



# Guide for Applicants (GfA)

## DIH<sup>2</sup> Second Open Call

### Submission of SHORT PROPOSALS

Application submission starts on: 01 April 2021, 00:00 CEST  
Submission deadline is: 30 June 2021, 17:00 CEST



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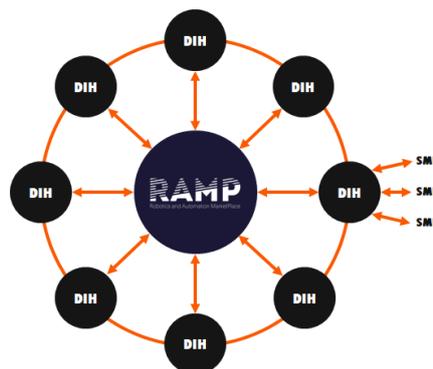
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# 1 General Overview of DIH<sup>2</sup>

DIH<sup>2</sup> is a network of 25 Digital Innovation Hubs (DIHs) covering nearly every country in European Union. To contact the DIH in your country visit [this link](#). The network will further grow to nearly 200 DIHs with a target to cover every region of Europe.

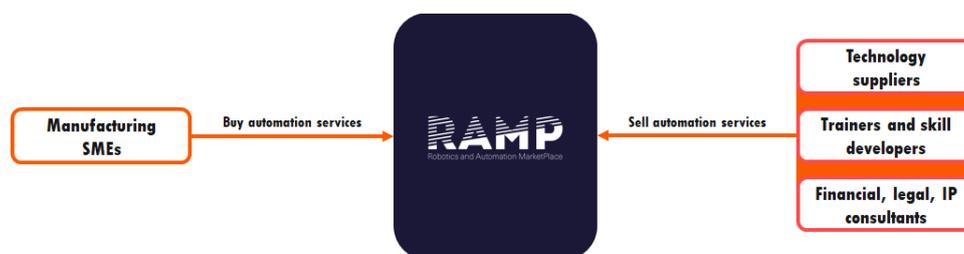
The goal of Digital Innovation Hubs is to support the business development of manufacturing<sup>1</sup> SMEs by guiding them towards the adoption of modern Automation and Agile Production technologies, which can potentially open new markets and business opportunities for them. DIH<sup>2</sup> as a network provides support to each of its DIH members by providing a ready and tested set of automation technologies and business development strategies.

The DIHs in the network are centrally connected together through the Robotics and Automation MarketPlace (RAMP – [www.RAMP.eu](http://www.RAMP.eu)). RAMP hosts a number of automation and digital services which can be provided to SME with the support of the local DIHs. See Figure 2.1 below.



*Figure 2.1: Network of DIHs can access RAMP services and provide to SMEs*

RAMP – Robotics and Automation MarketPlace as it is clear from the name is a Business-to-Business (B2B) internet marketplace for the manufacturing SMEs. Through RAMP, manufacturing SMEs can access digital services, buy automation technologies and purchase consultancy services on access to finance, cyber security, IP protection and legal issues.



*Figure 2.2: RAMP is a B2B marketplace to sell and buy automation services needed by manufacturing SMEs*

To test services and to validate the transfer of technology on the RAMP, DIH<sup>2</sup> network is starting a **Technology Transfer Program (TTP)**. During the TTP, a number of manufacturing SMEs and Technology Suppliers **will be selected and supported to deploy automation solutions in their factory**. Each transfer of technology is referred to as Technology Transfer Experiment (TTE).

Manufacturing SMEs and Technology Suppliers will be offered ready technologies plus business and technical support including:

- An **Open Industrial IoT Platform**, which will be deployed in the factory.
- A set of ready **Open Robotic Components**, which can be utilized to develop new automation solutions.

<sup>1</sup> Manufacturing refers to large-scale production of goods that converts raw materials, parts, and components into finished merchandise using manual labor and/or machines in a physical factory.

- Access to services on **RAMP marketplace**, which can be utilised to see the immediate impact of the automation.
- Development of **Automation Roadmap**, which can be utilised for future automation plans.
- **A Corporate Brokerage and Investment program** to support the Technology suppliers in liaising with Components & Robot suppliers, system integrators and new customers.

To enter into the Technology Transfer Program (TTP), consortia including Manufacturing Companies and Technology Suppliers (both of the type of Manufacturing SMEs/Slightly Bigger Companies) can participate in the 2<sup>nd</sup> **Open Call** of the DIH<sup>2</sup>.

DIH<sup>2</sup> will select 15 consortia (TTEs) to participate in the Technology Transfer Program, whose main purpose is **to test the Robotics and Automation MarketPlace (RAMP) and strength of the DIH<sup>2</sup> network**. TTEs will be offered **a lump sum money of up to EUR 248,000 EU Funds** plus access to technology and services described above.

#### **IMPORTANT NOTE:**

A complete set of base definitions of all the terms and concepts used in this Guide for Applicants can be found in the [Glossary](#) document.

## 2 DIH<sup>2</sup> Second Open Call Summary

### 2.1 Overview of the Open Call Process

This section summarises the characteristics of the second Open Call to select the 15 remaining consortia to join the Technology Transfer Program.

