



# Guide for Applicants (GfA)

## SMART4ALL Third Open Call for Knowledge Transfer Experiments (KTE)

Application submission starts on: 15 March 2022, 00:00 CET

Submission deadline is: 15 June 2022, 17:00 CEST



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## History of changes

Version	Date	Changes	Page
1.0	16.02.2022	Initial version	

# 1 Basic Info about SMART4ALL

## 1.1 Base Definitions

**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:** Academic or Industrial Organisations as defined in Section 3.1.

**Pathfinder Application Experiments (PAE):** Experiments for supporting the enhancement of the digital skills of European citizens. **Knowledge Transfer Experiments (KTEs)**, which act as internships/traineeships, apprenticeships and short-term training programmes for unemployed people for vacant digital jobs. **Focused Technology Transfer Experiments (FTTEs)** and **Cross-domain Technology Transfer Experiments (CTTEs)**, which are cross-border technology transfer experiments that bring together European companies, social partners, non-profit organizations and education, and intend to bring digital skills to labour force.

**Executive Board** is the SMART4ALL governance body in charge of the scientific planning and monitoring of the execution of the Project. It is comprised of the SMART4ALL Work Package leaders and the Project coordinators.

**Selection Committee** is the SMART4ALL governance body that will decide the selected FSTP beneficiaries of the Open Call. It is composed of the Executive Board and 2 External Evaluators (an additional External Evaluator will be added in case of a tie).

**Mentoring Committee** is the SMART4ALL governance body that will evaluate the selected projects performance across the grant-cycle. It is comprised of the Technical Project Officers, the Innovation Officer, the Business Development Officer, as well as the Technical and Business Mentors.

**DIH** is a Digital Innovation Hub, i.e. a legal entity which functions as a regional network of research, innovation, business and industry organisations in order to ensure digital progress in the region. Digital Innovation Hubs are one-stop-shops that help companies to become more competitive with regard to their business/production processes, products or services using digital technologies. They are based upon technology infrastructure (Competence Centre - CC) and provide access to the latest knowledge, expertise and technology to support their customers with piloting, testing and experimenting with digital innovations. DIHs also provide business and financing support to implement these innovations, if needed across the value chain. As proximity is considered crucial, they act as a first regional point of contact, a doorway, and strengthen the innovation ecosystem. A DIH is a regional multi-partner cooperation (including organisations like RTOs, universities, industry associations, chambers of commerce, incubator/accelerators, regional development agencies and even governments) and can also have strong linkages with service providers outside of their region supporting companies with access to their services.

**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

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## 1.2 About SMART4ALL

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 productization 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 third Open Call for **Knowledge Transfer Experiments (KTEs)**.

