



Guide for Applicants (GfA)

DIH² First Open Call (July 2019)

1st stage Applications' submission starts on 1st of July 2019, at 00:00 (CEST).

Submission deadline on 31st of October 2019 at 13:00 (CET/UTC+1).

2nd stage Applications submission starts on 3rd of December 2019 at 00:00 (CET).

Submission deadline on 27th of February 2020 at 13:00 (CET)

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Abstract

This deliverable contains the Open Call Package 1, including the Guide for Applicants GfA), Call Announcement text, the Frequently Asked Questions (FAQ). Furthermore a part of the package is also the application form to apply to the project. This site can be accessed through <https://dih-squared.fundingbox.com/>

DIH² within 2 stage open calls will select 26 consortia composed of 2 or 3 members including SMEs or Slightly Bigger Companies and Technology Providers in two competitive open calls, 13 in each one.

This deliverable provides information about the Open Call process.

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Notification

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1 Introduction

DIH² is a network of 26 DIHs, with a target to reach over 170 DIHs. The network is led by Teknologian tutkimuskeskus VTT Oy and is in total composed of 37 European partners (see annex 4).

DIH²'s ultimate goal is to establish a **sustainable network of robotics DIHs**, endowed with tools and procedures, to facilitate the **commercialisation and broad uptake of Agile Production** by Manufacturing SMEs/Slightly Bigger Companies.

DIH² offers several benefits:

- **A Common Open Platform Reference Architecture for Agile Production** which can be instantiated to serve the needs of any Manufacturing SME by means of selecting and integrating a set of Robotic-based Open Standard Enablers [ROSE-AP].
- **A Technology Transfer Program** bringing support to the best in class Technology Transfer Experiments.
- **A marketplace as one-stop-shop for SMEs** with access to premier-class technical and non-technical services. **A Corporate Sponsorship Program** to support DIHs in liaising with Components & Robot suppliers, and system integrators.
- Manufacturing SMEs/Slightly Bigger Companies and Technology Providers such as, DIHs, Competence Centres and other Technology Providers can participate in **two competitive Open Calls, each consists of 2 stages**, to be selected to participate in an ambitious DIH² Program consisting of **Technology Transfer Program and ROSE-UP stage that offers them up to €32.000 EU Funds** plus access to acceleration services.

2 DIH² Open Call Summary

DIH² will select 26 consortia composed of 2 or 3 members including at least one Manufacturing SMEs/Slightly Bigger Companies and one Technology Provider in two competitive open calls, 13 in each one. This section summarizes the characteristics of the first Open Call under the DIH² project.

The first Open Call is divided in two stages:

First Stage. In this phase Manufacturing SMEs or Slightly Bigger Companies and Technology Providers can apply individually through a simple application form. Up to 260 Manufacturing SMEs/Slightly Bigger Companies and 260 Technology Providers will be selected to participate in one of the brokerage events that will take place at local level in one of the 26 DIHs listed in Annex 4 (in total up to 520 individuals organisations will be invited). The selected invitees will receive a micro grant of €1,000 to participate in a brokerage event. During the brokerage event there will be a matchmaking between the participants to form consortia to implement Technology Transfer Experiments (TTE) that will apply to the Second Stage. These consortia will receive support from DIH² partners (regional DIHs) to prepare the application to the Second Stage, so-called audit, worth € 1,000.

Whether you are a Manufacturing SME/ Slightly Bigger Company or a Technology Provider, you are encouraged to apply to the First Stage of the 1st open call even if you have already formed a consortium. By applying to the First Stage of the 1st open call you might receive support to prepare your application to the Second Stage of the 1st open call. If you are not based in one of the 26 countries where the brokerage events will take place you can apply to any of the brokerage events.

Second Stage. Consortia of 2 or 3 organizations can apply to the Second Stage of the 1st open call. At least one consortium member must be a Manufacturing SME/Slightly Bigger Company and one must be a Technology provider. Consortia that did not participate in the brokerage event and did not apply to the First Stage of the 1st open call might also apply.

26 consortia at EU level will be selected to participate in the Jury Day and will receive mini-grant in the amount of € 1,000. During the Jury Day, 13 beneficiaries will be selected out of these 26 as beneficiaries of the DIH² program and they will get up to €230,000 extra funding and premium technology transfer services.

2.1 Application deadlines

First Stage: Applications' submission starts on 1st of July 2019, at 00:00 (CEST).

Submission deadline is on the 31st of October 2019 at 13:00 (CET/UTC+1).

Second Stage: Applications submission starts on the 3rd of December 2019 at 00:00 (CET).

Submission deadline on 27th of February 2020 at 13:00 (CET)

2.2 Main sources of information

Project Website: <http://www.dih-squared.eu/>

Frequently Asked Questions (FAQ): <https://dih-squared.fundingbox.com/>

Help Desk: helpdesk@dih-squared.eu

Application Website First Stage: <https://dih-squared.fundingbox.com/>

Spaces: <https://fundingbox.com/c/dih2-2>

2.3 Applicants Profile – Who can apply?

Manufacturing SMEs or Slightly Bigger Companies¹ can apply to participate in the 1st Open Call. / . Please, be aware that while checking the company's status, the linked parties of the company are also taken into consideration.

¹ in accordance to the [EU recommendation 2003/361](#). Slightly Bigger Companies are defined as organizations with a staff headcount below 500 employees and a turnover below €100M

SME status is calculated in accordance to the rules defined in the [EU recommendation 2003/361](#). Status of the “Slightly bigger company” will be assessed accordingly.

Manufacturing company is referred to the company that deals with physical or chemical transformation of materials or components into new products.

Technology Providers. Any type of organization specialized in technology transfer or system integration to end users, such as System Integrators, Research and Technology Organizations, Digital Innovation Hubs Centres, startups, SMEs, etc.

First Stage: Applications can be submitted individually by any of the aforementioned type of entities.

Second Stage: Applications must be submitted by consortia of the aforementioned entities, with at least 2 and up to 3 entities. The participation of at least **one Manufacturing SME or Slightly Bigger Company in the consortium and one Technology Provider is compulsory**. All the applicants should be established in one of the EU member states or Associated countries.

2.4 What are the prioritized sectors?

Manufacturing SMEs Slightly Bigger Companies from some of the following domains highlighted in the ‘Robotics H2020 Multi- Annual Roadmap’: *Electronics assembly, Automotive and Aerospace parts manufacture and assembly, General production of metal, rubber or plastic parts, Food processing, Soft material, Craft and Bespoke.*

In general any Manufacturing SMEs/ Slightly Bigger Companies facing some ‘Agility Challenges’ where robotics can be a central enabling factor for Agile Production (‘Agility Enablers’) as the ones identified and prioritised in the project:

- Flexible Automation
- Integrated safety
- Mobility
- Modularity
- Scalability
- Usability
- Accessibility
- Adaptability

2.5 Is this something for you?

If you are a **Manufacturing SME/Slightly Bigger Company** facing challenges where robotics might have an enabling factor for Agile Production, then DIH² is the programme for you.

If you are a **Technology Provider** specialized in technology transfer or integration to end-users, then DIH² is the right programme for you.

If you want to work in a **consortium composed of up to three entities** where the project/solution can contribute to accelerate a broad update and integration of robotics technologies, then DIH² will help you to realize the **standardization potential** within Agile Production.

2.6 What is the procedure of submitting application?

First Stage : Manufacturing SMEs/Slightly Bigger Companies and Technology Providers have to apply individually and submit a proposal to be considered to be invited to the local brokerage events where applicants can find other applicants from other countries and foster the merge of TTE ideas addressing similar challenges.

Second Stage: The consortia formed during the 26 brokerage events will receive support to prepare the proposal of TTE from the DIH² partner (regional DIHs) (Audit). There is no obligation for consortia’s partners to be involved in the First Stage to participate in the Second Stage but only those consortia that have participated in the First Stage may receive Audit.

2.7 What happens after the application is submitted?

First Stage: Approximately 10 Manufacturing SME/Slightly Bigger companies and 10 Technology Providers will be invited to participate in one of the 26 brokerage events. There might be more or less than 10 entities of one type – depending on number of eligible applications. In total, up to 520 entities will be selected to participate in the brokerage events throughout Europe within the First Stage of the 1st open call. The events will be organised by the 26 DIHs indicated in annex 4. The selection process will be as following:

Eligibility check and selection. It will be checked if entity complies with eligibility criteria included in section 3. The selection will be done through a pre-scoring mechanism, the short-outlined application will be evaluated by criteria such as skills of your team and business and technology readiness.

Invitation to the local Brokerage Event: The entities selected within First Stage of the 1st open call will be invited to attend a local brokerage event. Companies invited to these events will have a chance to create consortia with each other. Such consortia will receive mini-grant in the amount of € 1,000 for participation in the brokerage event and support from the 26 DIHs (DIH² partners) to prepare the joint application to apply in the Second Stage of the 1st open call (Audit). Entities that did not participate in the First Stage of the 1st open call might apply in the **Second Stage of the 1st open call** but are not entitled to receive mini-grant and Audit.