The second open call will be divided into 2 steps:

#### 2.1.1 Step 1 – Short Proposal Submission

Consortia of Manufacturing Companies and Technology Providers (both of the type of SMEs/Slightly Bigger Companies) have to submit a short proposal with a description of the proposed experiment. Applicants should apply via the open call on the [FundingBox platform](#) which will remain open for 3 months from 1 April 2021 to 30 June 2021. The short proposal should focus on the relevance (the agility challenges addressed by the applicants) and the excellence (soundness of the approach, ambition and innovation) of the proposed experiment. The short proposals will be evaluated based on their relevance and excellence by 2 internal and 2 external technical evaluators. In case of biases, a third internal evaluator will assess them as well. Up to five proposals per eligible country will be selected to present a full proposal.

The following is required for the short proposal submission:

- Complete the online SHORT application form via the [Funding Box Platform](#) .
- Provide a set of slides describing the experiment (the following is the [link to the PowerPoint template](#), including guidelines). This should be uploaded via the platform to your application.

#### 2.1.2 Step 2 – Full Proposal Submission

If successful in step 1, consortia will be invited to complete the full proposal. Applicants will have 2 months to complete it. In the proposal, the applicant should add detail on the impact and implementation focus of the experiment to complement the relevance and excellence provided in the short proposal, as well as how they plan to implement the experiment. The detail in the original short proposal cannot be changed at this stage. The consortium partners cannot be changed either from Step 1 to Step 2.

The following is required to complete the full proposal submission:

- Complete the online FULL application form via the [Funding Box Platform](#). More business and implementation-oriented questions will be added to your existing application form for completion (this would be made available online to the applicants invited to Step 2).
- Fulfil a full proposal document (the following is the [link](#) to the template, including guidelines). This should be uploaded via the platform to your application.

DIH<sup>2</sup> will select up to **34 proposals** from the eligible countries (see details in section 3.2) to participate in the Jury Day. Each of the invited consortia will receive a mini-grant in the amount of EUR 3,500. During the Jury Day, 15 will be selected out of these up to 34 as beneficiaries of the DIH<sup>2</sup> program and they will get up to a total EUR 248,000 funding and premium technology transfer services.

## 2.2 Main sources of information

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

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

Help Desk: <https://spaces.fundingbox.com/spaces/dih-helpdesk-dih-2nd-open-call>

Application Website: <https://dih-squared-2nd-OC.fundingbox.com/>

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

## 2.3 Why should you apply to this open call?

If you are a **Manufacturing SME/Slightly Bigger Company** facing challenges where robotics might have an enabling factor for Agile Production, then DIH<sup>2</sup> is the programme for you.

If you are a **Technology Provider** (of the type **SME/Slightly Bigger Company**) specialised in technology transfer or systems integration serving the needs of end-users, then DIH<sup>2</sup> 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 DIH<sup>2</sup> will help you to realise the **standardisation potential** within Agile Production.

The applicant consortia can be cross-border or full-national, provided they meet the eligibility criteria set out in Section 3.2.

## 2.4 What are the technical requirements?

To ensure its alignment with the DIH<sup>2</sup> Program, applicants are requested to propose Technology Transfer Experiments (TTEs) in compliance with a set of technical requirements that are described in detail in the DIH<sup>2</sup> 2<sup>nd</sup> Open Call [Technical Guide](#).

## 2.5 Financial support

The financial support will be distributed as follows, the maximum amount of financial support to be granted through open call will be up to EUR 248,000, distributed as follows:

- **1<sup>st</sup> Phase:** EUR 3,500 EU funds per **consortium** participating in the Jury Day – **lump sum, mini-grant**.
- **2<sup>nd</sup> Phase:**
  - Up to EUR 200,000 EU Funds per **TTE consortium** selected – **as a lump sum**.
  - Up to EUR 6,000 EU – **IP&ELS Services** – per **TTE consortium** – **2 vouchers of EUR 3,000 maximum**.
- **3<sup>rd</sup> Phase:** Up to EUR 38,500 per **Technology Provider(s)** of selected consortia – **as a lump sum**.

The amount granted to each TTE consortium will be transferred to the entity acting as the Team Coordinator as per the Mini-grant and the Sub-Grant Agreements (2<sup>nd</sup> & 3<sup>rd</sup> Phase). The Team Coordinator **has to be a Technology Provider**. However, in the full application proposal step, the invited applicants will have to detail the distribution of funds within the consortium members, taking into account that each category (Technology Providers and Manufacturing Companies) have to receive, as a whole, 50% of the total amount<sup>2</sup>.

All payments will be made by bank transfer from the project coordinator VTT, in the name of the DIH<sup>2</sup> consortium. These conditions will be included in Mini-Grant Agreement (1<sup>st</sup> Phase) and Sub-Grant Agreements (2<sup>nd</sup> and 3<sup>rd</sup> Phase). See section 6.1 for a detailed description of each phase of the program.

The maximum amount that an entity can get from the 5 Innovation Actions DIHero, DIH<sup>2</sup><sup>3</sup>, RIMA, Trinity and the AGROBOT is EUR 300,000 in total. This means that any entity can apply to several of them but can only be funded with up to EUR 300,000.

A detailed description of the Supporting Program is provided in section 6.

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<sup>2</sup> For example, for a consortium of 2 Manufacturing Companies and 1 Technology Provider, a possible distribution of funds could be: 25% for each manufacturing company and 50% for the Technology Provider. See more examples in the [Full Proposal Template](#).

<sup>3</sup> Only applicable to Technology Providers from the 1st Open Call.