## 1.3 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 VERTICALS				
	DIGITIZED TRANSPORT	DIGITIZED ENVIRONMENT	DIGITIZED AGRICULTURE	DIGITIZED ANYTHING
S M A R T 4 A L L  C O M P E T E N C E  F I E L D S	<ul style="list-style-type: none"> <li>• Green transport</li> <li>• Smart mobility</li> <li>• Shared mobility</li> <li>• Robotics</li> <li>• New platforms for efficient supply-demand matchmaking</li> <li>• Automotive electronics</li> <li>• Autonomous vehicles</li> <li>• Connected vehicles</li> <li>• Streamlining transport using big data</li> <li>• Aeronautics and space applications</li> <li>• Transport and Logistics</li> <li>• City Transport Mapping</li> </ul>	<ul style="list-style-type: none"> <li>• Smartbuilding                             <ul style="list-style-type: none"> <li>• Smarthome</li> <li>• Critical infrastructure monitoring</li> <li>• Smart hospitals</li> </ul> </li> <li>• Water pollution monitoring</li> <li>• Smartgrids                             <ul style="list-style-type: none"> <li>• Energy management</li> </ul> </li> <li>• Environment monitoring                             <ul style="list-style-type: none"> <li>• Rural areas -&gt; Monitoring attractions such as lakes and rivers (both water and wet area).</li> <li>• Urban areas -&gt; indoor and outdoor pollution and noise monitoring.</li> </ul> </li> <li>• Bio-diversity                             <ul style="list-style-type: none"> <li>• Wild/migratory animals monitoring</li> </ul> </li> <li>• Smart industry</li> <li>• Data processing &amp; data visualization:                             <ul style="list-style-type: none"> <li>• Processed data are visualized for monitoring by the interested parties (data can be accessed live in the web page of municipality)</li> </ul> </li> <li>• The data will be used to build models for future prediction.</li> </ul>	<ul style="list-style-type: none"> <li>• Smart farming</li> <li>• AI inspired agriculture</li> <li>• Information based site specific applications</li> <li>• Demand driven, sustainable agriculture</li> <li>• Mobile plant, soil, and environment sensors</li> <li>• Sensor networks – EU wide – cross-border</li> <li>• Field robotics and automation systems</li> <li>• UAV based agriculture and plant monitoring</li> <li>• Selective plant protection</li> <li>• Closed nutrient cycles</li> <li>• Agricultural decision support systems</li> <li>• Zero-energy food systems</li> <li>• Circular economy</li> <li>• Water, Energy and Food (WEF) efficiency</li> <li>• Revalorization of agricultural waste</li> </ul>	<ul style="list-style-type: none"> <li>• Human-machine Interaction</li> <li>• Digital Education</li> <li>• Industrial Automation</li> <li>• Machine Learning</li> <li>• Market Intelligence</li> <li>• Medical and Health Applications</li> <li>• Active &amp; Healthy Ageing</li> <li>• Support for disabled persons</li> <li>• Cybersecurity</li> <li>• Data Mining and Big Data</li> <li>• Personal security</li> <li>• Additive Manufacturing (3D printing)</li> <li>• Augmented and Virtual Reality</li> <li>• Audio/Video Processing</li> <li>• Location-based Technologies</li> <li>• Web and Mobile Applications</li> <li>• Wireless Sensor Networks</li> <li>• Disaster management</li> <li>• Digital heritage</li> <li>• Telemedicine</li> <li>• Rehabilitation, wellness, fitness</li> <li>• E-commerce</li> </ul>

### 1.4 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. The first 2 open calls were completed in 2020 and 2021 where a total of 25 beneficiaries were selected. In this third and final KTE open call, a total financial support of up to **€144,000** (estimated) will be provided for up to 18 KTEs as a whole. More information on the previously selected 25 winners can be found [here](#).

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.

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 (at least one SME or Slightly Bigger company is compulsory)**. The application can only be submitted by the Leading Partner (SME or Slightly Bigger company).

## 2 What do we offer?

### 2.1 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 above mentioned regulations.

The financial support will be paid based on the submission and approval of deliverables as defined in section 5.

### 2.2 Additional Support

Once PAEs will be selected, SMART4ALL will offer to the partners and third parties (Open Call FSTP beneficiaries):

- Technological support, including technical coaching and IPR and open access support through a specialized technological mentor for each experiment.
- Business support and funding access, including support for development of a business plan and identification of public and private funding sources through a specialized business mentor for each experiment.





- Visibility, thanks to the cooperation portal where all PAEs and FSTP beneficiaries will be published and the participation of SMART4ALL in main events at EU level.

## 3 Eligibility Criteria

We will check the eligibility of all proposals submitted before the deadline. All the eligibility criteria are listed in this Section of this Guide for Applicants. The projects that do not comply with those criteria will be excluded and marked as ineligible. We will check the eligibility criteria based on the information provided in your application during the whole evaluation process.

### 3.1 Who are we looking for?

The SMART4ALL cross border Experiments have to be proposed by a Consortium including the following type of applicants<sup>1</sup>:

- **Universities and other Academic Institutions.**
- **SME<sup>2</sup> 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 less or equal to EUR 100 million or annual balance sheet total less or equal to EUR 86 million.

