applications facilitating COVID-19 management crisis and all aspects of life before, during and after such crisis, focusing on the above four verticals.

2.4 Type of Activity

The purpose of the KTE is the following: a concrete internship project between two different entities from two different EU Countries: one Academic/Industrial partner who acts as Sending Organisation and one Academic/Industrial partner who act as Host Organisation. The activities that qualify for financial support are related to the exchange of knowledge of CLEC for CPS and IoT, to be applied in a product or solution dealing with one of the abovementioned competence fields

EXAMPLES:

- 1) A university group has developed a tool for fast FPGA processing of DNA data. An SME wants to investigate whether this tool can be easily integrated into its main development process. and check the actual benefits in the field. A Researcher from the university group moves to the company for 3 months. The SME would be the host organisation.
- 2) An SME is seeking a university group with expertise in a new technology (e.g., simulation techniques for 5G networks). A technical employee from the group moves to the company for 3 months to develop simulation models using a state-of-the-art network simulator. The SME would be the host organisation.

2.5 What is the application procedure?

Proposals must be submitted online using the application form available on the FundingBox submission platform at <https://smart4all-2nd-kte.fundingbox.com/>. Proposals submitted by any other means will not be considered eligible for financial support.

For any proposal submitted, the applicant acts as the main contact between the consortium and SMART4ALL. It is the applicant's responsibility to ensure the timely submission of the proposals. Applicants are encouraged to submit their proposals a few days prior to the submission deadline to avoid any potential problems during the submission process.

A submitted proposal can be edited and updated as often as needed until the closing deadline of the open call. The last saved version of the submitted proposal at the time of the call closing deadline will be considered for evaluation only. Any further modification of the proposal will not be possible.

The submission platform will allow the applicant to download the complete proposal for reference.

2.6 What happens after the application is submitted?

Shortly after proposal submission, an automatically generated acknowledgement of receipt will be sent to the applicant's email address. The selection process will start, comprising the following stages:

- **Eligibility check:** check if the proposal meets the eligibility criteria included in section 3.
- **Experts evaluation:** each proposal will be evaluated by 2 (two) independent and confidential external evaluators with wide expertise in CLEC, CPS and/or IoT.
- **Consensus Meeting:** the SMART4ALL Selection Committee will meet and decide by consensus and based on the ranking obtained as result of the external expert evaluation.

- **Final selection:** Up to 15 consortia will be finally selected for funding. Prior to a formal communication to the successful consortia, the list of winners will be sent for review and acceptance to the Project Officer of the European Commission.

The whole process is described in detail in section 4.

2.7 Financial support

The KTE experiments will be supported with a lump sum of **up to EUR 8,000** each to cover mobility allowance for implementing the internship. Beneficiaries who cannot travel due to Covid-19 restrictions will have the option to change the amount of the financial support to a lump sum of up to EUR 6,000. In these cases, the experiment could be executed remotely. This decision can only be made prior to the signature of the Sub-Grant Agreement (SGA). After the SGA has been signed, no changes will be allowed, and the beneficiary will have to carry out the experiment as per the agreement.

The consortia will be **free** to distribute this amount among the two partners. However:

- Each consortium will need to explain in the online application form **how** the amount will be distributed between the partners and **what** category of costs each partner will be responsible for.
- The grant will be paid to the **Leading Partner** who will be responsible for its distribution within the consortium. Each consortium will decide which organisation will be the Leading Partner, but it must always have an Industrial Partner status (SME or Slightly Bigger company). Details of the grant distribution among partners will be described in the Sub-Grant Agreement.
- Before deciding on the distribution of expenditure in the project, attention should be paid to EU and national social security regulations. Social security costs should be borne by the partner who is obliged to do so under the abovementioned regulations.

2.8 Eligible costs

The total financial support per KTE includes only the following cost forms:

- Salaries or staff manpower needed to implement a granted specific KTE experiment.
- Necessary travel, accommodation and subsistence costs for the member of the staff of the Sending organisation to be sent to the Host one (only applicable to those consortia applying for an EUR 8,000 funding support).
- Social security costs due by the Host organisation.
- Institutional environment requirements if any (hosting arrangement, infrastructure).

The Financial Support reimburses 100% of the eligible costs of the Selected Third-Parties that are non-profit legal entities (universities and other academic institutes) and 70% of the eligible costs of the Selected Third-Parties that are for-profit legal entities (SMEs or Slightly Bigger Companies). However, these reimbursement rates have already been considered in the lump sum calculation and will not affect the distribution rate among partners as mentioned in the above section 2.7.

2.9 Deliverables and Payment arrangements

The SMART4ALL Financial Authority will make the payments to the Leading Partner of the KTE based on deliverable submission and approval by the SMART4ALL Mentoring Committee:

The lump sum is a simplified method of settling expenses in projects financed from Horizon 2020 funds. It means that the grantee is not required to present strictly defined accounting documents to prove the cost incurred (e.g. invoices), but is obliged to demonstrate the implementation of the project in line with the milestones set for it. Simply speaking it means that we will assess your progress and quality of your work during the project.

Deliverable	Submission date	Instalment (% of the lump sum)
Inception Report	15 days after Sub-Grant Agreement Signature	50.0
Final Report	End of Month 3	50.0

The Inception Report will be an Individual Mentoring Plan that the selected applicants will have to define together with the coaches they will be assigned after the Sub-Grant Agreement signature.

The Individual Mentoring Plan will include:

- The Technical and Business KPIs to be accomplished during the experiment.
- The template of the Final Report.

2.10 Participation in other SMART4ALL open calls and in any from H2020 I4MS and SAE projects

As per European Commission's rules, financial support will not be awarded to individual legal entities that have already received more than EUR 100,000 via open calls (Financial Support to Third Parties = FSTP = cascade funding) from H2020 I4MS (<https://i4ms.eu/>) and SAE (<https://smartanythingeverywhere.eu/>) projects.

This limited amount does not include any EC contribution that your organisation receives or has received within an EU-funded project (within FP7 or H2020) as a beneficiary. Participation as a beneficiary within EU-funded projects does not affect the participation in SMART4ALL open calls.

Additionally, any legal entity or consortium participating in this open call will be able to apply for any other SMART4ALL open calls, provided the abovementioned limits are observed.

For clarification, please contact the relevant department in your organisation.

3 ELIGIBILITY CRITERIA

All applicants will have to abide by all general requirements described in Sections from 3.1 to 3.8 of this Guide for Applicants in order to be considered eligible for the Knowledge Transfer Experiment funding programme.

3.1 Types of Beneficiaries

The following types of organisations are eligible to participate in the call¹:

- **Universities and other Academic Institutions.**
- **SME and Slightly Bigger Companies**, as defined in the [EU recommendation 2003/361](#). Slightly Bigger Companies are defined respectively as organisations with a staff headcount below 500 employees and a turnover below €100M.
- **System Integrators and/or Technology Providers**, i.e. any type of organisation specialised in technology transfer or system integration, serving the needs of end-users, provided they can be categorised in one of the two previous types of beneficiaries.

¹ No PIC number is necessary to participate in this call.