## 3 Eligibility criteria

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

### 3.1 Eligible Applicants

Consortia composed of **Manufacturing Companies as well as Technology Providers** (in both cases, only SMEs or Slightly Bigger Companies) can apply to participate in the Second Open Call. The participation of, at least, **one Manufacturing Company and one Technology Provider** is compulsory. The Manufacturing Company should be clearly manufacturing at least one product that is addressed by the TTE. The maximum number of partners in an applicant consortium is three, so the options are:

- 1 Manufacturing Company and 1 Technology Provider;
- 1 Manufacturing Company and 2 Technology Providers;
- 2 Manufacturing Companies and 1 Technology Provider.

The potential beneficiaries of this Open Call are consortia composed of 2 or 3 organisations of the following types (following the base definitions set in the [Glossary](#) document):

- Manufacturing SMEs/Slightly Bigger Companies;
- Technology Providers (of the type SME/Slightly Bigger Company)<sup>4</sup>

**Manufacturing company** refers to a company involved in large-scale production of goods that converts raw materials, parts, and components into finished merchandise using manual labour and/or machines in a physical factory.

**SME** – A company is considered as such if it complies with the [EU recommendation 2003/361](#). For detailed information check EU recommendation. As a summary, both these criteria must apply for a company to qualify as an SME:

- Headcount in Annual Work Unit (AWU) less than 250 people;
- Annual turnover less or equal to EUR 50 million or annual balance sheet total less or equal to EUR 43 million. Note that the figures of partners and linked enterprises should also be considered as stated in the EC [User Guide to the SME Definition](#).

**Slightly Bigger Companies** – A company is considered slightly bigger than an SME if it fulfils both these criteria:

- Headcount in Annual Work Unit (AWU) is maximum of 499 people;
- The Turnover should not exceed EUR 100M or balance sheet should not exceed EUR 86M.

**Technology Provider** – Any type of SME or Slightly Bigger Company specialised in technology transfer or system integration, serving the needs of end users. Examples of Technology Providers are Solution Providers and System Integrators, Platform providers, Digital Innovation Hubs Centres, etc.

An SME/Slightly Bigger Company being owned by a big company will not be eligible for funding. If you are not sure about the status of your company check the official EC [User Guide to the SME Definition](#).

The consortia applicants cannot be affiliated to any of the DIH<sup>2</sup> partners or to any of the DIHs that have become a member of the DIH<sup>2</sup> network after any specific call for offers launched by the DIH<sup>2</sup> consortium.

Please, be aware that while checking the companies' status, the linked parties of the companies are also taken into consideration. If you are not sure about the status of your company check the official EC [User Guide to the SME Definition](#).

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<sup>4</sup> Technology Providers that are not an SME/Slightly Bigger Company could only be eligible if they take part of a consortium led by another Technology Provider of the type SME/Slightly Bigger Company.

## 3.2 Eligible countries

The applicants consortia should be established in one of the following eligible countries:

### 3.2.1 Manufacturing Companies

Only companies established in any of the following 17 countries (hereafter collectively identified as the “Eligible Countries for Manufacturing Companies”) will be eligible:

- The following EU13 Member States: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Romania, Slovakia and Slovenia.
- The following EU Member States: Austria, Denmark, France, Germany, Italy and Sweden.
- The following associated country: Serbia.

### 3.2.2 Technology Providers

Only companies legally established in any of the following countries (hereafter collectively identified as the “Eligible Countries for Technology providers”) will be eligible:

- [The Member States of the European Union and its Overseas Countries and Territories \(OCT\)](#).
- [Associated Countries to H2020](#).
- The United Kingdom.

## 3.3 Minimum TRL

The minimum initial TRL of the proposed solution has to be 5 (technology validated in a real environment), and the expected result of the TTE will be a Prototype (TRL 7) in this case deployed in the factory of the Manufacturing Company. See more information in the [Glossary](#) and the [Technical Guide](#), section 1.2.

## 3.4 English language

English is the official language for DIH<sup>2</sup> 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 members nor any legal entity cannot be funded twice by DIH<sup>2</sup>. 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.

## 3.6 Submission system

Only applications submitted through the Open Call submission tool through the [FundingBox platform](#) 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 short proposal submission is **30 June 2021 at 17:00 (CEST)**.