Second Stage: In total 26 consortia at EU level will be selected to participate in the Jury Day and will receive Mini-grant in the amount of € 1,000. During the Jury Day, 13 beneficiaries will be selected out of these 26 applications as final beneficiaries of the program and they will get up to € 230,000 extra funding and premium technology transfer services to develop their TTE. The selection process to be able to participate in the Second Stage will be as follows:

- **Eligibility check:** check if proposals meet the eligibility criteria included in section 3.
- **Experts evaluation:** each proposal will be evaluated by 2 (two) independent and confidential evaluators with wide expertise in Robotics and Agile Production.
- **Consensus Meeting:** an Evaluation Committee will decide by consensus and based on the ranking gotten as result of the Expert Evaluation.
- **Jury Day:** to finalise the selection process a Jury Day will be organised to undertake the final evaluation of the finalist.
- **Formal check:** before starting any activity, Mini-grant Agreement and Sub-Grant Agreement (SGA) will be signed between the finalists of the Second Stage of the 1st open call and the project coordinator of DIH², VTT.

2.8 Financial support

The financial support in the different phases is:

FIRST STAGE :

- **Brokerage event:** € 1,000 lump sum/per entity against attendance validation for all the organizations selected to participate in the local brokerage event. At most 520 will be invited to the brokerage event in the First Stage of the 1st open call, 10 end users and 10 technology providers/system integrators per each of the 26 local brokerage events.
- **Audit:** support to prepare an application in the Second stage open call – € 1.000 voucher/per consortium

SECOND STAGE

- **Jury Day:** € 1,000 per consortium selected to participate in the Jury Day. It will be paid against attendance validation. 26 consortia will be invited to participate in the Jury Day.
- **Technology Transfer Program (TTP) (Duration: 8 months):** up to € 200.000 as a lump sum. For the sake of simplicity and transparency, the grant (EU Funds) will be paid based on the results of the Review Meetings evaluating progress of TTE's implementation during the TTP. The applicants will indicate the division of a lump sum between beneficiaries in the application form. The payments will be done only after they have been approved by the 'Selection Committee' as follows:
 - 25% at M1 of this stage upon validation of the Individual Mentoring Plan
 - 30% at M4 upon the validation of the Review Meeting (i.e. Demonstrator or Prototype Mock-up)
 - 30% at M8 upon the validation of the Review Meeting (i.e. Demonstrator or Prototype)
 - 15% at the end of the beneficiaries' project

- **IP&ELS** Services (duration: depending on the need): Support on solving specific issues related to ethical, legal and socio-economic (ELSE) matters €6,000€ per TTE (Voucher).
- **ROSE-AP Stage [Robotic-based Open Standard Enablers] (Duration: 2 months, start after the TTE):** € 30.000 per consortium. 13 consortia will be selected in the first open call, the same ones that will participate in the TTP.
 - 25% at M1 of this stage upon validation of the Individual Mentoring Plan
 - 60% at M2 upon validation of the Review Meeting (i.e Component or Platform integrated in OPAP) 15% at the end of the project, but before the DIH² Project will finish.
 - 15% at the end of the project

The maximum amount of financial support to be granted through open call will be up to:

In the first stage:

- € 1.000 EU funds per each participant of the Brokerage Event - lump sum, micro grant
- audit provided by DIHs - value of € 1.000 EU

In the second stage:

- € 1.000 EU funds per consortium participating in the Jury day - lump sum, micro grant
- **€ 230.000 EU Funds per TTE's consortium selected- as a lump sum.**
- € 6.000 EU – **IP&ELS** Services – per consortium – voucher

The amount granted for participation in the Brokerage Event will be transferred to each participant. The amount granted to TTE's consortium will be transferred to the entity acting as the coordinator of the TTE's consortium as per the Sub-Grant Agreement.

All payments will be made by bank transfer from the Coordinator, who holds all third party funds, in the name of the DIH² consortium. Beneficiaries will be informed from the beginning about these conditions which will also be included in Mini-Grant Agreement and Sub-Grant Agreement.

The maximum amount that an entity can get from the 5 Innovation Actions DIHero, DIH2, RIMA, Trinity and the one in Agrifood is €300,000 in total. This means that they can apply to several of them but can only be funded with up to €300,000.

3 Eligibility criteria

All applicants will have to abide by all general requirements described in Sections from 3.1 to 3.10 of this Guide for Applicants in order to be considered eligible. The proposal in the Second Stage must be consistent with the proposal in the First Stage and may not differ substantially. Merge among proposals in between first and second stage will be allowed and recommended.

3.1 Types of Beneficiaries

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

Manufacturing SMEs or Slightly Bigger Companies² can apply to participate in the 1st Open Call. Please, be aware that while checking the company's status, the linked parties of the company are also taken into consideration. SME status is calculated in accordance to the rules defined in the [EU recommendation 2003/361](#). Status of the "Slightly bigger company" will be assessed accordingly.

Manufacturing company is referred to the company that deals with physical or chemical transformation of materials or components into new products.

Technology Providers: it can be any type of organization specialized in technology transfer or integration to Manufacturing end-users, such as System Integrators, Research and Technology Organizations, Competence Centers, DIHs, startups, SMEs etc.

The applicants should be established in one of the EU member states or in Associated Countries.

The applicants cannot be affiliated to any of the DIH² partners.

More specifically, the following criteria regarding the types apply at each stage:

First Stage: any eligible organisation can apply individually.

Second Stage: consortia of at least two and up to three eligible organisations. At least one Manufacturing SMEs/Slightly Bigger Company and one Technology Provider must be part of the consortium.

3.2 Eligible countries

Only applicants legally established in any of the following countries (hereafter collectively identified as the "Eligible 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 and United Kingdom³
- the Overseas Countries and Territories (OCT) linked to the Member States (Entities from Overseas Countries and Territories) are eligible for funding under the same conditions as entities from the Member States to which the OCT in question is linked): Anguilla, Aruba, Bermuda, Bonaire, British Virgin Islands, Cayman Islands, Curaçao, Falkland Islands, French Polynesia, Greenland, Montserrat, New Caledonia, Pitcairn Islands, Saba, Saint Barthélemy, Saint Helena, Saint Pierre and Miquelon, Sint Eustatius, Sint Maarten, Turks and Caicos Islands, Wallis and Futuna.
- 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

² in accordance to the [EU recommendation 2003/361](#). Slightly Bigger Companies are defined as organizations with a staff headcount below 500 employees and a turnover below €100M

³ For British applicants: Please note that until the UK leaves the EU, EU law continues to apply to and within the UK, when it comes to rights and obligations; this includes the eligibility of UK legal entities to fully participate and receive funding in Horizon 2020 actions. Please be aware however that the eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to be eligible to receive EU funding (while continuing, where possible, to participate) or be required to leave the project

3.3 Which Challenge are you facing?

The DIH² project will provide support to beneficiaries willing to develop TTE - novel and challenging technology and systems applicable to among other following markets:

- electronics assembly
- automotive and Aerospace parts manufacture and assembly
- general production of metal, rubber or plastic parts
- food processing
- soft material
- craft and Bespoke

In general any Manufacturing SMEs/Slightly Bigger Company facing some '**Agility Challenges**' where robotics can be a central enabling factor for Agile Production ('**Agility Enablers**').

To ensure the selected beneficiaries can showcase standardization potential in their TTEs, the DIH² project have defined agility challenges the applicants must address in their application. **The applicants must address minimum one agility challenge they want to solve/focus on.** Below follows a description of the agility challenges with examples on robotics technology which might be applied to solve the challenge:

Challenge #1: INCREASING THE SAFETY OF ROBOTIZED WORKPLACES

- grids of camera, LIDAR sensors paired, Deep Learning
- conditions for inspections and tests when commissioning the equipment should be established due to the effects of various environmental factors in which the equipment is integrated. This must go beyond the CE framework
- certification of collaborative robotics in terms of complex measurements
- specialized authorized security technicians for robotized workplaces
- education of revision technicians
- digitize forms to assess the safety of robotic workplaces
- regular inspections, maintenance and operation of robotized workplaces
- mandatory instructions for using the robotized workstation.

Challenge #2: DEVELOPING HUMAN-CENTERED INTERFACE TO FACILITATE THE CONTROL OF ROBOTS BY NON-TRAINED WORKERS USING STANDARD HUMAN-TO-HUMAN COMMUNICATION (SPEECH, TOUCH, MIMICS, ETC.)

- speech analysis and speech synthesis – definition of standard vocabulary between humans and industrial robots
- standardization of robot-human touch
- full-featured view of the robot's workspace in the RGB-D map (or point cloud) as well as a semantic analysis of the environment as a standard feature of every HRI
- standardization in terms of robots' adaptivity to humans
- standardization of HRI in terms of augmented reality
- standardization of human behaviour models for simulation environments.