Proposals can be submitted by any of the aforementioned types of entities, but the participation of, at least, one SME/Slightly Bigger Company is compulsory and should be the lead of the cross-border Pathfinder Application Experiments (PAEs).

The PAEs must be cross-border, with **2 different entities** from **two different eligible countries**.

### 3.2 Eligible Countries

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

- The Member States of the European Union and its Overseas Countries and Territories (OCT) or [Associated Countries to H2020](#).
- The United Kingdom
- Any other South-East and Central Europe (SEE)<sup>3</sup> country not listed above but included in [Annex A of the H2020 Work Programme](#)

<sup>1</sup> No PIC number is necessary to participate in this call.

<sup>2</sup> An SME will be considered as such if it complies with the European Commission's Recommendation 2003/361/EC. As a summary, the criteria defining an SME are:  
Headcount in Annual Work Unit (AWU) less than 250.  
Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.  
Note that the figures of partners and linked enterprises should also be considered as stated in the SME user guide. Slightly Bigger Companies are defined respectively as organisations with a staff headcount below 500 employees and a turnover less or equal to EUR 100 million or annual balance sheet total less or equal to EUR 86 million.

<sup>3</sup> SEE countries: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Hungary, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Slovakia, Slovenia and Serbia.



### 3.3 What types of activities can be funded?

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 a Sending Organisation and one Academic/Industrial partner who acts as a 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.

All SMART4ALL funded PAEs will be required to contribute at least one artefact to the project Marketplace (<https://marketplace.smart4all-project.eu/>). By the term “artefact” SMART4ALL refers to any tool, educational material, service and/or solution that has been produced by the funded PAE. See the following [link](#) for more details.

### 3.4 How to apply?

Applying to an open call takes time and dedication and we would like to make sure that you understand the eligibility requirements with which you have to comply.

- **Be on time:**  
Make sure you submit your proposal through the [online form](#) before the **deadline of 15 June 2022, 17:00 CEST**. **The application can only be submitted by the Leading Partner (SME or Slightly Bigger company)**. If you submit the form correctly, the system will send you a confirmation of your submission. Get in touch with us if it is not the case. It is important for you to know that we will not be evaluating any proposal sent after the deadline and submitted outside the dedicated form.
- **Be exhaustive:**  
Have you answered all the sections of the form? Please note, it will not be possible to add any information or modify the proposal after it has been submitted.
- **Multiple Submissions:**  
Each consortium can submit only one application. Neither team members nor any legal entity can be funded twice by SMART4ALL. If several selected proposals have the same team members and/or the same organisations, it is only the proposal with the highest number of points that 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.



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- **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.
  - **Every question deserves your attention:**  
All mandatory sections of your proposal - generally marked with an asterisk - must be filled in. Make sure that the data provided is true and complete. This is crucial for us to properly assess your proposal. Conversely, any additional material that is not specifically requested in the online application form will not be considered for the evaluation so no point overdoing it.
  - **Conflicts of interest:**  
We will take into consideration the existence of potential **conflict of interest** between you and one or more SMART4ALL Consortium partners. Indeed, consortium partners, their affiliated entities, employees and permanent collaborators cannot take part in the SMART4ALL programme. All cases of potential conflict of interest will be assessed case by case.
  - **Healthy finances and a clean sheet are a must:**  
We won't accept entities that are under liquidation or enterprises in difficulty according to the Commission Regulation No 651/2014, art. 2.18. Neither will we accept proposals from entities that are 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.
  - **It is *your* proposal:** Your project should be based on your original work. If not, that's okay, just make sure your right to use the IPR is 100% certain. Going forward, any foreseen developments must be free from third-party rights and if not, these third-party rights must be clearly stated.