### 3.8 Absence of conflict of interest

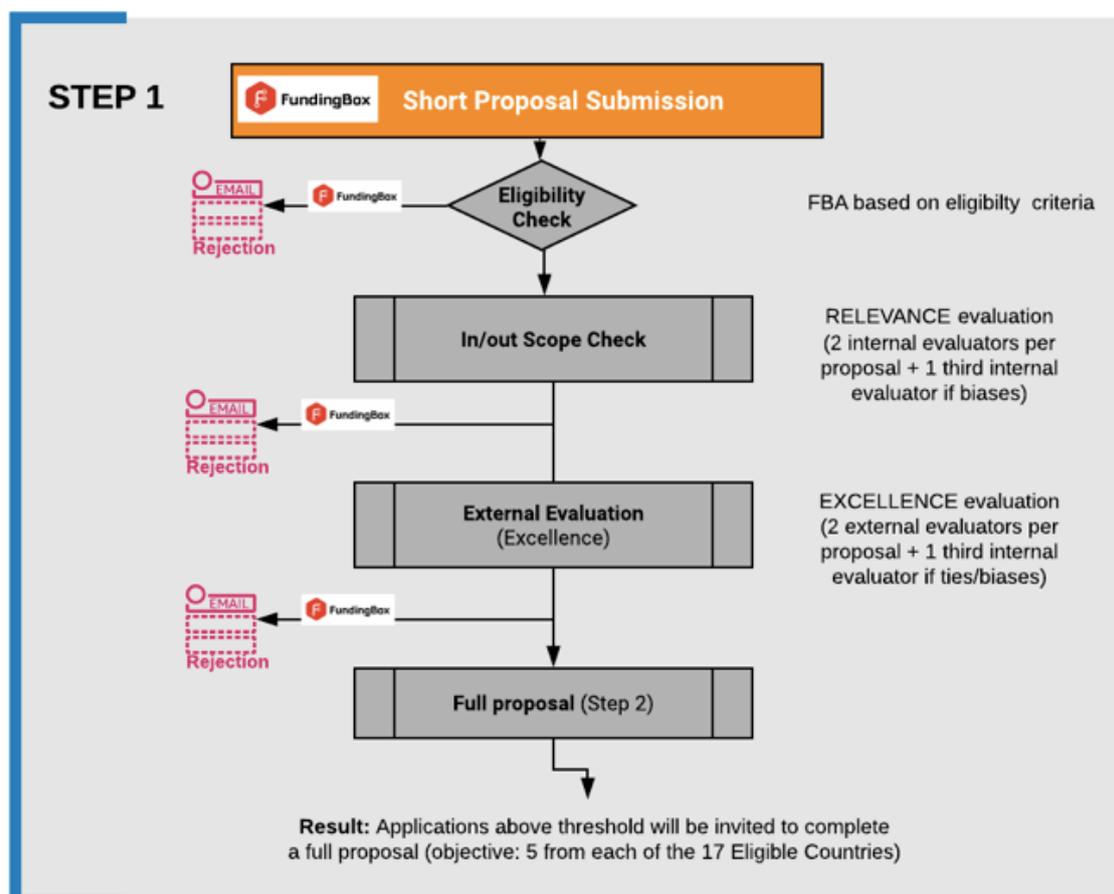
Applicants shall not have any actual or/and potential conflict of interest with the DIH<sup>2</sup> selection process.

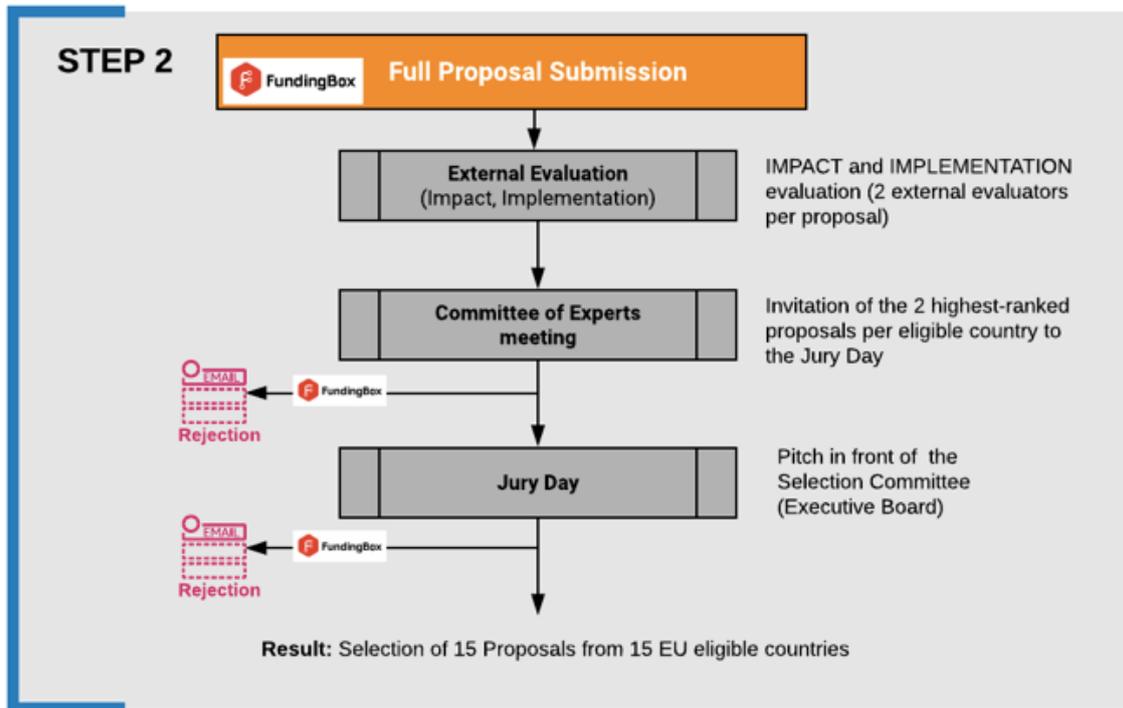
Each applicant must take all measures to prevent any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interest'). To avoid conflicts of interest, applications will not be accepted from organisations who are partners in the DIH<sup>2</sup> 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.