3.2 Eligible countries

For this KTE Open Call, the following countries will be eligible:

- the Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
- the Countries Associated to Horizon 2020 (those which signed an agreement with the Union as identified in Article 7 of the Horizon 2020 Regulation): the latest information on which countries are associated, or in the process of association to Horizon 2020 can be found at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf
- Any other South-East Europe (SEE) country not listed above but included in Annex A of the H2020 Work Programme.
- United Kingdom

Additionally, since one of the goals of SMART4ALL is to support the digital transformation in mainly European countries underrepresented in European funding schemes, by means of cross-border experiments, consortia including at least one member from one of the SEE countries will be prioritised (see section 4 of this Guide for Applicants): Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Hungary, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Slovakia, Slovenia and Serbia.

3.3 English language

English is the official language of SMART4ALL Open Calls. All proposals must be in English in all their mandatory parts in order to be eligible.

If the mandatory parts of the proposal are in any other language, the entire proposal will be rejected. If only non-mandatory parts of a proposal are submitted in a language different from English, those parts will not be evaluated but the proposal is still eligible.

English is also the only official language during the whole length of the SMART4ALL program. This means that any requested deliverables will be admitted only if submitted in English.

3.4 Multiple submissions

Any legal entity will be able to apply to the second KTE Open Call in as many consortia as wished, but the staff member to be sent to the host organisation can only take part of one consortium.

Additionally, no legal entity can be funded twice by SMART4ALL for the same project. In the event that one organisation takes part of more than one consortium being among the selected projects, only the consortium with more points will be funded.

Consortia will not be able to change their composition after being selected. If consortium members in the submitted application do not provide full written commitment of their exclusive involvement in the project selected (not being able to participate in any other of the selected projects) before signing the Sub-Grant Agreement, the project will not be able to participate in the programme and another project will be picked from the reserve list.

3.5 Submission system

Only applications submitted through the KTE Open Call submission tool at <https://smart4all-2nd-kte.fundingbox.com/> and within the Call duration will be accepted. Proposals submitted by any other means, will not be evaluated.

Only the documentation included in the application form and in the attachments to the form will be considered by Evaluators. The attachments can be in the following formats: PDF, PNG, JPG. Please note - the information from the attachments will not be scored by evaluators (this is additional information to support the proposal). It is the applicant's responsibility to include all the necessary information in the form.

The information provided should be actual, true and complete and should allow the assessment of the proposal.

3.6 Deadline

Applications must be submitted by the closing time and date published in the open call. Only proposals submitted before the deadline will be accepted. After the call closure no additions or changes to received proposals will be taken into account.

The deadline for this call is 15 June 2021 (18:00 CEST).

3.7 Absence of conflict of interest

Applicants shall not have any actual or/and potential conflict of interest with the SMART4ALL selection process and during the whole internship program. All cases of conflict of interest will be assessed case by case.

SMART4ALL consortium partners, its affiliated entities, employees and permanent co-operators cannot become a recipient of SMART4ALL financial support via open calls. This would be in breach of the European Commission's rules.

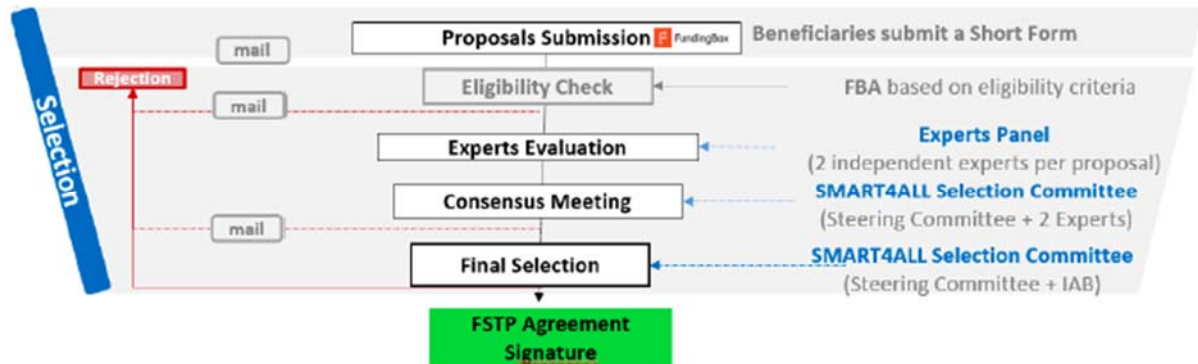
3.8 Other

Each applicant must confirm:

- It is not under liquidation or is not an enterprise under difficulty accordingly to the [Commission Regulation No 651/2014, art. 2.18](#),
- Its project is based on the original works and going forward any foreseen developments are free from third party rights, or they are clearly stated.
- It is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority,
- All statements embodied in the Information and Consent Forms, included as annexes, considering the ethical issues that might arise concerning the gathering of personal data, during the application process.
- The Project is not excluded under the provisions of [article 19 of Regulation \(EU\) No 1291/2013 of the European Parliament and of the Council of 11 December 2013](#) (ethics).

4 SUMMARY OF THE EVALUATION PROCESS

In this section, provides a more detailed description of the selection process. The selection process is as follows:



4.1 General eligibility check

A proposal will be considered eligible for evaluation if it meets the following conditions:

- the online proposal template has been completed as required,
- the proposal was submitted by the closing date as stated in the open call text, and
- the eligibility criteria set out in section 3 were met.

Proposals that do not fulfil all conditions will not be considered for evaluation.

4.2 External evaluation

KTE applications will be evaluated by two independent and confidential evaluators with wide expertise in CLEC, CPS and/or IoT. The experts will be selected according to the specific characteristics of the KTE.

The proposals will be evaluated on the following criteria:

(1). **EXCELLENCE** will evaluate:

- **Quality and credibility of the innovation project:** level of novelty and appropriate consideration of the vertical applications of the proposed knowledge transfer.
- **Quality and appropriateness of the knowledge sharing** among the participating organisations in light of the research and innovation objectives.
- **Quality of the proposed interaction** between the participating organisations.

(2). **IMPACT** will analyse:

- **Enhancing the potential and future career of the staff member** being sent to the Host organisation.
- **Developing new and lasting research collaborations, achieving transfer of knowledge** between participating organisations. Describe the **Benefits for the participating organisations**, in terms of technical and/or business/market expectations.
- **Market potential of the proposed knowledge transfer** in one of the SMART4ALL verticals and **competition analysis**.
- Quality of the proposed measures to **exploit and disseminate** the project results, focusing on the SMART4ALL **marketplace**.

- Quality of the proposed measures to **communicate** the project activities to different target audiences and their delivery (in terms of repository in SMART4ALL marketplace).
- How the proposal has an impact in the lives of **sensitive social groups**². I.e. Improving or supporting the lives of people who belong in sensitive social groups (i.e. vulnerable or high-risk groups which are those groups of the population that have limited or no access to social and public goods and have difficulty or are unable at many levels and in various areas to have a good quality of life, due to characteristics related to gender, age, ethnic origin, occupation, income, physical disabilities).

(3). IMPLEMENTATION will consider:

- **Coherence and effectiveness of the Work Plan**, including appropriateness of the allocation of tasks and resources. The work plan of the experiment should be clearly described and fully aligned with the objectives. The time plan should be realistic and achievable.
- **Appropriateness of resources allocation** (as described in Section 2.8). Resources shall comply with i) the applicable national law and taxes, labour and social security and ii) the principle of a sound financial management regarding economy and efficiency.
- **Competences, experience and complementarity** of the participating organisations **and their commitment to the project**.