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

Legal entities cannot receive more than €100,000 via open calls from H2020 I4MS and SAE projects (all grants received will be capped at €100,000, including the grant from this open call). The amount of grants received from the I4MS and SAE initiatives will be deducted from the maximum grant available in this call. The applicants are expected to modify their budget accordingly, if possible, considering the project and attributed tasks, respecting the no "double funding rule"<sup>4</sup> and inform about the previous funding

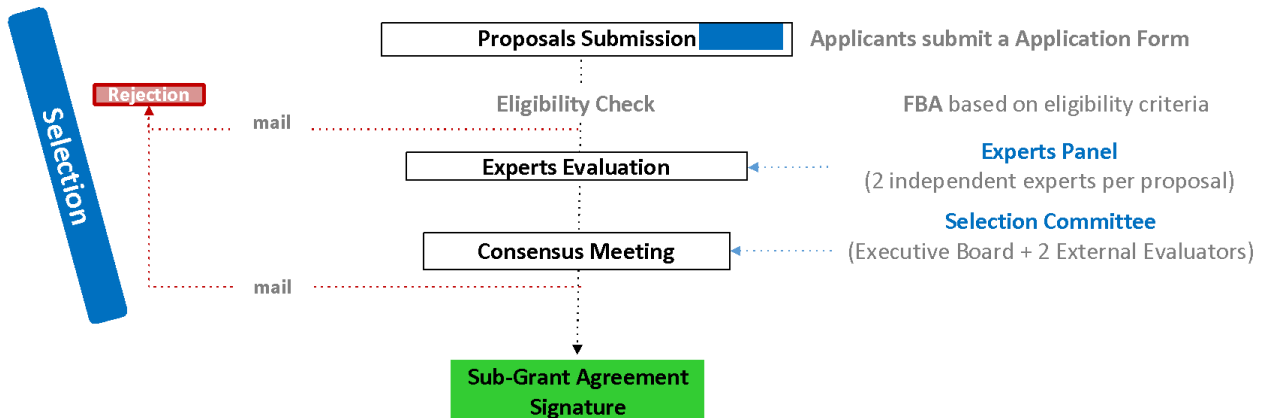
This limited amount does not include any EC contribution that your organisation receives or has received within an EU-funded project (within FP7 or H2020) as a beneficiary. Participation as a beneficiary within EU-funded projects does not affect the participation in SMART4ALL open calls. For clarification,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

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<sup>4</sup> "Double funding" means the situation where the same costs for the same activity are funded twice through the use of public funds. It is a fundamental principle underpinning the rules for public expenditure in the EU that no costs for the same activity can be funded twice from the EU budget. More on this you can find under ["Financial guidelines for applicants"](#).

## 4 How will we evaluate your proposal?

Our evaluation process is transparent, fair and equal to all our participants. The selection process is as follows:



We will be evaluating your project in 3 phases. We expect a high number of applications so if you want to stand out, *quality* is the way to go. What does it mean? In short, provide as many details as possible while being extremely clear and structured. This will help us to properly identify the key points of your application and see how it fits within the overall SMART4ALL KTE scope.

### 4.1 First Automatic Eligibility Check

The first evaluation step is about verifying some basic requirements based on the statements from your proposal. Your proposal will be admissible for the next phase if it:

- Is **complete, readable and in English** in all mandatory sections.
- Has been submitted via the online form available on the [Open Call Website](#) within the **deadline of 15 June 2022, 17:00 CEST**.
- Includes the properly filled declaration of honour. Read the **Declaration of Honour** template carefully which is included in the application form, as we will check the related submitted statements. You will not be able to change them after the application form has been submitted.

Moreover, a first check regarding the eligibility of the participants specified in section 3 will be carried out.

The proposals that do not comply with these criteria will be excluded. We will inform you about the results of this first eligibility check soon after the deadline.

### 4.2 External Evaluation

KTE applications will be evaluated by two independent 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 analyze:

- **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**<sup>5</sup>. 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.
- **Contribution to SMART4ALL marketplace:** All SMART4ALL funded PAEs are required to contribute at least one artefact to the project Marketplace (<https://marketplace.smart4all-project.eu/>). By the term “artefact” SMART4ALL refers to any tool, educational material, service and/or solution that has been produced by the funded PAE. Describe which artefact will be contributed to the marketplace. See the [SMART4ALL project document](#) for more information on the types of artefacts.
- **Competences, experience and complementarity** of the participating organisations **and their commitment to the project**.
- **Appropriateness of resources allocation** (as described in Section 2.1). 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.