## 4 Evaluation and selection process

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





## 4.1 STEP 1 – Short Proposals

Every short proposal will be evaluated by 4 experts (2 internal and 2 external) with the relevant technical expertise in Robotics and Agile Production. The proposals will be checked and evaluated based on the following criteria:

### (1). RELEVANCE will check:

- Whether the proposal includes a real factory as an end-user or not.
- Whether the problem defined by the end-user is a valid use case for the development of a robotics-based agile production or not (see the Problem Requirements in the [Technical Guide](#) → H-PR-01,02,03,04).
- Whether a valid robotics system plays an essential role in the proposed TTE solution or not (see the Problem Requirements Technical Guide and the definition of valid robotic systems in the [Technical Guide](#) → H-SR-01).
- Whether the preliminary design of the proposed TTE Solution complies with the essential requirements of a Powered by FIWARE Solution or not (see the Solution Requirements in the [Technical Guide](#) → H-SR-02).
- Whether the preliminary design of the proposed TTE Solution proposes consistent ideas and ambitious use cases for a FIWARE-Ready Robot (see the Solution Requirements in [Technical Guide](#) → H-SR-02).
- Whether the preliminary description of the proposed TTE Solution includes a meaningful and well described set of use cases for TTE Solutions or not (see Solution Requirements in [Technical Guide](#) → H-SR03).
- Whether the initial TRL of the TTE complies with the minimum being 5 or not.
- Whether the targeted TRL of the TTE provides consistent means to reach TRL 7 by the end of the project or not.

The relevance check will determine if a proposal is in or out of scope and will be done by 2 internal experts from the organisations of the DIH<sup>2</sup> consortium and having no conflict of interest with any proposal. Each expert will answer 'IN SCOPE' or 'OUT OF SCOPE' in the FundingBox platform to the question about the relevance of the proposal. Proposals being 'out of scope' due to a non-compliance of any of the sub-criteria above

mentioned, will be excluded from the process. In case of any difference between experts, a third expert (internal) will do an additional assessment of the proposals under conflict to make the final decision.

For those proposals being considered 'in scope', their excellence section will be evaluated by 2 external evaluators with a wide expertise in robotics and agile production.

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

- **Soundness of the approach:** The soundness of the approach will be evaluated according to the alignment of the proposal with the Prioritised Features highlighted in the Technical Guide [ H-SR-02, the quality of the solution use cases ([Technical Guide](#) → H-SR-03) and the preliminary vision described for the targeted factory setup ([Technical Guide](#) → S-ER-01) .
- **Ambition.** The ambition of the proposal will be evaluated according to the contribution of the value that the proposed capabilities bring into the current factory infrastructure. For this, special attention will be paid to the challenging production cases described ([Technical Guide](#) → H-PR-04), the solution use cases proposed ([Technical Guide](#) → H-SR-03), and the complexity/coherence of goals, agile production KPIs and experimental methodology described in the [Technical Guide](#) → S-ER-02. Every expected achievement described should contribute the necessary means to ensure that these ambitious improvements will be validated and demonstrated as a Prototype in the factory (TRL 7).
- **Innovation:** The quality of the innovation of a proposal will be evaluated according to the complexity of the use cases defined for the integration of a FIWARE-Ready system with digitisation capabilities. At some point, the use cases proposed for this integration must consider the interaction of digital platform features with at least one high-level control loop of the robotised station (see the [Technical Guide](#) → H-SR-02). The sustainability of the proposed solution is also key to assess the innovation quality for the purpose of this open call and, therefore, the preliminary ideas provided by Manufacturing Companies and Technology Providers on the exploitation of the solution and its developments after the project are relevant to this criterion.

Each external evaluator will rank the application assigning a score from 0 to 5 and produce an **Individual Evaluation Report**.

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.

The threshold for the excellence criterion will be 3. Proposals being in-scope and above this threshold will automatically be invited to submit a full proposal. In case of differences between the 2 experts, a third expert (internal) will do an additional assessment of the proposals under conflict to provide the final excellence score.

## 4.2 STEP 2 – Full Proposals

This step will only concern the proposals being invited to submit a full proposal.

The full proposals will be evaluated by 2 external evaluators with relevant business expertise in Robotics and Agile production. The focus of the evaluation will be on the business and implementation aspects of the proposal. The technical aspects will not be evaluated again. The proposals will be evaluated on the following criteria:

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

- **Market opportunity:** The applicants have to demonstrate a clear idea of what they want to do and whether the proposed TTE solution 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 proposed TTE solution and if the idea is disruptive and breaks the market. i.e. the proposed TTE solution 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 proposed TTE solution 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:** The applicants should describe how the proposed TTE solution might contribute to create new standards within Agile Production areas. And, in general, it has to contribute to accelerate a broad uptake of an integration of robotic technologies and supporting the digitalisation of industry through robotics.

**(4). IMPLEMENTATION** will consider:

- **Risks** 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 what they propose can be developed using the DIH<sup>2</sup> partners' technical and business solutions. It should be described to what extent the expected non-financial support provided by DIH<sup>2</sup> partners', will be critical for the execution of the experiments.

Each evaluator will rank the Impact and the Implementation criteria of the application assigning a score from 0 to 5 for each criterion and produce an **Individual Evaluation Report**. The final score will be calculated as the weighted sum of the individual assessments provided by the Evaluators, including the Excellence score obtained in the Short proposal evaluation.

The threshold for individual criteria will be 3. The overall threshold, applying to the sum of the three individual scores (Excellence from Short Proposal, Impact and Implementation from Full Proposal), will be 10, and the criterion Impact will be given a weight of 1.5 to determine the final ranking.