Each evaluator will rank the application assigning a score from 0 to 5 for each criterion and produce an **Individual Evaluation Report**. The final score will be calculated as the sum of the individual assessments provided by the Evaluators.

In case the scores of the evaluators differ significantly, the divergence will be solved by involving a third evaluator in the process.

Score	Description	Justification
0	Fail	The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
1	Poor	The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
2	Fair	While the proposal broadly addresses the criterion, there are significant weaknesses.
3	Good	The proposal addresses the criterion well, although improvements would be necessary.
4	Very good	The proposal addresses the criterion very well, although certain improvements are still possible.
5	Excellent	The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

² Sensitive social groups are ethnic minorities (e.g. Roma and Egyptian population, Africans, and/or any other ethnic minorities identified in the region), migrants, refugees, asylum seekers, stateless persons, people with disabilities, the homeless, those struggling with addiction of any kind, isolated elderly people, people in detention, victims of gender violence, women in rural Balkan areas due to their prevalence in informal labour, HIV/AIDS affected, long term unemployment population, low income pensioners, and children. In general, all those who face difficulties that can lead to further social exclusion, such as low levels of education and unemployment or underemployment.

Applicants including **at least 1 member of the SEE region** in their consortium will be given **1 extra point** to the overall score (obtained by adding the three individual criteria).

In addition, proposals addressing current and future problems stemming from the COVID-19 crisis will be given **1 extra point** to the overall score.

To determine the final ranking, the weight of each criterion will be as follows:

Criterion	Score Threshold	Weight	Weighted threshold
Excellence	3	1	3
Impact	3	1.5	4.5
Implementation	3	1	3
Inclusiveness of SEE partners	1 extra point		
COVID-19 solutions	1 extra point		

Ties will be solved using the following criteria, in order:

- Number of partners from a SEE country in the consortium
- Implementation score
- Excellence score
- Impact score

A '**Ranking List**' will be created and passed to the Consensus phase.

4.3 Consensus phase

The 'Selection Committee' formed by the SMART4ALL Executive Board and maximum 2 external experts, will decide by Consensus (or $\frac{2}{3}$ majority votes) the proposals to be awarded the financial support. The discussion will be based on the ranking obtained as a result of the External Evaluation.

Whilst normally the highest ranked proposals will be selected for funding, the Selection Committee might have fair reasons for objecting to a specific third party, like the alignment with SMART4ALL goals and scope, an imbalance of proposals across verticals and countries, as well as the existence of significant ethical issues or a potential conflict of interest. In this case, the choice may pass to the next-ranked proposal.

The exact number of proposals approved will be decided based on the overall quality of the proposals. A '**Final List of Beneficiaries**' and a '**Reserve List**' will be created and submitted to the SMART4ALL Project Officer for a final review and approval.

4.4 Ethical review

Before the Sub-Grant Agreement signature, the SMART4ALL Ethics Manager will review all selected KTEs and, in particular, those highlighting upfront ethical issues (by participants or by evaluators) to validate the actions proposed and the others to ensure that there are not ethical issues.

Consortia must indicate in their applications whether they foresee any ethical issues in the development of their projects and how they plan to handle them.

Candidates with proposals rejected due to ethical issues or rejected because they insufficiently address ethical issues in their projects will be contacted via email, indicating that their proposals cannot be selected and including the ethical report.

The objective of this ethical review is to make sure that SMART4ALL does not support KTEs which would be contrary to fundamental ethical principles, and that the procedures to prevent ethical issues described in the proposal agree with the European Ethical Policies. In any case H2020 rules on ethical issues will be followed and when conflict with the national/local ethical rules the H2020 rules will prevail.

4.5 Formal decision

Formal decision of the financial support is subject to signing the SMART4ALL funding agreement. To do so, the selected applicants will be asked to provide documents regarding their formal status within the deadlines that will be communicated to them (for the details, please check our Frequently Asked Questions Document). If a selected applicant fails to deliver the requested documents on time, without clear and reasonable justification, it will be excluded from the further formal legal assessment. In case that a member of the applicant consortium refuses to sign the funding agreement, the proposal will be excluded from financial support. In the event of one of the mentioned cases, a proposal taken from the Reserve List of the top ranked proposals initially rejected, will replace the excluded one, after a formal meeting by the Selection Committee. Whilst normally the highest ranked proposal from this reserve list would be selected for funding, the Selection Committee might have fair reasons for objecting to a specific third party, like the alignment with SMART4ALL goals and scope, an imbalance of proposals across verticals and countries, as well as the existence of significant ethical issues or a potential conflict of interest. In this case, the choice may pass to the next-ranked proposal.

4.6 Communication after the evaluation

Applicants will be informed on the results after the evaluation has been completed and the final decisions have been made. Applicants of proposals rejected will receive an email including the reasons for rejection.

4.7 General communication procedure

The applicants will receive the communications after each step of the evaluation process indicating if they passed the phase or not. A communication will be sent to applicants eliminated, including the reasons for the exclusion.

4.8 Appeal procedure

If, after receiving the results of one of the evaluation phases (when foreseen), you consider that a mistake has been made, you can send us a complaint. To do so, please send us your complaint in English by email to: helpdesk@smart4all-project.eu including the following information:

- your contact details (including email address),
- the subject of the complaint,
- information and evidence regarding the alleged breach.

You have **3 calendar days** to submit your complaint starting from the day of becoming aware of the grounds for the rejection. The SMART4ALL Selection Committee will review your complaint within no more than seven calendar days from its reception. If we need more time to assess the complaint, we will inform you by email about the extension.

We will not review anonymous complaints as well as complaints with incomplete information.

Please take into account that the evaluation is run by experts in the given field, and SMART4ALL Selection Committee does not interfere with their assessment, therefore no complaints related to the results of the evaluation will be evaluated, other than the ones related to the mistakes in the evaluation of the eligibility criteria.

5 OBLIGATIONS OF FSTP BENEFICIARIES

Each selected applicant will sign the Sub-Grant Agreement with Germany's Brandenburg University of Technology Cottbus-Senftenberg (BTU), on behalf of the SMART4ALL consortium. The funds awarded under the Sub-Grant Agreement are provided directly from the funds of the European Project SMART4ALL, and are therefore funds owned by the European Commission: Management of the SMART4ALL funds has been transferred to the project partners in SMART4ALL via the European Commission, Grant Agreement number 872614.

The SMART4ALL Sub-Grant Agreement will include the set of obligations that the FSTP beneficiaries have towards the European Commission. It is the task of the FSTP beneficiaries to satisfy these obligations and of the SMART4ALL consortium partners to inform the FSTP beneficiaries about them.

6 INTELLECTUAL PROPERTY RIGHTS (IPR)

6.1 IPR ownership of the sub-granted projects

The ownership of all IPR created by the FSTP beneficiaries, via the SMART4ALL funding, will remain with them. Results are owned by the Party that generates them. The Sub-Grant Agreement will introduce provisions concerning joint ownership of the results of the sub-granted projects.

This will be assessed and negotiated case-by-case.