Challenge #3: REDUCING THE PROBABILITY OF OCCURRENCE OF HAZARDOUS EVENTS FOR CO-OPERATIVE ROBOTICS AND GO BEYOND THE "JUST SAFE STOPPAGE" OF THE CURRENT MACHINERY

- see process industry (ISO 61511) which requires a management system ultimately to achieve a specified safety integrity level (SIL)
- see nuclear industry (IEC 61513) which assign a numerical risk-weighting to hazards from the product of "incident frequency" and "incident severity"
- see railway industry (EN 50126, EN 50128, EN 50129) which introduces the concept of risk is the combination of two elements as the frequency of such occurrences and the consequence of the hazard.

Challenge #4: INCREASING DRONE RELIABILITY IN MANUFACTURING ENVIRONMENT

- regular visual inspection of the drone
- pre-flight check of batteries
- pre-flight of electric motors and ESCs
- drone electronic components state data gathering and use them for predictive diagnostic with big data analysis
- ensure redundancy of critical parts of drone – IMU, localisation etc.
- create rules for flights and how to act when eventual failure happens
- make drone “visible” in space by using sound or visual notifications
- minimise flights over humans or equipment

Challenge #5: DEVELOPING DIGITAL TWINS TO TRAIN SAFETY ALGORITHMS IN ORDER TO AUTOMATE FAULTY OPERATIONS, IMPROPER BEHAVIOURS AND POTENTIAL COLLISIONS DETECTION

- AI agent that can help avoiding accidents and faulty operation when improper behaviour is detected
- dynamic perception of the changing environment in real-time
- personalized recommendations for specific to people, locations, material, machines and activities
- predictive and prescriptive analytics.

Challenge # 6: DEVELOPING REAL-TIME PRODUCTION MONITORING APPLICATIONS ABLE TO HANDLE HETEROGENEOUS SENSORS PORTFOLIO

- sensor applications supporting different sensors
- simple to use procedure for heterogeneous sensors calibration
- interfaces reducing non-value-added time for adding new equipment.

Challenge #7: INCLUDING MORE SECURITY STRATEGIES WITHIN ORGANIZATIONS IN ORDER TO MITIGATE CYBERSECURITY RISKS

- strategies based on EU cybersecurity certification framework for manufacturing products
- harmonized cybersecurity strategies covering the heterogeneous needs of enterprises.

If you want to address any other challenge apply to

Challenge 8, OPEN DISRUPTIVE INNOVATION

3.4 English language

English is the official language for DIH² 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.

3.5 Multiple submissions

Though consortia could submit multiple applications, team member nor any legal entity cannot be funded twice by DIH². In the case that more than one proposal with any similar team members or from the same organisation will be among the selected projects, only the one with more points will be funded.

Consortium will not be able to change the consortium composition after being selected. If consortium members in the submitted application don't 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 won't be able to participate in the programme and another project will be picked from the reserve list.

3.6 Submission system

Only applications submitted through the Open Call submission tool during First Stage at <https://dih-squared.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.

3.7 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 the First Stage of the 1st Open Call is 3rd of October 2019 at 13:00 (CET/UTC+1). The deadline for the Second Stage of the 1st Open Call is 27th of February 2020 (CET/UTC+1).

3.8 Absence of conflict of interest

Applicants shall not have any actual or/and potential conflict of interest with the DIH² selection process.

Each applicant must take all measures to prevent any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interest'). To avoid conflicts of interest, applications will not be accepted from organizations who are partners in the DIH² consortium or who are formally linked in any way to partners of the consortium. Each applicant may be required to declare that they know of no such potential conflicts of interest that would prevent them from applying.

All cases of conflict of interest will be assessed case-by-case.

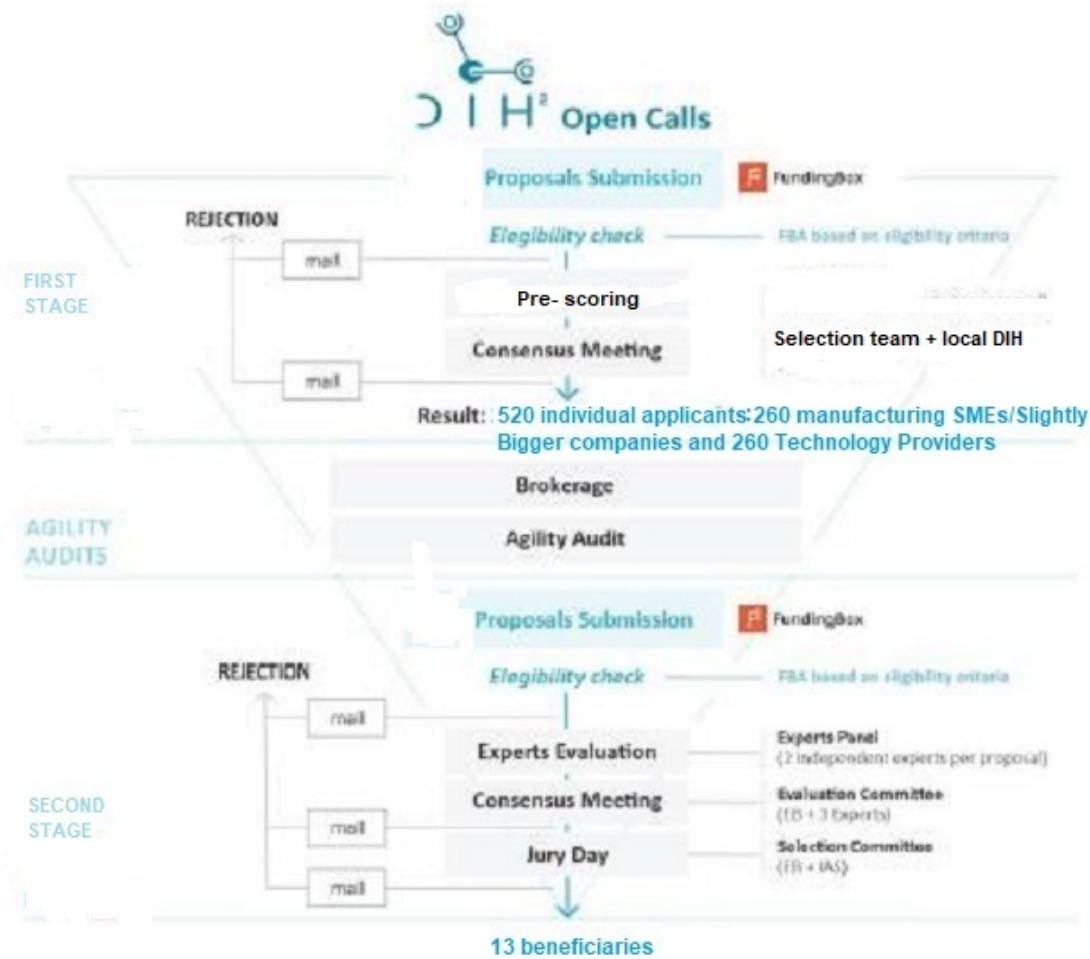
3.9 Other

Each applicant must confirm:

- It is not under liquidation or is not an enterprise under difficulty according 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 Declaration of honour and also the Information and Consent Sheets, included as annexes, considering the ethical issues that might arise concerning the gathering of personal data, during the application process.
- Only participants selected after first stage open call will be invited to participate in the local brokerage events and will receive support to prepare the second stage open call proposal (the agility audits). DIH² allows applications in the second stage that didn't apply to the first stage, but those proposals will not have the possibility to receive support from the DIHs to prepare the proposal.

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 First stage

In order to be eligible for evaluation, applications will be checked for compliance with the eligibility criteria listed in Section 3. The **evaluation of applications submitted within the First Stage** will be done through a pre-scoring scheme. The pre-scoring will be applied at local level only if there are more than 10 applications as Manufacturing SME/Slightly Bigger Company or more than 10 applications as Technology Provider at local level. In that case a consensus meeting will be held to select the 20 beneficiaries per local brokerage event, the selection will be done by a Selection Committee.

The goal is to invite 520 individual applicants to the brokerage events: 260 manufacturing SMEs/Slightly Bigger Companies and 260 Technology Providers. If there are less than 10 SMEs/Slightly Bigger Companies or Technology Providers in a specific country, the number of applicants invited in another country could be increased. 520 individual applicants will sign mini Sub – Grant Agreement to receive mini-grants for participation in the brokerage event. Applicants from countries that are not represented in the consortium will be invited to the event they appointed in the application form as most desirable.