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

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<sup>5</sup> 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 addition 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.

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.

Each criterion will be scored out of 5. The threshold for individual criteria will be 3. The overall threshold, applying to the sum of the three individual scores, will be 10.

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.

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). However, this extra bonus point will not be given to consortia with an entity from Greece, because Greece is no longer one of the prioritized SEE countries.

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		

**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 all those with a score above the threshold will be passed to the Consensus phase.

### 4.3 Consensus Meeting

The ranked list of proposals will be passed to a consensus meeting involving the 'Selection Committee', composed by the SMART4ALL Executive Board and 2 External Evaluators.

The 'Selection Committee' will decide by majority vote of 2/3 from all members the 'Provisional List of FSTP beneficiaries', and 'Reserve List'. The exact number of proposals approved will be decided based on the overall quality of the proposals. In case a top-ranked application is rejected, we will consider selecting the next best-ranked proposal.

Bear in mind that even if it is normally the best-marked proposals that are selected for funding, the Selection Committee may have fair reasons for objecting to the selection of a specific candidate. These reasons can relate to:

- 
- The alignment with SMART4ALL goals and scope.
  - The ability to achieve the strongest possible impact.
  - Commercial competition.
  - The existence of significant ethical concerns.
  - The existence of a potential conflict of interest.

## 4.4 Ethical Review

Before the Sub-Grant Agreement signature, the SMART4ALL Ethics Committee will review all selected KTEs and, in particular, those highlighting upfront ethical issues (by participants or by evaluators).

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.

Fields of research NOT eligible for funding under H2020 are:

- research activities directed at human cloning for reproductive purposes.
- research activity intended to modify the genetic make-up of human beings that could make such changes heritable (apart from research relating to cancer treatment of the gonads, which may be financed).
- research activities intended to create human embryos solely for the purposes of research or stem cell procurement, including the technique of somatic cell nuclear transfer.
- research that leads to the destruction of human embryos.
- Double-funded activities.

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 What's next? Subgrant Agreement Preparation and Signature

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.

Before signing the SubGrant Agreement, you should provide documents regarding your formal status. The SMART4ALL Consortium will proceed to a verification of these documents to make sure you are eligible.

**Be extremely vigilant with respect to:**

1. **The nature of the documents** we request.  
If the documents you provide us with do not prove your eligibility, the adventure will end here.

- 
2. **The deadlines** that we will give you to hand us these documents.

If you do not deliver the requested documents on time, without a clear and reasonable justification, we will have to exclude you from the further formal assessment. Another applicant from the Reserve list will then replace you.

## 5 Our Support Programme and Payment Arrangements

### 5.1 Lump Sum

Once your eligibility has been confirmed following the formal check and the SubGrant Agreement signed, you would be an official beneficiary of the SMART4ALL programme. It is now that the adventure begins and it is now high time to understand how the funding is going to be distributed.

As a beneficiary, you will receive a fixed lump sum of up to €8,000. The lump sum is a simplified method of settling expenses in projects financed with Horizon 2020 funds. It means that you are not required to present accounting documents to prove the investment-related costs incurred (e.g. invoices). However, you are obliged to demonstrate that the implementation of the project is in line with the milestones set for it. The milestones (deliverables, KPIs and ethical recommendations) will be defined and calendarised in the 'Individual Mentoring Plan' elaborated at the beginning of the programme.

In short, we will carefully assess your progress and the quality of your work during Interim Reviews but we will not review your accountancy. Bear in mind that the lump sum does not release you from the obligation to collect documentation to confirm the costs under fiscal regulation.

### 5.2 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 and 70% of the eligible costs of the Selected Third-Parties that are for-profit legal entities . 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 5.1.

**Note:** Even if we provide a lump sum, you will need to include a budget in your application. In the case of for-profit legal entities, the grant amount requested cannot exceed the 70% of the costs estimated for the execution of the project and Non-for-profit entities can request 100% of their costs. A budget template can be found [here](#).