6.2 Communication obligations

There are no IPR obligations toward the European Commission (EC). However, any communication or publication of the FSTP beneficiaries shall clearly indicate that the project has received funding from the European Union and the SMART4ALL programme, therefore displaying the EU and logo on all printed and digital material, including websites and press releases. Moreover, FSTP beneficiaries will agree that certain information regarding the projects selected for funding can be used by the SMART4ALL consortium for communication purposes.

6.3 Support for the applicants

For more information about the SMART4ALL Second KTE Open Call, please check the Frequently Asked Questions ([FAQs](#)) section.

For further information on the Open Call, in case of any doubts regarding the eligibility rules, the information that is to be provided in the Application Form, or if you encounter technical issues or problems with the Application Form, please contact SMART4ALL Helpdesk at helpdesk.smart4all-project.eu.

When contacting the SMART4ALL Technical Helpdesk, please include the following information in your email message: your username, telephone number and your email address; details of the specific problem (error messages you encountered, bugs descriptions, i.e. if a dropdown list is not working, etc.); and screenshot of the problem.

The Helpdesk will also be available using the FundingBox Online Community in spaces at <https://spaces.fundingbox.com/c/smart4all-1>

7 APPLICABLE LAW

Any matters not covered by this Guide for Applicants will be governed by German law, in particular, the provisions of the German Civil Code and the law of the European Union.

Processing of personal data

Processing of personal data in SMART4ALL Second KTE in SMART4ALL Project

CONTROLLER'S IDENTITY AND CONTACT DETAILS

The data controller is FundingBox Accelerator sp. z o.o. (Al. Jerozolimskie 136, 02-305 Warsaw, Poland). In all matters regarding personal data, you can contact us via: privacy@fundingbox.com.

PURPOSES, LEGAL BASIS AND PROCESSING PERIOD

The purpose and legitimate interest of processing	Legal basis for processing	Period
1) To run an Open Call and collect data necessary to evaluate applications submitted in the Open Call	Legitimate interest of Funding Box (based on Article 6, paragraph 1 (f) of GDPR) which is fulfilling the obligations and our other interests related to this purposes	6 years from the end of the year in which the Project ended
2) To realize the Project goals described in the Grant Agreement (e.g. communication, reporting, collaborating with other project partners)		
3) To consider potential complaints		
4) To possibly establish and enforce claims or defend against them		

DATA RECEIVERS

Data controller will transfer personal data only to trusted recipients such as entities belonging to the FundingBox's capital group, IT service providers, accountants, law firms, postal and courier companies (who process personal data on the controller's behalf).

Due to the fact that we use the services of Google LLC, your data may be transferred to the USA. We have concluded an agreement with Google LLC - the so-called Standard Contractual Clauses. This means that in accordance with the decision of the European Commission No. 2010/87 / EU of February 5, 2010, your personal data may be processed by this company in the USA. More information about the decision at: <https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=celex%3A32010D0087>

To realize the Project data can be transferred also to Project Partners (complete list of the project partners is available at the email address: privacy@fundingbox.com), European Commission and other affiliated entities.

RIGHTS OF DATA SUBJECT

Due to the fact that we process your personal data, you have the right to:

- 1) request access to your personal data,
- 2) demand the rectification of your personal data,
- 3) request to remove or limit the processing of your personal data,
- 4) complain with the supervisory authority (The President of the Personal Data Protection Office, Warsaw, Poland, <https://uodo.gov.pl/en>).

You also have a right to object to processing of your personal data (according to the Article 21 of GDPR).

INFORMATION ABOUT VOLUNTARY OR OBLIGATORY DATA PROVISION

Providing data is voluntary, although it is necessary to participate in the Open Call. Without providing your data, it is not possible to contact you and evaluate the application.

Consortia including **at least one member of the following South-East Europe countries** will be prioritised: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Hungary, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Slovakia, Slovenia and Serbia.



H2020 Innovation Action – This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 872614

ANNEX 3



Frequently Asked Questions (FAQs)

SMART4ALL Second Open Call Knowledge Transfer Experiments (KTE)

Application submission starts on: 15 March 2021, 00:00 CET
Submission deadline is: 15 June 2021, 18:00 CEST



H2020 Innovation Action – This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 872614

Thank you so much for your interest in SMART4ALL KTE Second Open Call and welcome to our Frequently Asked Questions (FAQs). We hope these questions can help you solve your doubts about the application and submission process of KTE SecondOpen Call.

This FAQs will be updated based on the questions we receive but, if you cannot find the answer you need here, please submit your question(s) through our SMART4ALL Online Community <https://spaces.fundingbox.com/spaces/smart4all-helpdesk> or to our Helpdesk helpdesk@smart4all-project.eu.

This document refers to the KTE Second Open Call project, which launches on Monday 15 March 2021, at 00:00 (CET) and has a submission deadline on Tuesday 15 June 2021 at 18:00 (CEST).

Please refer to SMART4ALL website for more information about the project and to the Guide for Applicants (GfA) for further information about the call.

1 WHAT IS KTE ABOUT?

KTE stands for Knowledge Transfer Experiments. A KTE is a short 3-month internship experiment where a Sending organisation will send a member of its staff to a Host organisation based in a different country in order to transfer a certain knowledge related to the SMART4ALL technologies and verticals. Beneficiaries will be provided up to EUR 8,000 to cover mobility allowance for implementing the internship.

2 WHO CAN APPLY TO THE KTE SECOND OPEN CALL?

The following types of organisations are eligible to participate in the call:

- **Universities and other Academic Institutions.**
- **SME and Slightly Bigger Companies**, as defined in the [EU recommendation 2003/361](#). Slightly Bigger Companies are defined respectively as organisations with a staff headcount below 500 employees and a turnover below €100M.
- **System Integrators and/or Technology Providers**, i.e. any type of organisation specialised in technology transfer or system integration, serving the needs of end-users, provided they can be categorised in one of the two previous types of beneficiaries.

3 CAN TWO ACADEMIC ENTITIES APPLY TO KTE FIRST OPEN CALL?

Any SMART4ALL Open Call requires that, at least, **one entity is an SME/Slightly Bigger Company** and that this entity is the **leading partner**. Therefore, two academic entities cannot apply together.

The possible combinations are:

Sending	Host
Academic	Industrial
Industrial	Academic
Industrial	Industrial

4 HOW DO I FIND A PARTNER TO APPLY WITH?

Through the SMART4ALL [Matchmaking & Partner Search Service](#) you have access to SMART4ALL ecosystem for:

- **Matchmaking** among technological partners as well as between technological and business parties, based on specific requirements, offerings, and characteristics.
- **Partner search** for SMART4ALL Open Calls.

5 CAN I STILL APPLY IF I CAN NOT TRAVEL DUE TO COVID-19 RESTRICTIONS?

Yes, beneficiaries who cannot travel due to Covid-19 restrictions will have the option to change the amount of the financial support to a lump sum of up to EUR 6,000. In these cases, the experiment could be executed remotely. This decision can only be made prior to the signature of the Sub-Grant Agreement (SGA). After the SGA has been signed, no changes will be allowed, and the beneficiary will have to carry out the experiment as per the agreement.