Brokerage Event

The applications selected, after the first-stage eligibility check, pre-scoring and Consensus Meeting will be invited to attend one of the 26 local brokerage events that will take place in the countries indicated in Annex 4.e The aim of this event is to help applicants to find partners and fostering the merge of TTE ideas addressing similar challenges. A micro-grant funding scheme will be implemented to reimburse the travel expenses of attending the Brokerage event. If there is no matchmaking at local level, the DIH will report the case to FBA that will find a suitable partner from other DIHs. A virtual space will be provided to establish consortia among companies from different countries consortia

4.2 Second stage

Application to this stage has to be submitted by the Consortia

Experts Evaluation

Joint applications on TTE created by consortia in the Second Stage will be evaluated by two independent and confidential evaluators with wide expertise in Robotics and Agile production. The experts will be selected accordingly with the specific characteristics of the TTE.

The proposals will be evaluated on the following criteria:

(1). EXCELLENCE will evaluate:

- **Soundness of the approach:** The objectives of the proposed experiments should be clearly defined and relevant to the DIH² projects objectives and open call challenges. The experiments should be driven by real industrial use cases.
- **Ambition.** The applicants have to demonstrate to what extent that proposed Experiment is beyond the State Of the Art and describe the innovative approach behind it (e.g. ground - breaking objectives, novel concepts and approaches, new products, services or business and organisational models). The ambition in terms of expected improvement of the current industrial agility challenges should be clearly demonstrated in the Manufacturing SME use case.
- **Innovation:** Applicants should provide information about the level of innovation within their market and about the degree of **differentiation** that this experiment will bring.

(2). IMPACT will analyse:

- **Market opportunity:** The applicants have to demonstrate a clear idea of what they want to do and whether the new/improved product/process has market potential, e.g. because it solves a problem for a specific target customer.
- **Competition:** The applicants have to provide information about the degree of competition for their particular product/ process and if the idea is disruptive and breaks the market. i.e. the products/ process to be brought to market can be clearly differentiated from the competition.
- **Commercial Strategy and Scalability:** The applicants have to outline the strategy they will follow to get the reusability of the new/improved product/process beyond just solving a user-specific problem. It should be demonstrated how the solution can be commercialised and solve common problems in a specific industry/process/etc.
- **Contribution to standardisation:** Applicants should describe how the proposed solutions might contribute to create new standards within Agile Production areas. And in general it has to contribute to accelerate a broad uptake an integration of robotic technologies and supporting the digitalisation of industry through robotics.

(3). IMPLEMENTATION will consider:

- **Workplan:** the workplan of the experiment should be clearly described and fully aligned with the objectives. The time plan should be realistic and achievable.
- **Risk:** should be clearly identified and mitigation strategies should be credible.
- **Consortium:** The consortium partners have to demonstrate their management and leadership qualities, their ability to take a concept from idea to market, their capacity to carry through their ideas and understand the dynamics of the market they are trying to tap into. The consortium should be balanced, a cross-functional, fully dedicated to the project and with a strong background and skill base. The role of each consortium partner should be clearly identified.
- **Resources:** Demonstrate the quality and effectiveness of the resources assigned in order to get the objectives/deliverables proposed. One important aspect is that applicants make clear in the proposal that what they propose can be developed using the DIH² partners' technical and business solutions. It should be described till what extend the expected non-financial support provided by DIH² partners', will be critical for the execution of the experiments.

Transversal criteria such as ‘Environment and low carbon economy contribution’, ‘Equal Opportunities’ and ‘Social Impact’ will be also considered by evaluators when scoring the proposals.

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.

- 0 = Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1 = Poor: criterion is inadequately addressed or there are serious inherent weaknesses.
- 2= Fair: proposal broadly addresses the criterion, but there are significant weaknesses.
- 3= Good: proposal addresses the criterion well, but a number of shortcomings are present.
- 4= Very good: proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5= Excellent: proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

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. And, the criterion Impact is given a weight of 1.5 to determine the final ranking.

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

- transversal criteria,
- impact score,
- implementation score,
- excellence score.

A **‘Ranking List’** will be elaborated and pass to the next phase.

c) Consensus Meeting

The ‘Evaluation Committee’ will decide by consensus and based on the ranking gotten as result of the Experts Evaluation, the best 26 TTE applications to be invited to the Jury Day.

A **‘List of finalists’** will be produced as a result of the Consensus Meeting.

d) Jury Day

26 consortia will be invited to participate in the Jury Day where they will pitch their TTEs proposals to a ‘Selection Committee’ that will select the 13 final consortia taking into account the following criteria:

- team and commitment of the organization towards the project,
- contribution to the emergence of advanced robotics to be a central enabling factor for agile production,
- capability to introduce cross-industry-based standards for modules and systems (standardisation) and relevant to the DIH² projects objectives and open call challenges. Capability to generate new business based around platform supply (re-usability).

The ‘Selection Committee’ will decide by majority vote (2/3 of all members) the **‘Final List of Beneficiaries’**, and **‘Reserve List’**. The exact number of proposals approved will be decided based on the overall quality of the TTE applications.

After the Jury Day, but before the Sub-Grant Agreement Signature, the Ethical Committee will review all selected TTEs 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 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 DIH² does not support TTE 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.

e) Legal Check

This phase will start after the Jury Day and will last one month. All 13 provisional beneficiaries - consortia will be required to submit legal documents to the FundingBox platform for the review.

To sign a Sub-Grant Agreement with the DIH² Consortium, the Applicants will be checked against the fulfilment of the legal requirements. The Applicants included in the "Provisional List of FSTP Beneficiaries" will have to provide all documentation required to prove their compliance with the Eligibility Criteria described in Section 3.

The documentation will have to be provided within deadlines communicated when enlisted in the "List of Beneficiaries" (whether immediately or after the waiting list). In case the requested information is not provided in time without a clear and reasonable justification, this will directly end the "Sub-Grant Agreement" setup process and projects inside the "Reserve List" will substitute the failing applicants inside the "List of beneficiaries" in order of ranking.

Once all these formalities are covered, the DIH² Consortium (represented by its coordinator VTT) will sign the "DIH² Sub-grant Agreement" with the final beneficiaries of FSTP- consortia. Take into account that the funds awarded under the Sub-Grant Agreement are provided directly from the funds of the European Project DIH² and are therefore funds owned by the European Commission. Management of the DIH² funds has been transferred to the project partners in DIH² via the European Commission Grant Agreement Number 825268.

The "DIH² Mini-Grant Agreement and Sub-Grant Agreement" will include the set of obligations that the Beneficiaries of FSTP have towards the European Commission. It is the task of the Beneficiaries of FSTP to satisfy these obligations and of the DIH² consortium partners to inform the Beneficiaries of FSTP about them.

5 Preparation and submission of the applications

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 DIH² 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.

5.1 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.

5.2 Appeal procedure

If, at any stage of the evaluation process, the applicant considers that a mistake has been made or that the evaluators have acted unfairly or have failed to comply with the rules of this DIH² Open Call, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by email to helpdesk@dih-squared.eu. Any complaint made should include:

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

Anonymous complaints will not be reviewed.

Complaints should also be made within five (calendar) days since the evaluation results are presented to the Applicant.

As a general rule, the DIH² Team will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than seven days from the date of reception of the complaint, provided that all required information has been submitted by the complainant. Where this time limit is exceeded, the DIH² Team will inform the complainant by email.

6 Support Programs for the selected Applicants

The selected applicants will participate in a customized DIH² program that will help to create, in a systematic way, robotics technologies to overcome the challenges that Manufacturing SMEs have with regard to Agile Production and support their standardization and rapid commercialization. The program has a duration of maximum 10 months. The maximum amount of financial support to be granted to each consortium selected through an open call is **€232.000**.

6.1 Payment arrangements

The payments will be done in subject to achievement of certain milestones. The final beneficiaries will receive funding as follows:

FIRST STAGE :

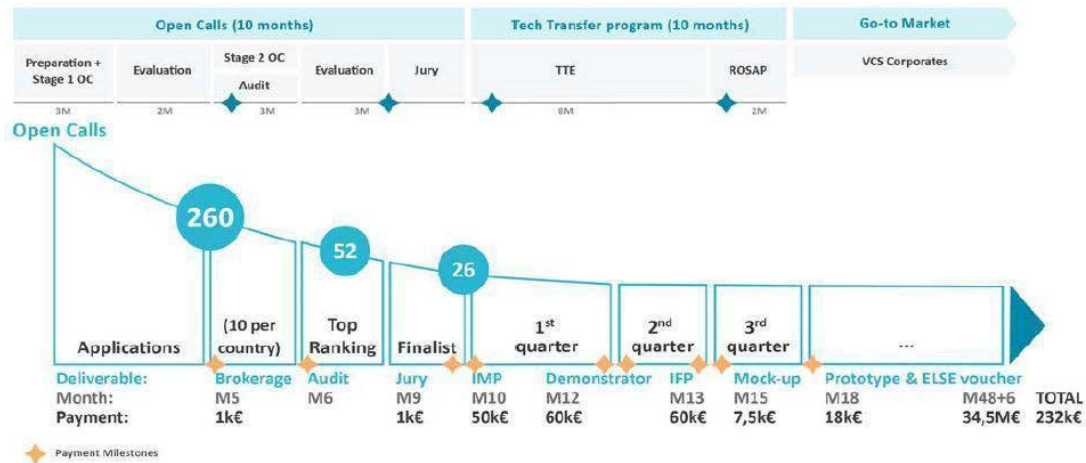
- **Brokerage event:** €1,000 lump sum/per entity against attendance validation for all the organizations selected to participate in the local brokerage event. At most 520 will be invited to the brokerage event in the First Stage of the 1st open call, 10 end users and 10 technology providers/system integrators per each of the 26 local brokerage events.
- **Audit:** support to prepare an application in the Second stage open call – €1.000 voucher/per consortium