After the evaluation process two types of 'Ranking Lists' will be defined:

- The '**General Ranking List**' where all the applications above the thresholds (individual criteria of 3 and overall criterion of 10) will be ranked according to their scores;
- A '**Ranking List per Eligible country for Manufacturing Companies**' will be produced (17 ranking lists in total)

The '[Committee of Experts](#)' will decide by consensus (or by majority vote) and select, among those above the thresholds, the 2 best proposals per 'list per eligible country for Manufacturing Companies' to be invited to the Jury Day. The discussion will be based on the ranking obtained as a result of the Experts Evaluation of the Full Proposals (Step 2) for each ranking list. Whilst normally the highest ranked proposals will be invited to the Jury Day, the '[Committee of Experts](#)' might have fair reasons for objecting to a specific proposal, like the alignment with DIH<sup>2</sup> goals and scope, the ability to achieve the highest impact possible, commercial competition, as well as the existence of significant ethical concerns or a potential conflict of interest. In this case, the choice may pass to the next-ranked proposal.

Only in case of having less than 2 proposals above the thresholds per eligible country, for Manufacturing Companies, the '[Committee of Experts](#)' will review the proposals above the thresholds from the general ranking

list and will decide by consensus (or by majority vote) the remaining proposals to be selected, following the same basis of discussion as above.

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

- Impact score,
- Implementation score,
- Excellence score.

As a result, a '**List of finalists**' totalling up to 34 proposals will be invited to the Jury Day.

### 4.3 Jury Day

The DIH<sup>2</sup> 2<sup>nd</sup> Open Call finalists will pitch their TTE proposals to the '[Selection Committee](#)', which will select the 15 final TTEs to be funded, taking into account **the quality of the pitch** based on the following criteria:

- Contribution to the emergence of advanced robotics to be a central enabling factor for agile production, and relevance to the DIH<sup>2</sup> projects objectives and manufacturing challenges;
- Capability to introduce cross-industry-based standards for modules and systems (standardisation);
- Capability to generate new business based around platform supply (re-usability);
- Team and commitment of the organisations towards the project.

Based on the above, the '[Selection Committee](#)' will decide by consensus or by majority vote (2/3 of all members) the consortia which they consider the best ones to be selected. A ranking will be produced and, based on it, the best proposal of each eligible country for Manufacturing Companies will be selected until the number of 15 is reached.

Although DIH<sup>2</sup> aims to select up to 15 proposals from 15 different eligible countries for Manufacturing Companies, the final decision as to proposals approved will be made based on the quality and potential of the submitted applications.

As a result, a '**Provisional List of FSTP Beneficiaries**' and a '**Reserve List**' will be produced.

### 4.4 Ethical review

Once the 'Provisional List of FSTP Beneficiaries' is done, and 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). The role of the Committee is to check if there are any ethics issues raised. If so, an 'Ethics Summary Report' will be produced, and specific requirements will be included as deliverable (contractual obligation) in the ethics section of the Sub-Grant Agreement. The implementation of ethics issues will be monitored during the entire TTEs period. The application form will include a self-assessment regarding ethical issues. All applicants have to fill it for a successful proposal submission. Self-assessment should include any ethical issues may arise during the development of the project and an explanation on how 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 DIH<sup>2</sup> does not support a 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.

## 4.5 Legal Checks

Before the Jury day, a legal check of all the parties from the finalists will be done to ensure that there is no conflict of interest, no double funding and, in addition, to check the basic data of the companies.

After the Jury Day, all provisional beneficiaries will be required to submit legal documents to the FundingBox platform to check the SME/Slightly bigger company status which is part of the eligibility criteria.

To sign the Sub-Grant Agreement (2<sup>nd</sup> Phase) the applicant consortia 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. All members of the consortia receiving funds will be checked and will need to provide the required documentation.

The documentation will have to be provided within deadlines communicated when enlisted in the “List of FSTP 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 (2<sup>nd</sup> Phase)” 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 DIH<sup>2</sup> Consortium (represented by its coordinator, VTT) will sign the “DIH<sup>2</sup> Sub-grant Agreement (2<sup>nd</sup> Phase)” with the final beneficiaries of FSTP, represented by their consortium leader. Please bear in mind that the funds awarded under the Sub-Grant Agreement are provided directly from the funds of the European Project DIH<sup>2</sup> and are therefore funds owned by the European Commission. The Management of the DIH<sup>2</sup> funds has been transferred to the project partners in DIH<sup>2</sup> via the European Commission Grant Agreement Number 825268.

As stated in the Base Definitions, the “DIH<sup>2</sup> Mini-Grant Agreement (1<sup>st</sup> Phase)” and the “DIH<sup>2</sup> Sub-Grant Agreement (2<sup>nd</sup> Phase)” will include the set of obligations that the Beneficiaries of FSTP have towards the European Commission. Above obligations referring to:

- undergo verification of the correct implementation of the project and the assumed impact by the European Commission, European Anti-Fraud Office or European Court of Auditors,
- obligation to maintain confidentiality, including the scope of confidential information, the period of confidentiality and exemptions from this obligation,
- avoiding Conflict of Interest(COI),
- promoting the action especially by using the project and EU logos,
- liability for damages.

It is the task of the Beneficiaries of FSTP to satisfy these obligations and of the DIH<sup>2</sup> consortium partners to inform the Beneficiaries of FSTP about them.

After the termination of the 2<sup>nd</sup> Phase of the Support Program, the Technology Providers of each beneficiary consortia will have to sign a “DIH<sup>2</sup> Sub-Grant Agreement (3<sup>rd</sup> Phase)” as explained in the [Glossary](#) and section 6.1 (Phases of the TTP).