6 CAN I APPLY IF I DON'T HAVE A COMPANY OR I AM NOT A STAFF MEMBER OF ANY ACADEMIC / INDUSTRIAL ORGANISATION?

No, you must own or take part of a legal entity to apply to this KTE Open Call. You must be a staff member, meaning:

- For an Academic Organisation:
 - **Early-Stage Researcher (ESR)**: a Researcher without a PhD and less than 4 years of experience;
 - **Experienced Researcher (ER)**: a Researcher with a PhD or more than 4 years of experience.
 - **Other researcher** (holding a Master's degree or higher) employed in third level education institutes, research infrastructures, non-profit organisations and charitable (scientific) foundations and public research centres.
- For an Industrial organisation:
 - **Managerial** staff
 - **Technical** staff
 - **Innovation** staff (i.e. Internet technologists)
 - **Other** staff

7 CAN I APPLY IF I AM A COLLABORATOR OF ONE OF THE PARTNERS OF THE SMART4ALL CONSORTIUM?

No, applicants shall not have any actual or/and potential conflict of interest with the SMART4ALL selection process and during the whole internship program. All cases of conflict of interest will be assessed case by case.

8 DOES THE STAFF MEMBER HAVE TO SPEND THE WHOLE DURATION OF THE INTERNSHIP IN THE HOST ORGANISATION PREMISES OR CAN HE/SHE SPEND SOME TIME IN THE SENDING ORGANISATION?

By its nature and its short duration, the staff member has to spend the 3 months in the host organisation premises. A proof of travel will be required (outbound and inbound), in the form of tickets of flights, trains or other means of international transport. However, beneficiaries who cannot travel due to Covid-19 restrictions will have the option to change the amount of the financial support to a lump sum of up to EUR 6,000 and execute the experiment remotely. This decision can only be made prior to the signature of the Sub-Grant Agreement (SGA). After the SGA has been signed, no changes will be allowed, and the beneficiary will have to carry out the experiment as per the agreement.

9 WHAT IS THE TECHNOLOGY AND VERTICALS BEHIND SMART4ALL?

SMART4ALL focuses on CLEC, i.e. low-energy computing technologies applied in **four** SMART4ALL verticals with European leadership and strategic importance, including but not limited to the following SMART4ALL competence fields (see summarised table below, the complete one being available in the Guide for Applicants):

SMART4ALL VERTICALS				
SMART4ALL COMPETENCE FIELDS	DIGITIZED TRANSPORT	DIGITIZED ENVIRONMENT	DIGITIZED AGRICULTURE	DIGITIZED ANYTHING
		<ul style="list-style-type: none"> • Green transport • Smart mobility • Shared mobility • Robotics • New platforms for efficient supply-demand matchmaking • Automotive electronics • Autonomous vehicles • Connected vehicles • Streamlining transport using big data • Aeronautics and space applications • Transport and Logistics • City Transport Mapping 	<ul style="list-style-type: none"> • Smartbuilding • Smarthome • Critical infrastructure monitoring • Smart hospitals • Water pollution monitoring • Smartgrids • Energy management • Environment monitoring • Bio-diversity • Wild/migratory animals monitoring • Smart industry • Data processing & data visualization 	<ul style="list-style-type: none"> • Smart farming • AI inspired agriculture • Information based site specific applications • Demand driven, sustainable agriculture • Mobile plant, soil and environment sensors • Sensor networks – EU wide – cross-border • Field robotics and automation systems • UAV based agriculture and plant monitoring • Selective plant protection • Closed nutrient cycles • Agricultural decision support systems • Zero-energy food systems • Circular economy • Water, Energy and Food (WEF) efficiency • Revalorisation of agricultural waste

10 CAN MY CONSORTIUM APPLY IF MY PROPOSAL IS ABOUT CLEC BUT OUR COMPETENCE FIELD IS NOT INCLUDED IN THE PREVIOUS LIST?

Yes, you can apply, provided your proposal is focused on CLEC and you can prove it deals with one of the four verticals. As mentioned in the introductory sentence, the above list does not pretend to limit the competence fields, it is just a guiding list.

11 IS SMART4ALL GOING TO ADDRESS COVID-19? HOW?

SMART4ALL will pay special attention to CLEC applications facilitating COVID-19 management crisis and all aspects of life before, during and after such crisis, focusing on the four verticals described in question 7.

In this second KTE Open Call, proposals addressing current and future problems stemming from the COVID-19 crisis will be given **1 extra point** to the overall score, as explained in section 4.2 of the Guide for Applicants.

12 WHAT COUNTRIES ARE ELIGIBLE FOR SMART4ALL?

For this KTE Open Call, the following countries will be eligible:

- the Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
- the Countries Associated to Horizon 2020 (those which signed an agreement with the Union as identified in Article 7 of the Horizon 2020 Regulation): the latest information on which countries are associated, or in the process of association to Horizon 2020 can be found at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf
- Any other South-East Europe (SEE) country not listed above but included in Annex A of the H2020 Work Programme.
- United Kingdom.

Additionally, since one of the goals of SMART4ALL is to support the digital transformation in mainly European countries underrepresented in European funding schemes, by means of cross-border experiments, consortia including at least one member from one of the SEE countries will be prioritised: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Hungary, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Slovakia, Slovenia and Serbia.

Proposals including **at least 1 member of the SEE region** in their consortium will be given **1 extra point** to the overall score.

13 CAN A CONSORTIUM APPLY IF THE TWO ENTITIES ARE FROM THE SAME ELIGIBLE COUNTRY?

No, KTE and all the SMART4ALL experiment will be cross-border. In the case of KTE, the two members of the applying consortia must be from two different countries within the list of eligible countries.

14 CAN A CONSORTIUM OR A MEMBER OF A CONSORTIUM SUBMIT MORE THAN ONE PROPOSAL?

Any legal entity will be able to apply to the second KTE Open Call in as many consortia as wished, but the staff member to be sent to the host organisation can only take part of one consortium.

15 WHAT DOES THE APPLICATION FORM TO THE KTE OPEN CALL INCLUDE?

Proposals have to be submitted through the SMART4ALL microsite: <https://smart4all-2nd-kte.fundingbox.com/>

Applications submitted by any other means will not be considered for funding.

All Applicants will be asked to acknowledge the Informed consent form – in order to submit the full Application.

The proposals – submitted through the online platform – will include the following sections:

- Contact info
- Information on Partner no. 1: SENDING organisation
- Information on Partner no. 2: HOST organisation
- Profile of the staff member from the SENDING organisation
- KTE key data
- Description of the KTE
 - (Scored) EXCELLENCE
 - (Scored) IMPACT
 - (Scored) IMPLEMENTATION
- Covid-19 related solutions
- Ethical issues, data protection and privacy
- Questions for statistical purposes
- Declaration of Honour and Absence of conflict of interest – acceptance
- Informed consent form – acceptance
- Processing of personal data – information clause acceptance

Additional material, which has not been included and specifically requested in the online application form, will not be considered for the evaluation of the proposals. Data not included in the proposal will not be taken into account. The SMART4ALL consortium makes its best effort to keep all provided data confidential; however, for the avoidance of doubt, the applicant is solely responsible to indicate its confidential information as such.

The applicants are strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including extenuating circumstances, will result in rejection of the proposal.

The applicants are solely responsible for verification of the completeness of the form. Data not included in the form will not be taken into account during assessment regardless of the reason for not being included.