SECOND STAGE

- **Jury Day:** €1,000 per consortium selected to participate in the Jury Day. It will be paid against attendance validation. 26 consortia will be invited to participate in the Jury Day.
- **Technology Transfer Program (TTP) (Duration: 8 months):** up to €200.000 as a lump sum. For the sake of simplicity and transparency, the grant (EU Funds) will be paid based on the results of the Review Meetings evaluating progress of TTE's implementation during the TTP. The applicants will indicate the division of a lump sum between beneficiaries in the application form. The payments will be done only after they have been approved by the 'Selection Committee' as follows:
 - 25% at M1 of this stage upon validation of the Individual Mentoring Plan
 - 30% at M4 upon the validation of the Review Meeting (i.e. Demonstrator or Prototype Mock-up)
 - 30% at M8 upon the validation of the Review Meeting (i.e. Demonstrator or Prototype)
 - 15% at the end of the beneficiaries' project
- **IP&ELS Services** (duration: depending on the need): Support on solving specific issues related to ethical, legal and socio-economic (ELSE) matters €6,000€ per TTE (Voucher).
- **ROSE-AP Stage (Robotic-based Open Standard Enablers) (Duration: 2 months):** € 30.000 per consortium. 13 consortia will be selected in the first open call, the same ones that will participate in the TTP.
 - 25% at M1 of this stage upon validation of the Individual Mentoring Plan
 - 60% at M2 upon validation of the Review Meeting (i.e Component or Platform integrated in OPAP) 15% at the end of the project, but before the DIH² Project will finish.
 - 15% at the end of the project

6.2 Phases

The phases of the project are as follows:



The **'Technology Transfer Experiment' (TTE)** will be carried out by the consortia selected. The TTE will be developed in research facilities of DIHs or in end-users' facilities and will get engineering support. The expected result will be a Demonstrator validated in a realistic environment (TRL 6) or even a Prototype (TRL 7). In this stage, the Manufacturing SMEs/Slightly Bigger company will define its roadmap for implementing the full solution in its production and indicate the key steps for the next five to ten years. The Entrepreneur in Residence (EiR) will monitor the implementation even beyond the EU funded project.

The **'promotion of ROSE-APs as de-facto standards'** will consist of supporting the Technology Providers, participating in selected TTEs, in the standardization and commercialization of the common platforms components developed as a result of the TTEs. These components will be incorporated to the COPRA-AP for their reusability. They will also be supported in order to identify additional companies, from other industries, interested to adopt the solution contributing to the introduction of cross-industry-based standards. This stage will mainly support the TTE in the generation of new businesses around platform supply and in leveraging public and private funds and brokerage with corporates which might be interested in adopting those modules/platforms. The fundraising mentor will support the commercialization of developed ROSE-APs beyond the EU funded project.

Beneficiaries will receive the following services to develop their TTEs:

- **technical mentoring,**
- **business mentoring,**
- **fundraising mentoring.**

6.3 Criteria to progress between stages

The 'Mentoring Committee' will evaluate the Experiments performance at the review meetings (established every 3 months), according to the following criteria:

- **Deliverables quality.** To be scored by the Mentors based on the Deliverables established in the Individual Mentoring Plan [IMP] & Individual Fundraising Plan [IFP], those are documents prepared by the TTE consortium together with their mentors at the beginning of the support program.
- **Technical & Business performance indicators.** To be scored by the Mentors based on the KPIs established in the IMP& IFP.
- **Deadline Compliance.** To be scored by the Mentors.

Each criterion will be scored from 0 to 10 and the weight of each one of these criteria, in the final score, will be as follows:

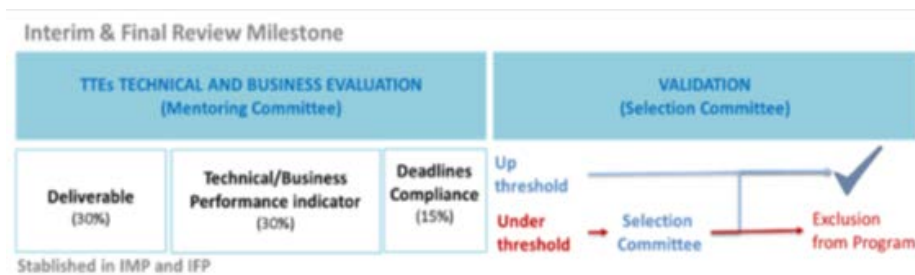
- Deliverable quality (45%).
- Technical & Business performance indicators (45%).
- Deadline Compliance (10%)

Accordinging with this final score:

- **Beneficiaries – Consortia over threshold** (usually 7 points) will successfully receive the next payment and be a candidate to continue in the program
- **Beneficiaries – Consortia under threshold.** Those consortia which haven't reached the threshold will be reviewed by the 'Selection Committee' who will take the final decision taking into account all possible objective reasons for underperformance (i.e. external factors which might have influenced the beneficiaries' performance). Those not passing this examination won't receive the next payment and will be invited to leave the Project.

6.4 Review process of awarded projects

An exhaustive "Review Process" will be implemented in order to do a proper follow up of the selected bottom-up projects:



7 Obligations of FSTP beneficiaries

Each selected applicant will sign the Mini-Grant Agreement and Sub-Grant Agreement with the DIH² consortium. The funds awarded under the Mini-Grant Agreement and Sub-Grant Agreement are provided directly from the funds of the European Project DIH², and are therefore funds owned by the European Commission: Management of the DIH² funds has been transferred to the project partners in DIH² via the European Commission, Grant Agreement number 824964.

The DIH² Mini-Grant Agreement and 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 DIH² consortium partners to inform the FSTP beneficiaries about them.

8 Intellectual Property Rights (IPR)

8.1 IPR ownership of the sub-granted projects

The ownership of all IPR created by the FSTP beneficiaries, via the DIH² 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.

8.2 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 DIH² 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 DIH² consortium for communication purposes.

8.3 Support for the applicants

For more information about the DIH² Open Call, please check the Frequently Asked Questions (FAQs) section included At ([link here](#))

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 DIH² Helpdesk at helpdesk@dih-squared.eu.

When contacting the DIH² 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 isn't working, etc.); and
- screenshots of the problem.

9 Schedule

The table below presents the indicative dates during which each phase of the evaluation will take place:

Description	Indicative Dates
First Stage Open Call launch	1 st July 2019 at 00:00 CEST/UTC + 1
First Stage Open Call submission deadline	31 st October 2019 at 13:00 CET/UTC+1
First Stage Open Call evaluation and selection	November 2019
Second Stage Open Call launch	3 rd December 2019 at 00:00 CET
Second Stage Open Call Submission deadline	27 th February 2020 at 13:00 CET
Second Stage Open Call evaluation and selection process	Experts evaluation March 2020 Jury Day April-May 2020

Table: DIH² 1st Open Call schedule

10 Applicable law

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

Annex 1: Informed consent form

The statements below will be included prior to the online application form.