### 5.3 Deliverables and Payments

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	Lump sum Instalments
Inception Report	15 days after Sub-Grant Agreement Signature	50%
Final Report	End of Month 3	50%

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.

## 6 Contact us

### 6.1 How can we help you?

If you still have any doubts regarding our Open Call process, feel free to get in touch with us:

- For questions on the Open Call requirements, ask your question in the [Helpdesk space](#) of SMART4ALL Community. For technical questions, please visit the SMART4ALL [Helpdesk](#).
- View the recorded webinars and training courses [here](#). There will be additional webinars organised which will be advertised on the main [project website](#) and via our social media channels.
- Visit the Frequently Asked Questions (FAQs). You can find the FAQs in your local language [here](#).

If ever you face any technical issues or problems, make sure you include the following information in your message:

- Your username, telephone number and your email address.
- The details of the specific problem (error messages that appeared, bug descriptions such as a dropdown list that isn't working, etc.).
- Screenshots of the problem.

### 6.2 Complaints

First of all, be aware that we won't be reviewing your complaint **if**:

- It is anonymous.
- The information is incomplete.
- It is not related to the results of the evaluation of the eligibility criteria. Indeed, most of the evaluation process is run by **independent experts** in the given field. The project consortium does not interfere with their assessment.

If, after receiving the results of the eligibility criteria evaluation, you consider that a mistake has been made, resulting in the rejection of your application, you have the right to send us a complaint. A complaint should be drawn up in English and submitted using the ticketing system at the [SMART4ALL Helpdesk](#). Any complaint should include:



- 
- Your contact details (including email address).
  - The subject of the complaint.
  - Information and evidence regarding the alleged mistake.

#### Important note regarding the timeline:

You have **3 calendar days** to submit your complaint starting from the day after the communication was sent. On our side, we will review them within no more than **7 calendar days** from its reception. If we need more time to assess your complaint, we will inform you by email about the extension.

## 7 Last but not least - final provisions

Any matters not covered by this Guide will be governed by German law and rules related to the Horizon 2020 programme and European Union grants regulations.

We do our best to keep all the applicant data confidential. However, to avoid any doubts, you are entirely responsible to indicate what information is confidential.

Your IPR will remain your property. Regulation of the Bottom-up Projects specific IPR issues is the sole responsibility of the third parties. In the case where more than one third party entity participates in the Bottom-up Project, the IPR agreement should be negotiated among the third-party entities before signing the agreement with the SMART4ALL consortium. SMART4ALL will enforce that such a bilateral (or multilateral in case of multiple third-party entities) IPR agreement is being closed and will provide a template IPR agreement for this purpose on request.

For the selected, the agreement will include the set of obligations towards the European Commission (for example: promoting the project and giving visibility to the EU funding, maintaining confidentiality, understanding potential controls by the EC/ECA and OLAF).

The SMART4ALL Consortium might cancel the call at any time, change its provisions or extend it. In such a case we will inform all applicants about such change. Signature of the agreement is an initial condition to establish any obligations among applicants and any Consortium partners (with respect to the obligation of confidentiality of the application).

You didn't find what you were looking for? You may want to check our [Frequently Asked Questions Section](#). You can find FAQs in your local language by going to this [link](#).

## 8 Extra hints before you submit your proposal

A proposal takes time and effort, and we know it. Here a few crucial points you should read before hitting the "Submit" button in order to maximise your chances of success:

- Is your project in line with what SMART4ALL is looking for? Not 100% sure? You can consult [section 3.3](#).
- Did you present your project in a way that will convince evaluators? Go back to [section 4](#) if you have any doubt.
- Is your project fulfilling all the eligibility requirements described in the Guide for Applicants? Check [section 3](#).
- Are you able to cope with our signature agreement process and payment arrangements for the selected proposals? You may want to go over [section 5](#).
- Do you need extra help? [Get in touch!](#)



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