16 HOW LONG DOES IT TAKE TO FILL IN THE APPLICATION?

In order to successfully fill in the application form you will probably need 1-2 days of writing, but we imagine that your team is composed of members specialized in their area of expertise you can divide and conquer. You'll be able to add contributors to your application so that each team member can tackle their application area and you will be done quicker.

Considering specific character limits have been established in each section of the online application form, we encourage you to keep your application focused on the requested information keeping in mind the challenges and domains covered by this open call.

We also recommend that you start the submission process quite before the deadline in order to avoid last minute circumstances.

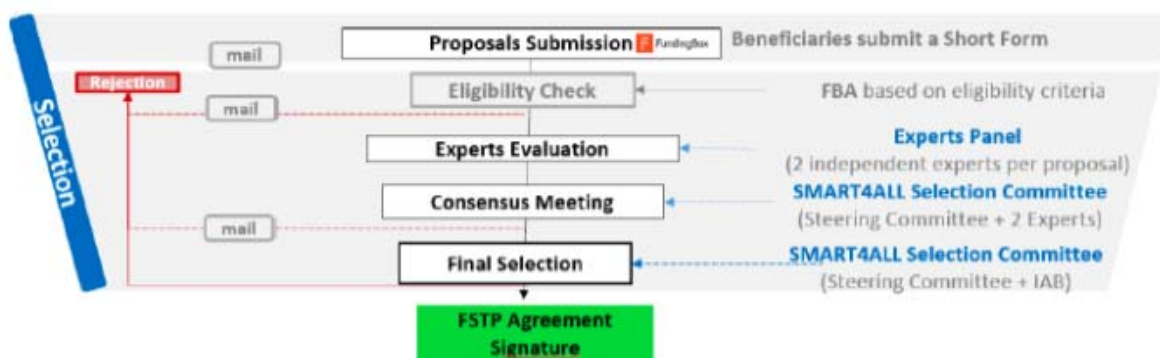
17 WHEN IS THE DEADLINE FOR MY APPLICATION SUBMISSION?

Applications must be submitted by the closing time and date published in the open call. Only proposals submitted before the deadline will be accepted. After the call closure no additions or changes to received proposals will be taken into account.

The deadline for this call is 15 June 2021 (18:00 CEST).

18 WHAT IS THE SELECTION PROCESS PROCEDURE AND HOW LONG DOES IT TAKE?

The selection process is as follows:



General eligibility check:

A proposal will be considered eligible for evaluation if it meets the following conditions:

- the online proposal template has been completed as required,
- the proposal was submitted by the closing date as stated in the open call text, and
- the eligibility criteria set out in section 3 were met.

Proposals that do not fulfil all conditions will not be considered for evaluation.

External evaluation

The proposals will be evaluated on the following criteria:

EXCELLENCE, IMPACT and IMPLEMENTATION. See more details in section 4.2 of the Guide for Applicants.

Consensus phase

The consensus meeting will select the proposals awarded financial support.

Formal decision

Formal decision of the financial support is subject to signing the SMART4ALL funding agreement. To do so, the selected applicants will be asked to provide documents regarding their formal status within the deadlines that will be communicated to them (for the details, please check our Frequently Asked Questions Document). If a selected applicant fails to deliver the requested documents on time, without clear and reasonable justification, it will be excluded from the further formal legal assessment. In case that a member of the applicant consortium refuses to sign the funding agreement, the proposal will be excluded from financial support. In the event of one of the mentioned cases the first proposal, taken from a Reserve List of the top ranked proposals initially rejected, will replace the excluded one, after a formal meeting by the Selection Committee.

Communication after the evaluation

Applicants will be informed on the results after the evaluation has been completed and the final decisions have been made. Applicants of proposals rejected will receive an email including the reasons for rejection.

19 WILL ALL THE EVALUATION CRITERIA HAVE THE SAME WEIGHT?

Each evaluator will rank the application assigning a score from 0 to 5 for each criterion and produce an Individual Evaluation Report. The final score will be calculated as the weighted sum of the individual assessments provided by the Evaluators.

Applicants including **at least 1 member of the SEE region** in their consortium will be given **1 extra point** to the overall score (obtained by adding the three individual criteria)

To determine the final ranking, the weight of each criterion will be as follows:

Criterion	Score Threshold	Weight	Weighted threshold
Excellence	3	1	3
Impact	3	1.5	4.5
Implementation	3	1	3
Inclusiveness of SEE partners	1 extra point		
COVID-19 solutions	1 extra point		

Ties will be solved using the following criteria, in order:

- Number of partners from a SEE country in the consortium
- Implementation score
- Excellence score
- Impact score

20 WHAT COSTS ARE ELIGIBLE IN KTE? DO WE NEED TO DETAIL THEM IN THE PROPOSAL?

The total financial support per KTE includes only the following cost forms:

- Salaries or staff manpower needed to implement a granted specific KTE experiment.

- Necessary travel, accommodation and subsistence costs for the member of the staff of the Sending organisation to be sent to the Host one (only applicable to those consortia applying for an EUR 8,000 funding support).
- Social security costs due by the Host organisation.
- Institutional environment requirements if any (hosting arrangement, infrastructure).

The Financial Support reimburses 100% of the eligible costs of the Selected Third-Parties that are non-profit legal entities (universities and other academic institutes) and 70% of the eligible costs of the Selected Third-Parties that are for-profit legal entities (SMEs or Slightly Bigger Companies). However, these reimbursement rates have already been considered in the lump sum calculation and will not affect the distribution rate among partners as mentioned in section 2.7 of the Guide for Applicants.

21 WILL EACH MEMBER OF THE CONSORTIUM RECEIVE THE FUNDS WE ARE REQUESTING?

Each selected applicant will sign the Sub-Grant Agreement with the SMART4ALL consortium. The funds awarded under the Sub-Grant Agreement are provided directly from the funds of the European Project SMART4ALL and are therefore funds owned by the European Commission.

As mentioned above, the consortia will be **free** to distribute the requested funds among the two partners.

However, the grant will be paid to the **Leading Partner** who will be responsible for its distribution within the consortium.

22 WHEN WILL WE RECEIVE THE FUNDS?

The SMART4ALL Financial Authority will make the payments to the Leading Partner of the KTE based on deliverable submission and approval by the SMART4ALL Mentoring Committee:

Deliverable	Submission date	Instalment (% of the lump sum)
Inception Report	15 days after Sub-Grant Agreement Signature	50.0
Final Report	End of Month 3	50.0

The Inception Report will be an Individual Mentoring Plan that the selected applicants will have to define together with the coaches they will be assigned after the Sub-Grant Agreement signature.

The Individual Mentoring Plan will include:

- The Technical and Business KPIs to be accomplished during the experiment.
- The template of the Final Report.

23 WILL A CONSORTIUM GETTING FUNDED BY KTE BE ABLE TO APPLY TO SUBSEQUENT OPEN CALLS FROM THE SMART4ALL PROGRAMME?

Yes, any consortium or any member of a consortium will be able to apply and get funding to subsequent SMART4ALL open calls, including other KTE open calls.

The only restriction is that, in total, an organisation will be able to request an amount of EUR 100,000.