By ticking the boxes below, I confirm that I have read and understood the information package and in particular have noted that:

- 1. I have read and understood the information about the project, as provided in the Information Sheet.*
- 2. I have been given the opportunity to ask questions about the project and my participation via <https://dih-squared.fundingbox.com/> and I voluntarily agree to participate in the DIH² project.*
- 3. I understand that I can withdraw from the DIH² project at any time without giving reasons and that I will not be penalised for withdrawing nor will I be questioned on why I have withdrawn.*
- 4. The procedures regarding confidentiality have been clearly explained (e.g. use of names, anonymization of data, etc.) to me.*
- 5. The use of the data in research, publications, sharing and archiving has been explained to me.*
- 6. I understand that other researchers will have access to this data only if they agree to preserve the confidentiality of the data and if they agree to the terms I have specified in this form.*

By ticking the boxes below, I confirm that I have read and understood that:

I voluntarily agree to get registered at DIH² Online Community at <https://fundingbox.com/c/dih2-2>

Annex 2: Processing of personal data

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 using the following email address:
privacy@fundingbox.com

PURPOSES, LEGAL BASIS AND PROCESSING PERIOD

<i>The purpose of processing</i>	<i>Legal basis for processing</i>	<i>Period</i>
<i>To run an Open Call and to evaluate applications submitted in the DIH² 1st Open Call</i>	<i>The legal basis for processing is indispensability to implement the legally justified interest of the data controller, consisting in fulfilling the obligations laid down in the Grant Agreement (Article 6 paragraph 1 point f) GDPR in this respect.</i>	<i>6 years after completing the DIH² Project</i>
<i>To realize the DIH² project goals described in the Grant Agreement (communication, reporting, collaborating with other project partners)</i>	<i>The legal basis for processing is indispensability to implement the legally justified interest of the data controller, consisting in effectively participating in the project and fulfilling the obligations laid down in the Grant Agreement (Article 6 paragraph 1 point f) GDPR in this respect.</i>	<i>6 years after completing the DIH² Project</i>
<i>In order to possibly establish and enforce claims or defend against them</i>	<i>The legal basis of the processing is the legitimate interest of the data controller consisting in the protection of its rights (Article 6 paragraph 1 point f) GDPR in this respect.</i>	<i>12 years after completing the DIH² Project</i>
<i>In case your application will be selected to participate in a brokerage event and next stage of Project:</i>		
<i>For the implementation of contracts for co-financing concluded by Data controller, EC and other project partners.</i>	<i>The legal basis for processing is indispensability to implement the legally justified interest of the data controller, consisting in fulfilling the obligations laid down in the Grant Agreement (Article 6 paragraph 1 point f) GDPR in this respect.</i>	<i>6 years after completing the DIH² Project</i>

DATA RECEIVERS

Data controller will transfer personal data only to trusted recipients such as entities belonging to the FundingBox's capital group, Project Partners (complete list of the project partners is available at the email address: privacy@fundingbox.com), European Commission, evaluators, IT service providers, accountants, law firms, postal and courier companies (who process personal data on the controller's behalf).

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 their personal data,
- 3) request to remove or limit the processing of your personal data,
- 4) data portability with respect to the personal data that you have provided to the controller
- 5) complain with the supervisory authority (The President of the Personal Data Protection Office).

You also have 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 DIH² first Open Call. Without providing your data, it is not possible to contact you and evaluate the application.

Annex 3: Information sheet

PROJECT TITLE: A Pan-European Network of Robotics DIHs for Agile Production

PROJECT COORDINATOR: Ali Muhammad

ABOUT THE PROJECT

DIH² is a network of 26 DIHs, with a target to reach over 170 DIHs. The sole aim of the network is to spark incremental (cut 50% cost of advanced robotics solutions, double the growth of robotics market) and disruptive (maximum productivity & optimum agility) innovations in over 300,000 Manufacturing SMEs and Mid-Caps. It will support SMEs in their Agile Production challenge (50% increase in productivity) and unleash their digitalization potential by enabling robot solutions that are more cost effective at lower lot sizes.

DIH² relies on:

- A Common Open Platform Reference Architecture for Agile Production (COPRA-AP) -based on Industrial Data Space Reference Architecture Model and FIWARE technologies- to serve the needs of SMEs by means of a continuously growing set of Robotic-based Open Standard Enablers (ROSE-AP).A marketplace as one-stop-shop for SMEs to access essential services for digital transformation including business modelling, technical support, access to skills and finance.
- 2 competitive Open Calls to launch an ambitious Technology Transfer Program with 260 Agility Audits, 26 crossborder Technology Transfer Experiments and 26 ROSE-AP, leveraging over 26M€ of public & private funding in advanced robotics solutions for Agile Production.
- Members deeply rooted in their regional Smart Specialization Strategy (bringing €5M additional funding on top of EU funds), ensuring 'working distance' services for every SME in Europe - whichever the sector, wherever the location, whatever the size.
- A Corporate Sponsorship Program from equipment and automation suppliers committed with the network to get access to wider market and latest research in robotics.

DIH² will transform this network into a self-sustainable non-profit association with members all over Europe. DIH² will demonstrate that public funded research can help SMEs & Mid-Caps achieve digital excellence and global competitiveness through adopting advanced robotics solutions in Agile Production.

WHO IS RESPONSIBLE FOR THE DATA COLLECTED IN THE PROJECT?

FundingBox Accelerator is responsible for the data collected in the open call, namely through the information provided by applicant teams through the DIH² community <https://fundingbox.com/c/dih2-2> and/or the Application Form data requested for their participation in the project Open Calls to provide financial support to third parties at: <https://dih-squared.fundingbox.com/>.

Data are collected and processed in accordance with our Terms of use and Privacy policy. You can contact the Project Manager, Nikolaj Nygaard Nielsen, or Deputy Manager Aneta Gałazka for any further queries you may have.

The DIH² project will follow the EU directives and regulation which have a significant impact on Data Protection:

- The Charter of Fundamental Rights of the European Union;
- The European Convention on Human Rights and its Supplementary Protocols;

REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

The data that will be collected, and consequently protected in the DIH² community and sign-up process and/or open calls, according to aforementioned directives and regulations.

METHODS OF DATA COLLECTION, STORAGE AND SHARING

DIH² will collect data of European entities and individuals through an online form available at <https://dih-squared.fundingbox.com/>. The information gathered will serve to evaluate and fund the most promising projects in the area = Robotics for Agile Production. Therefore, it is necessary to collect, store and process the online forms that will be submitted by the applicants. Data will be exploited for the following main purposes:

- evaluation of proposals;
- impact assessment of the open calls and/or the project;
- dissemination and communication materials; and
- statistics.

The personal data included in the Application forms, will be stored and secured in the FundingBox online platform in order to guarantee the access only to person authorised via authentication. External Evaluators, will be responsible for evaluating the proposal and thus will be granted access to a limited number of projects. Under no circumstances personal data will be released during the evaluation process. After the evaluation process, the name of the finalists and the information of the awarded projects will be made public in order to give visibility and recognition.

Anonymised data sets will be kept 6 years after the end of the project for statistics purposes. After this period data will be erased definitively from the project repositories.

WHAT ARE YOUR RIGHTS AS A PARTICIPANT?

Taking part in the DIH² project as Open Call applicant is voluntary. You may choose not to take part or subsequently cease participation at any time.

Do not hesitate to contact the DIH² project team in case you are interested in knowing more about the project and learn about the published results.

WILL YOU RECEIVE ANY PAYMENT OR MONETARY BENEFITS FOR YOUR DATA COLLECTION?

You will receive no payment for the fact of providing the personal data collected by the project, as described above.

Therefore, you should not expect any royalties or payments in concept of “data collected” from the project in the future.

The only expected benefit might refer, not to the collection of data itself, but to the fact of providing those data with the aim of participating in the Open Calls and receiving financial support according to the conditions established by the Open Call(s) requirements, and which will be published at ([link here](#)).

On the other hand, the data will not be used by any member of the project team for commercial purposes.

FOR MORE INFORMATION

If you have any further questions or concerns about this application process, please contact:

Aneta Gałązka

+48602150448

email: aneta.galazka@fundingbox.com

WHAT IF I HAVE CONCERNS ABOUT THIS PROJECT?

If you are worried about any of the information requested, or if you are concerned about how it is being collected, please, send an e-mail to privacy@fundingbox.com

Annex 4. DIHs part of the consortium

The brokerage events will take place in one of the following 26 Digital Innovation Hubs all over Europe.

DIH Name	Country
SMACC	Finland
CREATE	Italy
Digital.Hub Logistic	Germany
RoboValley Delft	The Netherland
Catalan Robotics Hub	Spain
Stena Industri Innovation Hub	Sweden
BrainsBusiness ICT North Denmark	Denmark
SIRRIS	Belgium
Linz Center of Mechatronics GmbH	Austria
Proxinno	France
IMR	Ireland
PRODUTECH Digital Innovation Hub Platform	Portugal
CERTH	Greece
PIAP HUB	Poland
CyDI-Hub	Cyprus
Sofia Tech Park	Bulgaria
CROBOHUB	Croatia
DIGIMAT DIH	Czech Republic
IMECC	Estonia
AmLab	Hungary
VHTP	Latvia
RDMI	Lithuania
Transilvania Digital Innovation Hub	Romania
National Centre of Robotis	Slovakia
Pomurje Technology Park	Slovenia
Serbian Manufacturing Innovation Hub	Serbia

Annex 5. Glossary

Applicants – defined as either the Manufacturing SME/Slightly Bigger Company or the Technology Provider applying for the Open Call of the DIH² project.

Beneficiaries – the beneficiaries are the 3rd parties who will receive funding through the DIH² project

Brokerage Event – a matchmaking event with goal-oriented networking.

Consortium – applicants to the Second Stage of the 1st Open Call can form a consortium of up to three legal entities. At least one of these entities must be a Manufacturing SME/Slightly Bigger Company

DIH – a Digital Innovation Hub. A legal entity which functions as a regional network of research, innovation, business and industry organizations in order to ensure digital progress in the region.