24 DOES THE ‘DE MINIMIS’ RULE APPLY FOR KTE? IS THERE ANY ADDITIONAL RESTRICTION ABOUT FUNDING?

No, the ‘de minimis’ rule will not apply in KTE nor any other SMART4ALL open call.

However, as per European Commission’s rules, financial support will not be awarded to individual legal entities that have already received more than EUR 100,000 via open calls from H2020 I4MS (<https://i4ms.eu/>) and SAE (<https://smartanythingeverywhere.eu/>) projects.

This limited amount does not include any EC contribution that your organisation receives or has received within an EU-funded project (within FP7 or H2020) as a beneficiary. Participation as a beneficiary within EU-funded projects does not affect the participation in SMART4ALL open calls.

25 WHAT IS THE SCHEDULE OF THE OPEN CALL AND EVALUATION PHASES?

Description	Indicative Dates
Second KTE Open Call launch	15 March 2021 at 00:00 CET
Second KTE Open Call deadline	15 June 2021 at 18:00 CEST
Second KTE Open Call evaluation and selection	June-July 2021
Consensus Meeting	August 2021
Communication of Results	August 2021
Start of Experiment	Start of October 2021
End of Experiment	End of December 2021

26 WHAT TYPE OF SUPPORT WILL BE AVAILABLE TO PREPARE THE APPLICATION?

The Guide for Applicants is the main reference document. It provides detailed information about the requirements of the evaluation and selection process.

For further information on the Open Call, in case of any doubts regarding the eligibility rules, the information that is to be provided in the Application Form, or if you encounter technical issues or problems with the Application Form, please contact SMART4ALL Helpdesk at helpdesk@smart4all-project.eu

The Helpdesk will also be available in the FundingBox Online Community in spaces at <https://spaces.fundingbox.com/spaces/smart4all-helpdesk>

ANNEX 4

SMART4ALL Application Form		
<p>Welcome to SMART4ALL 2nd KTE Open Call!</p> <p>The Deadline for this Open Call is Tuesday, June 15th 2021 at 18:00 (CEST) Only applications in English will be admitted. We strongly recommend you to read carefully the "Guide for Applicants" and "FAQs section", before starting to fill in the Form.</p> <p>Remember that you can EDIT your application after you submit it before the deadline, as many times as you wish.</p> <p>If you have more than one application in progress in www.fundingbox.com for the same Project idea, we kindly request you to consolidate your data in a single application and delete those extra application to facilitate application monitoring.</p> <p>Finally, be aware that all information provided will be verified during the evaluation process. Where any false information is detected, the proposal will be immediately excluded. Questions marked with (*) are mandatory</p>		
1. Contact info		
The following information will enable us to contact you and verify if you fill out the eligibility criteria for participating in the SMART4ALL project		
Project Acronym		
Title		
Name of the contact person	Enter your complete name (first name and last name), please	textbox (50 characters)
Email	Please enter the email address (mailto:mail.com format) to contact your team and send all the communication	textbox (50 characters)
Phone	Remember to include your country code in brackets. E.g.: (+xx) xxxxxxxx	textbox (50 characters)
2. Information on Partner no. 1: SENDING organisation		
Legal name of the first legal entity	The legal name in the country where the company is incorporated	textbox (60 characters)
Type of entity	University / Research Centre / Academic institution Industrial SME/Slightly bigger System Integrator and/or Technology Provider in general	
City	Where your team or most of your team members will be based	textbox (50 characters)
Country	Take notice that only countries indicated in GfA are eligible for application.	Country drop-down
Years of Operation	Number of years (or fractions) since incorporation.	Numberbox 2 3-5 6-10 11-49 50-99 100-249 250-500 over 500
Organisation size	Number of people employed in the organisation. Please remember that by the official EC definition, for a company to qualify as SME, it must have less than 250 employees (see Section 3.1.1 of the Guide for Applicants).	2 3-5 6-10 11-49 50-99 100-249 250-500 over 500
Organisation Website Address		
Partner 1 role	Detail the role of each of the partners in the experiment (Leading partner / Partner)	Leading partner Partner
3. Information on Partner no. 2: HOST organisation		
Legal name of the second legal entity	The legal name in the country where the company is incorporated	textbox (50 characters)
Type of entity	University / Research Centre / Academic institution Industrial SME/Slightly bigger System Integrator and/or Technology Provider in general	
City	Where your team or most of your team members will be based	textbox (50 characters)
Country	Take notice that only countries indicated in GfA are eligible for application.	Country drop-down
Years of Operation	Number of years (or fractions) since incorporation.	Numberbox 2 3-5 6-10 11-49 50-99 100-249 250-500 over 500
Organisation size	Number of people employed in the organisation. Please remember that by the official EC definition.	2 3-5 6-10 11-49 50-99 100-249 250-500 over 500
Organisation Website Address		
Partner 2 role	Detail the role of each of the partners in the experiment (Leading partner / Partner)	Leading partner Partner
4. Profile of the staff member from the sending organisation		
Full name of the staff member	Full name of the staff member of the sending organisation to be sent to the host organisation	textbox (50 characters)
Nationality of the staff member	Nationality of the staff member of the sending organisation to be sent to the host organisation	textbox (50 characters)
Profile	Select the profile of the staff member	Early-Stage Researcher Experienced Researcher Any other researcher Manager Technician Innovator Other SME staff Yes No
Do you have prior working and/or research experience in any of the SMART4ALL verticals?		Yes No
If so, give us more details of related projects and initiatives		textbox (600 characters)
What is your academic background, and how does it align with the SMART4ALL technologies and verticals?		textbox (600 characters)
Please, list any relevant publications in the SMART4ALL context	To be fulfilled only by members of Academic staff	textbox (600 characters)
Please, list any relevant honours and/or prizes in the SMART4ALL context		textbox (400 characters)
Background details	Add link to your LinkedIn profile	textbox (150 characters)
5. KTE key data		
This is the necessary information for us to identify your project. Keep it short and concise, please, and note that you should already know under which vertical you would like to apply with your project.		
Project Name	Your project will be identified by this name	textbox (80 characters)
Tagline	Describe your project in one sentence (max. 140 characters).	textbox (140 characters)
Brief Description	Tell us more about your internship project and what are the benefits for both the sending and host organisation	textbox (paragraph 1000 chars)
Vertical	Select the vertical your project is addressing	Digitized Transport Digitized Environment Digitized Agriculture Digitized Anything
Vertical	Select the secondary vertical your project is addressing	Digitized Transport Digitized Environment Digitized Agriculture Digitized Anything
6. EXCELLENCE		
In this section, you should be providing information on the type of knowledge transfer or exchange you are proposing, what level of innovation this cross-border experiment is providing in one of the SMART4ALL verticals and how the two participating organisations will interact to achieve a successful transfer		
Knowledge Transfer description	Describe your knowledge transfer experiment, and the differential advantages and enhanced value it offers. Demonstrate to what extent that proposed experiment is beyond the state-of the Art related with the application of CLEC in CPs and IoT.	textbox (paragraph 1000 chars)
Innovation level description	Provide information about the level of innovation and novelty of the proposed project and how the knowledge transfer is appropriate for applications in the SMART4ALL verticals	textbox (paragraph 1000 chars)
Interaction between partners	Provide information on how the partners will interact during the internship of the staff member of the sending organisation	textbox (paragraph 1000 chars)
7. IMPACT		
In this section, you should show how the KTE will enhance the potential and future career of the staff member and how the host will benefit from it. Also how it will contribute to SMART4ALL objectives and how the activities and results will be disseminated.		
Staff member career	Describe how the KTE will be enhancing the potential and future career of the staff member being sent to the Host organisation	textbox (paragraph 1000 chars)
Benefits of the collaboration	Describe how the collaboration between the partners will benefit each of them, in terms of technical and/or business/market expectations.	textbox (paragraph 1000 chars)
Market opportunity	Describe the market potential of the proposed knowledge transfer in one of the SMART4ALL verticals and competition analysis.	textbox (paragraph 1000 chars)
Communication	Describe how the delivery of the communication toolkits will be done (in terms of repository in SMART4ALL)	textbox (paragraph 500 chars)