Entrepreneur-in-Residence [EiR] [provided by DIHs] is a senior business profile who will analyse the economic viability of the TTE solution based on its knowledge of the target application market. The EiR role is crucial as DIH² only supports TTEs where there is clear business generation for the solution proposed

Experiment – Experiments are aimed at developing technology-based novel products or services and testing them with early adopters in their respective operative environments.

Evaluation Committee – Committee responsible of selecting the best proposals in the ‘Consensus Meeting’.

Financial Support to Third Parties (FSTP) – a mechanism to distribute public funding by allowing that some EU-funded projects issue, in turn, open calls for further funding. It’s used to assist beneficiaries (such as start-ups, scale-ups, SME and/or mid-caps), in the uptake or development of digital innovation.

Mini-grant Agreement – legal contract signed between VTT (the DIH² Coordinator) and the applicants selected within the 1st Stage of the DIH² 1st Open Call related only to the mini-grant received by the applicants to participate in the Brokerage Event and audit offered for TTE’s consortium. The contracts include detailed information about the rules of the grant, obligations and applicable legal requirements.

Selection committee – body responsible of selecting the best proposals in Jury Day and validation in Review Milestones.

Sub-grant Agreement – legal contract signed between VTT. (the DIH² Coordinator) and the TTE’s Consortium selected within the 2nd Stage of the DIH² 1st Open Call related. The contracts include detailed information about the rules of the grant, obligations and applicable legal requirements.

Technology Readiness Level – As per European Commission definition (Annex G, [General Annexes to Work Programme 2018-2020 of the Horizon 2020 Programme](#)), there are 9 possible levels of technology readiness corresponding to:

- TRL 1 – basic principles observed,
- TRL 2 – technology concept formulated,
- TRL 3 – experimental proof of concept,
- TRL 4 – technology validated in lab,
- TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies) ,
- TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies),
- TRL 7 – system prototype demonstration in operational environment,
- TRL 8 – system complete and qualified, and
- TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

Annex 6. Call announcement

DIH² First Open Call

Project Acronym: DIH²

Grant agreement number: 824964

Project Full name: A Pan-European Network of Robotics DIHs for Agile Production

Call identifier: DIH²_OC1

Publication Date: 1st of July 2019, at 13:00 (CEST), First Stage Open Call

Deadline: 27th February 2020, at 13:00 (CET), Second Stage Open Call

Maximum funding request per consortia application: Up to 232.000 EU Funds.

Submission language: English

Web address for full open call information : <http://www.dih-squared.eu/>

Web address for application submissions: <https://dih-squared.fundingbox.com>

Additional Information

DIH² is a network of 26 DIHs, with a target to reach over **170 DIHs until 2022**. The goal is establishing a **sustainable network of robotics DIHs**, endowed with tools and procedures, to facilitate the **commercialisation and broad uptake of Agile Production** by Manufacturing SMEs/Slightly Bigger Companies.

Through two rounds of Open Calls, in total **26 consortia composed of up to 3 members including SMEs/Slightly Bigger Companies and Technology Providers**, will be selected to participate in a **Technology Transfer Program**. The beneficiaries will receive financial support, training and other technical and business services to ensure rapid commercialisation of their solutions.

The first Open Call is divided in two stages:

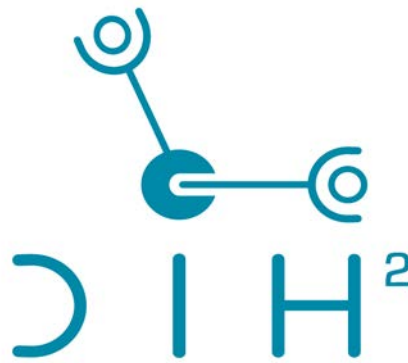
First Stage: Manufacturing SMEs/Slightly Bigger and Technology Providers can apply individually through a simple application form. Approximately 10 Manufacturing SMEs and 10 Technology Providers will be selected to participate in a brokerage event arranged by the regional DIH. There will be 26 local brokerage events to which will be invited up to 520 individuals, SMEs/Slightly Bigger Companies and Technology Providers.

Second Stage. Consortia of at least two and up to three organisations can apply to the Second Stage, among them at least one must be a Manufacturing SME/Slightly Bigger. The consortia will be set up during the brokerage events that will take place at the beginning of the Second Stage submission phase

Who can apply?

Manufacturing SME/Slightly Bigger Company and Technology Providers. Proposals can be submitted by any of the aforementioned type of entities, but the participation of, at least, **one Manufacturing SME/Slightly Bigger is compulsory**. Please visit <https://dih-squared.fundingbox.com/> to find more information of the project.

Annex 7. FAQ



FAQ FREQUENTLY ASKED QUESTIONS

DIH² Open Call (July 2019)

First Stage will open on 1st of July 2019 00:00 CEST and will close on 31st of October at 13:00 CET.

Second Stage will open on 3rd of December 2019 and will close on 27th February 2020 at 13:00 CET

Version 1.0

Date: 16/05/2019



H2020 Innovation Action – This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824964

Thank you so much for your interest in DIH² Open Call and welcome to our Frequently Asked Questions (FAQ). We hope these questions can help you solve your doubts about the application and submission process of DIH² Open Call.

This FAQ 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 Q&A spaces <https://fundingbox.com/spaces/dih2-q-a-sessions> at DIH² Online Community <https://fundingbox.com/c/dih2-2> or to our Helpdesk helpdesk@dih-squared.eu.

This document refers to the first and Second Stage in Open Calls under DIH² project, which launches on Monday 1st of July 2019, at 00:00 (CEST) and has a submission deadline on Thursday 31st of October 2019 at 13:00 (CET). Second Stage launches on Tuesday 3rd of December 2019 and will close on Thursday 27th of February 2020 at 13:00 (CET)

Please refer to DIH² website for more information about the project and to the Guide for Applicants (GfA) for further information about the call.

In the First Stage you can apply at the Open Call microsite <https://dih-squared.fundingbox.com/>

1. GENERAL QUESTIONS RELATED TO DIH²

1.1 What is DIH²?

DIH² is a network of 26 DIHs, with a target to reach over 170 DIHs. The sole aim of the network is to spark incremental (cut 50% cost of advanced robotics solutions, double the growth of robotics market) and disruptive (maximum productivity & optimum agility) innovations in over 300,000 Manufacturing SMEs and Mid-Caps. It will support SMEs in their Agile Production challenge (50% increase in productivity) and unleash their digitalization potential by enabling robot solutions that are more cost effective at lower lot sizes.

1.2 What is the purpose of the network?

DIH² ultimate goal is to establish a **sustainable network of robotics DIHs**, endowed with tools and procedures, to facilitate the **commercialisation and broad uptake of Agile Production** by Manufacturing SMEs.

2. QUESTIONS RELATED TO DIH²OPEN CALL

2.1 Who can apply to Open Call

- **Manufacturing SMEs/Slightly Bigger** Companies are defined as organizations with a staff headcount below 500 employees and a turnover below €100M.
- **Technology Providers**. It can be any type of organization specialized in technology transfer or integration to end users. Such as System Integrators Research and Technology Organizations, Competence Centers or SMEs.

2.2 Can I apply together with other organizations?

For the **First Stage** applications must be submitted individually by any of the aforementioned type of entities. For the **Second Stage** it is necessary to apply as a consortium, the participation of at least **one Manufacturing SME/Slightly Bigger and one Technology Provider in the consortium is compulsory**. All of them must be established in an EU member state or associated country.

2.3 I already have a consortium formed. Do I then need to apply to the First Stage of the Open Call?

No, but you are encouraged to apply to the First Stage as by doing so you will receive support to prepare the full application to the Second Stage of the 1st Open Call. This support will include training and mentoring.

2.4 Which requirements must the application fulfil?

There are a few important requirements you must consider:

- Applications should address domain specified in point 1 or in general any Manufacturing SMEs facing some 'Agility Challenges' where robotics can be a central enabling factor for Agile Production ('Agility Enablers') as the ones identified and prioritised in the project: Variable Automation, Integrated safety, Mobility, Modularity, Scalability, Usability, Accessibility, Adaptability
- Applications must be submitted before the deadline.
- Applications have to be submitted in English.
- Applicant shall not have any conflict of interest.

For more information on eligibility criteria, you can visit **section 3 of the Guide for Applicants**.

2.5 What type of projects is DIH² looking for?

DIH² is looking for projects/solutions that will cover the challenges presented in the prioritized domains where robotics has an enabling factor for Agile Production. Furthermore, below criteria are also important to address in your project/solution:

- **Contribution to standardisation:** Your project/solution will be evaluated by how it can contribute to accelerate a broad uptake and integration of robotics technologies
- **Innovation:** Your project/solution should provide information about the level of innovation within their market and about the degree of differentiation that this experiment will bring.
- **Commercial Strategy:** The applicants have to outline the strategy they will follow to get the reusability of the new/improved product/process beyond just solving a specific problem of a reduced number of end users. The applicants should provide concrete evidence on their capabilities to reach out to a critical mass of End Users that might adopt the resulting solutions.