8. IMPLEMENTATION		
In this section, you have to demonstrate how the KTE will be successfully implemented, describing in detail the activities and tasks you are going to undertake during the internship, including the time line and taking care of their appropriateness with the objectives. The quality of the consortium has to be proven, as well as the appropriateness of the resources allocated.		
Work Plan	The workplan of the experiment should be clearly described and fully aligned with the objectives. The time plan should be realistic and achievable, coherent and effective.	textbox (paragraph 1000 chars)
Consortium	Describe the competences, experience and complementarity of the partners and their commitment to the project.	textbox (paragraph 1000 chars)
Resources	Indicate the requested amount (up to EUR 8,000) and detail how the lump sum received by the leading partner will be allocated among eligible costs and among partners. Indicate any institutional environment requirement (hosting arrangement, infrastructure).	textbox (paragraph 1000 chars)
9. Covid-19		
Does your proposal address current and future problems stemming from the COVID-19 crisis?		
Yes		
No		
If yes, please give details.		
textbox (paragraph 1000 chars)		
10. Ethical issues, data protection and privacy		
Are there any issues on ethics, data protection and privacy of relevance		
Yes		
No		
If yes, please describe the issue(s)		
textbox (paragraph 1000 chars)		
11. Questions for statistical purposes		
How did you hear about SMART4ALL ?		
Social media, e-mail campaigns, Newsletter, SMART4ALL website, Internet search, Regular media, Partners' network, By word of mouth, Other		
If your answer is "other", please specify		
textbox (paragraph 200 chars)		
How did you find each other to implement your CTTE jointly? Select the answer.		
Knew each other beforehand Through a dedicated partner search Through the SMART4ALL Matchmaking & Partner service platform Other		
Is/are any organisation(s) involved in your KTC completely new in EU projects? If yes, which one(s)?		
No		
Yes		
If the answer to the above question is "Yes", add the name of the organisation(s) which are completely new in the EU business.		
textbox (paragraph 200 chars)		
Gender: Is the staff member to be sent to the host organisation a female?		
Yes		
No		
Which SMART4ALL competence field is your KTE going to address?		
Digitized Transport Digitized Environment Digitized Agriculture Digitized Anything Western Europe Central Europe Western Balkans Other South and East Europe Other European areas		
Geographical scope: Selected the targeted geographical area for the proposed internship		
If your answer is "other European areas", please specify		
textbox (paragraph 200 chars)		
11. Declaration of honour		
As representative of the Legal person/Team of natural persons submitting this proposal, I declare:		
a) that the Legal person/Team of natural persons, that I represent, are not in one of the following situations: 1. it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations; 2. it or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; 3. it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and International organisations 4. it is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed; 5. it or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests; 6. it is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget. b) that the natural persons with power of representation, decision-making or control over the above-mentioned legal entity are not in the situations referred to in 2. and 5. above. c) that the Legal person/Team of natural persons, that I represent: 1. is not subject to a conflict of interest; 2. is not submitting any other proposal to this same Open Call (SMART4ALL Second KTE Open Call); 3. has not been approved and therefore received funds from any other Accelerator Programme with the same or a similar project; 4. has not made false declarations in supplying the information required, as a condition of participation in the Open Call or does not fail to supply this information; 5. is not in one of the situations of exclusion, referred to in the abovementioned points 1) to 4). d) that the Legal person/Team of natural persons, that I represent: - is committed to participate in the abovementioned project; - understands that participation in SMART4ALL KTE project is incompatible with contemporary participation in any other acceleration program.		
I confirm that I read and understood the declaration of honour and absence of conflict of interest:		
Checkbox (yes)		
12. Information consent form (SMART4ALL Marketplace)		
SMART4ALL Marketplace will significantly increase the visibility of the tools, educational material, services and solutions that will be shared or/and contributed by the partners as well as 3rd parties. SMART4ALL Marketplace will provide AI based services that will link technology providers with technology receivers and vice versa. Therefore, tools, educational material, services and solutions that are shared/provided through the SMART4ALL Marketplace will continuously participate in this matchmaking process leading to potentially significant benefits. SMART4ALL Marketplace focuses on providing complete and holistic solutions to specific problems and challenges. Therefore the tools, the educational material, the services and the solutions shared/provided through the SMART4ALL Marketplace will be envisioned and integrated as part of complete solutions thus increasing the respective added value of specific and isolated tools.		

<p>I agree to share my personal data with the University of Peloponnese (Erythroy Stavroy 20 & Karyotaki, 22131, Tripolis, Greece, www.uop.gr) to publish the provided information in SMART4ALL Marketplace. The consent may be withdrawn at any time by contacting the Controller at the e-mail address: privacy@fundingbox.com. The withdrawal of consent does not affect the lawfulness of processing based on a consent before its withdrawal</p>		<p>Checkbox (yes)</p>
<p>13. Personal data processing</p>		
<p>The data controller is FundingBox Accelerator sp. z o.o. (Al. Jerozolimskie 136, 02-305 Warsaw, Poland) Your personal data is processed in order to implement the SMART4ALL Project. You have the right to access your personal data, to request the rectification, removal or limitation of the processing of your personal data; you also have the right to object to the processing of your personal data and to lodge a complaint with a supervisory authority. More information on how we process personal data is available at https://fundingbox.com/legal/privacy or at privacy@fundingbox.com</p>		
<p>I confirm that I read and understood the information clause concerning processing of the personal data provided above:</p>		<p>Checkbox (yes)</p>
<p>Submission</p>		
<p>You are about to submit your application form. Even if you submit now, you can still edit your application before the deadline on Tuesday 15 June 2021 at 18:00 (CEST), as many times as you wish.</p>		
<p>Thank-you title</p>		
<p>Your application to SMART4LL call has been submitted.</p>		<p>textbox</p>
<p>Thank-You Text</p>		
<p>Thank you for submitting your application to SMART4ALL 2nd Open Call You can download your application on "My Applications" on your user's profile. You can still edit your application before the deadline on Tuesday 15 June 2021 at 18:00 (CEST), as many times as you wish.</p>		<p>Checkbox (yes/no)</p>
<p>Thank-You E-mail Text</p>		
<p>Thank you for submitting your application to SMART4ALL 2nd KTE Open Call You can download your application on "My Applications" on your user's profile. You can still edit your application before the deadline on Tuesday 15 June 2021 at 18:00 (CEST), as many times as you wish. Good luck!</p>		