To have a full overview in how your project/solution will be evaluated, please see section 4, Phase 3 and 4 in the Guide For Applicants.

2.6 How do I submit my application to the Open Call?

Applications to the Open Call First Stage and Second Stage must be submitted through the DIH² Open Call microsite at <https://dih-squared.fundingbox.com/> for the First Stage. Applications submitted by any other means will not be considered for funding. Inside the online application form there are specific fields to provide descriptions.

2.7 How do I submit my application to the Open Call?

The application form for the **First Stage** is really simple and will include the following sections:

Legal and contact information

1. Company Information - It will be checked if entity complies with eligibility criteria included in section 3. The selection will be done through a pre-scoring mechanism, the short-outlined application will be evaluated by criteria's such as skills of your team and business and technology readiness.
2. Declaration of honour – confirmation of the exclusion criteria and absence of conflict of interest to be accepted by the Applicants
3. Processing of personal data – legal requirements related to the processing of the personal data of the Applicants (in accordance with the General Data Protection Regulation, EU 2016/679).

The applications at **Second Stage** will include the following sections:

4. Legal and contact information
5. Team composition
6. (Scored) EXCELLENCE
7. (Scored) IMPACT
8. (Scored) IMPLEMENTATION
9. TRANSVERSAL CRITERIA (used in case of tie)
10. Statistical section (optional)
11. Declaration of honour – confirmation of the exclusion criteria and absence of conflict of interest to be accepted by the Applicants
12. Processing of personal data – information clause related to the processing of the personal data of the Applicants (in accordance with the General Data Protection Regulation, EU 2016/679).

2.8 Can I include other material to the application after the deadline?

Additional material, which has not been included and specifically requested in the online application form, will not be considered for the evaluation of the applications. Data not included in the application will not be considered. The DIH² 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 application. Failure of the application to arrive in time for any reason, including extenuating circumstances, will result in rejection of the application.

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

2.9 Can I apply if I don't have a company?

No, you must have a legal entity to apply to the Open Calls.

2.10 Can one team submit two project ideas?

Though teams could submit multiple applications, neither team member nor any legal entity can be funded twice by DIH². In the case that more than one application with any similar team members or from the same organisation will be among the selected projects, only the one with more points will be funded.

2.11 How long does it take to fill in the application?

For First Stage it will take you just minutes, at most 1 hour.

For the Second Stage in order to successfully fill in the application form you will probably need **1-2 day** 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 1st call.

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

2.12 What type of support is available for preparing the application?

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

A Helpdesk service for the Open Call is on hand helpdesk@dih-squared.eu to clear up any doubts you may have relating to the application process (eligibility rules, application form information requests, etc.) and also, at the DIH²'s Online Community <https://fundingbox.com/c/dih2-2>, there will be Q&A spaces <https://fundingbox.com/spaces/dih2-q-a-sessions> available for such a purpose.

If you are selected to participate in the brokerage event of the Second Stage, you will receive support to prepare the application from DIH² consortium.

2.13 When is the deadline for my application submission?

First Stage will open the 1st of July 2019 00:00 (CEST) and will close on the 31st of October at 13:00(CET).

Second Stage will open on the 3rd of December 2019 00:00 (CET) and will close on the 27th of February 2020 at 13:00 (CET).

3. QUESTIONS RELATED TO DIH² EVALUATION PROCESS

3.1 What happens after my application has been submitted?

Right after the submission deadline (*on 31st of October at 13:00 (CET)*) to the **First Stage** of the Open Call, the evaluation process begins. Firstly, there will be an eligibility check to see if the applicants meet the eligibility criteria included in Guide for Applicants.): Approximately 10 Manufacturing SME/Slightly Bigger Companies and 10 Technology Providers per country will be invited to the 26 local brokerage events; it depends on the number of eligible applications.

The evaluation of the **Second Stage** of the Open Call will begin right after the submission deadline (on the 27th of February 2020 at 13:00 (CET)). The process can be viewed in more detail in section 4 in the Guide for Applicants.

3.2 What is a brokerage event?

Selected applicants of the **First Stage** of the Open Call will be invited to participate in a local brokerage event will be held in by a regional Digital Innovation Hub. The purpose of the brokerage event is to networking, training, mentoring and engage in a consortium with other applicants.

3.3 How is my application being evaluated?

The evaluation of **First Stage** applications, will be done through a pre-scoring scheme. The pre-scoring will be applied at national level and only if there are more than 10 applications as Manufacturing SME or more than 10 applications as System Integrator/Technology Provider.

Applications in the **Second Stage** will be evaluated by two independent and confidential evaluators with wide expertise in Robotics and Agile production. The best applications will be invited to a Jury Day to pitch their solutions, in which the 13 final beneficiaries will be selected.

4. QUESTIONS RELATED TO DIH² FUNDING

4.1 When do the selected teams receive the funding?

FIRST STAGE :

- **Brokerage event:** € 1,000 lump sum/per entity against attendance validation for all the organizations selected to participate in the local brokerage event. At most 520 will be invited to the brokerage event in the First Stage of the 1st open call, 10 end users and 10 technology providers/system integrators per each of the 26 local brokerage events.
- **Audit:** support to prepare an application in the Second stage open call – € 1.000 voucher/per consortium

SECOND STAGE

Jury Day: € 1,000 per consortium selected to participate in the Jury Day. It will be paid against attendance validation. 26 consortia will be invited to participate in the Jury Day.

- **Technology Transfer Program (TTP) (Duration: 8 months):** up to € 200.000 as a lump sum. For the sake of simplicity and transparency, the grant (EU Funds) will be paid based on the results of the Review Meetings evaluating progress of TTE's implementation during the TTP. The applicants will indicate the division of a lump sum between beneficiaries in the application form. The payments will be done only after they have been approved by the 'Selection Committee' as follows:
 - 25% at M1 of this stage upon validation of the Individual Mentoring Plan
 - 30% at M4 upon the validation of the Review Meeting (i.e. Demonstrator or Prototype Mock-up)
 - 30% at M8 upon the validation of the Review Meeting (i.e. Demonstrator or Prototype)
 - 15% at the end of the beneficiaries' project

- **IP&ELS Services** (duration: depending on the need): Support on solving specific issues related to ethical, legal and socio-economic (ELSE) matters €6,000€ per TTE (Voucher).
- **ROSE-AP Stage [Robotic-based Open Standard Enablers] (Duration: 2 months):** € 30.000 per consortium. 13 consortia will be selected in the first open call, the same ones that will participate in the TTP.
 - 25% at M1 of this stage upon validation of the Individual Mentoring Plan
 - 60% at M2 upon validation of the Review Meeting (i.e Component or Platform integrated in OPAP) 15% at the end of the project, but before the DIH² Project will finish.
 - 15% at the end of the project

4.2 How do I receive the funding?

All payments will be made by bank transfer from the Coordinator, who holds all third party funds, in the name of the consortium. Beneficiaries will be informed since the beginning about these conditions which will also be included in Mini-grant Agreement and Sub-Grant Agreement.

4.3 What kind of benefits will DIH² offer to selected teams?

DIH² project offers several benefits:

- **A Common Open Platform Reference Architecture for Agile Production** which can be instantiated to serve the needs of any Manufacturing SME by means of selecting and integrating a set of Robotic-based Open Standard Enablers [ROSE-AP].
- **A Technology Transfer Program** bringing support to the best in class Technology Transfer Experiments
- **A marketplace as one-stop-shop for SMEs** with access to premier class technical and non-technical services
- **A Corporate Sponsorship Program** to support DIHs in liaising with Components & Robot suppliers, and system integrators.

4.4 How will DIH² monitor the progress of the teams?

The 'Mentoring Committee' will evaluate the Experiments performance at the review milestones (established every 3 months), according to the following criteria.

- **Deliverables quality.** To be scored by the Mentors based on the Deliverables established in the Individual Mentoring Plan [IMP] & Individual Fundraising Plan [IFP].
- **Technical & Business performance indicators.** To be scored by the Mentors based on the KPIs established in the IMP & IFP.
- **Deadline Compliance.** To be scored by the Mentors. Each criterion will be scored from 0 to 10 and the weight of each one of these criteria, in the final score, will be as follows:
 - Deliverable quality (45%).
 - Technical & Business performance indicators (45%).
 - Deadline Compliance (10%).

According with this final score:

- **Beneficiaries over threshold** (usually 7 points) will successfully receive the next payment and be a candidate to continue in the program.
- **Beneficiaries under threshold.** Those beneficiaries which haven't reached the threshold will be reviewed by the 'Selection Committee' who will take the final decision taking into account all possible objective reasons for underperformance (i.e. external factors which might have influenced the beneficiaries' performance). Those not passing this examination won't receive the next payment and will be invited to leave the Project.

VTT



H2020 Innovation Action – This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 824964