## 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 DIH<sup>2</sup> 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 DIH<sup>2</sup> 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 [DIH<sup>2</sup> helpdesk](#). 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.

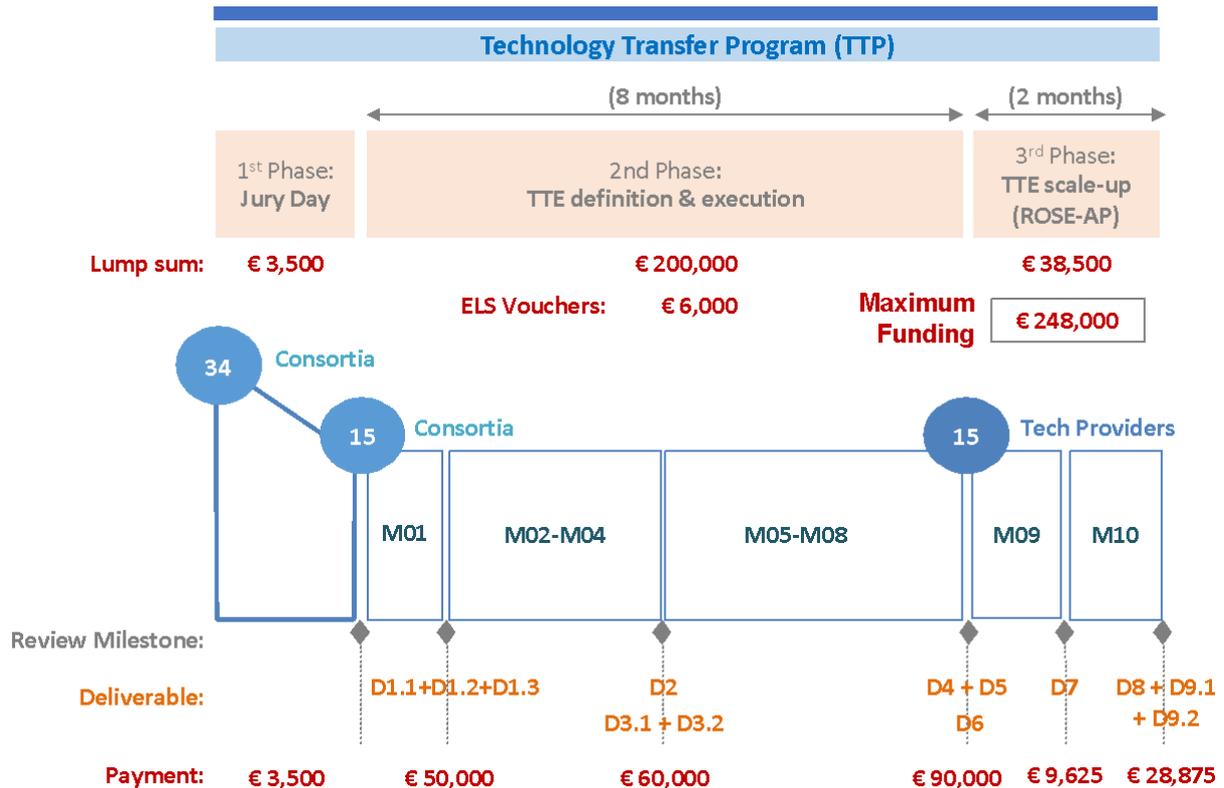
As a general rule, the DIH<sup>2</sup> Team will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than seven days from the date of reception of the complaint, provided that all required information has been submitted by the complainant. Where this time limit is exceeded, the DIH<sup>2</sup> Team will inform the complainant by email.

## 6 Support Program for the selected Applicants

The selected applicants will participate in a customised DIH<sup>2</sup> program that will help create, in a systematic way, robotics technologies to overcome the challenges that Manufacturing Companies (of the type SME/Slightly Bigger Companies) have with regard to Agile Production and support their standardisation and rapid commercialisation. The Technology Transfer Experiments Program (TTP) has a duration of 10 months after the selection process has ended. The maximum amount of financial support to be granted to each consortium selected through an open call is **EUR 248,000**.

### 6.1 Phases

The phases of the DIH<sup>2</sup> TTP are as follows:



- **1st Phase – Jury Day**

**EUR 3,500** will be granted to each consortium selected to participate in the Jury Day, which will take place in a physical location of the EU. Each proposal will have an individual slot to present a pitch and have an interview with the members of the Selection Committee. However, if the Covid-19 situation is still affecting people’s mobility, the Jury Day would take place on-line. All consortia invited to the Jury Day will have to participate in this 1<sup>st</sup> phase, after signing a mini-grant agreement.

| 1 <sup>st</sup> PHASE Deliverable  | Estimated date                      | Lump sum Instalments |         |
|------------------------------------|-------------------------------------|----------------------|---------|
| Jury Day attendance and pitch      | 1 <sup>st</sup> week September 2021 | 100%                 | € 3,500 |
| 1 <sup>st</sup> PHASE TOTAL FUNDS: |                                     | <b>€ 3,500</b>       |         |

## ● 2<sup>nd</sup> Phase – TTE Definition and Execution

Duration: 8 months

The 15 awarded consortia will sign a 2<sup>nd</sup> Phase Sub-Grant Agreement and will receive **up to EUR 200,000** as a lump sum<sup>5</sup>. 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 'Mentoring Committee' (or the 'Selection Committee', see section 6.2) as follows:

- 25% at M01 upon validation, after Review Meeting #1, of the D1.1 (Individual Mentoring Plan), D1.2 (Manufacturing SME(s) Requirements Specifications) and D1.3 (Technology Supplier(s) Requirements Specifications).
- 30% at M04 upon the validation of the deliverables D2 (Experimental set-up), D3.1 (Specifications of Robotics-based Agile Production solution), and D3.2 (Demonstration of Robotics-based Agile Production solution ) after the Review Meeting #2.
- 45% at M08 the validation of the deliverables D4 (Experiment Implementation), D5 (Automation Roadmap) and D6 (Ethics and Safety Manual) after the Review Meeting # 3.

| 2 <sup>nd</sup> PHASE Deliverables |  | Submission date | Type             | Lead partner           | Lump sum Instalments                      |          |
|------------------------------------|--|-----------------|------------------|------------------------|---|----------|
| D1.1                               | Individual Mentoring Plan                                  | M01             | Report           | TTE coordinator        | 25%                                       | € 50,000 |
| D1.2                               | Manufacturing SME(s) Requirements Specifications           | M01             | Report           | Manufacturing SME(s)   |   |          |
| D1.3                               | Technology Supplier(s) Requirements Specifications         | M01             | Report           | Technology Supplier(s) |   |          |
| D2                                 | Experimental setup   | M04             | Demonstrator     | Manufacturing SME(s)   | 30%                                       | € 60,000 |
| D3.1                               | Specifications of Robotics-based Agile Production solution | M04             | Report           | Technology Supplier(s) |   |          |
| D3.2                               | Demonstration of Robotics-based Agile Production solution  | M04             | Demonstrator     | Technology Supplier(s) |   |          |
| D4                                 | Experiment implementation                                  | M08             | Demonstrator     | TTE coordinator        | 45%                                       | € 90,000 |
| D5                                 | Automation Roadmap   | M08             | Demonstrator     | Technology Supplier(s) |   |          |
| D6                                 | Ethics and Safety Manual                                   | M08             | Report           | TTE coordinator        | Mandatory to get payment                  |          |
| 2 <sup>nd</sup> PHASE TOTAL FUNDS: |  |                 | <b>€ 200,000</b> |                        | IP&ELS VOUCHERS (optional): <b>€6,000</b> |          |

<sup>5</sup> Lump sum means the applicants do not have to justify the costs during the execution of the programme. The funds will be disbursed as explained in this paragraph.

### ○ IP&ELS Services

Duration: depending on the need

During the 2<sup>nd</sup> Phase of the TTP, support will be given on solving specific issues related to Ethical, Legal and Socio-economic (ELS) as well as Cybersecurity and Intellectual Property matters.

Each TTE will be entitled to get **up to EUR 6,000** in services from external experts in one of these areas – previously homologated by the DIH<sup>2</sup> consortium –. in the form of vouchers, i.e. the TTE will be reimbursed by the DIH<sup>2</sup> consortium after verification of the provision of the service by the expert and payment of the service by the TTE. The TTEs will be able to get 2 vouchers of EUR 3,000 each.

### ● 3<sup>rd</sup> Phase – TTE Scale-up (ROSE-AP)

Duration: 2 months, start after the end of TTE

The Technology Providers of the beneficiary consortia will be requested to participate in the 3<sup>rd</sup> Phase of the TTP and will get **up to EUR 38,500** for the ROSE-AP development. The payments will be done only after they have been approved by the ‘Mentoring Committee’ (or the ‘Selection Committee’, see section 6.2) as follows:

- 25% at M09 upon validation of the D7 (Commercialisation Plan) after Review Meeting #4. This plan will be reviewed during the first month of the 3<sup>rd</sup> Phase but needs to be delivered before the end of the 2<sup>nd</sup> Phase (M08).
- 75% at M10 upon the validation of the deliverable D8 (Business Plan), D9.1 (Two additional customers) and D9.2 (ROSE-AP development) after Review Meeting #5.

| 3 <sup>rd</sup> PHASE Deliverables |                          | Submission date | Type            | Lump sum Instalments |          |
|------------------------------------|--------------------------|-----------------|-----------------|----------------------|----------|
| D7                                 | Commercialisation Plan   | M08             | Report          | 25%                  | € 9,625  |
| D8                                 | Business Plan            | M10             | Report          | 75%                  | € 28,875 |
| D9.1                               | Two additional customers | M10             | Demonstrator    |                      |          |
| D9.2                               | ROSE-AP development      | M10             | Demonstrator    |                      |          |
| 3 <sup>rd</sup> PHASE TOTAL FUNDS: |                          |                 | <b>€ 38,500</b> |                      |          |

Please note that, during the 3<sup>rd</sup> Phase of the Project, the ‘**promotion of ROSE-APs as de-facto standards**’ will consist of supporting the Technology Providers, participating in beneficiary consortia, in the standardisation and commercialisation of the ROSE-APs on RAMP. They will also receive support to identify and bring additional Manufacturing SMEs on RAMP. The Manufacturing SMEs will be selected based on their interest in services on the RAMP and newly developed solutions in TTEs. Therefore, this stage is mainly aimed at i) turning the experiment technical developments into final products on RAMP, ii) generating new businesses around the RAMP marketplace and iii) 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 commercialisation of developed ROSE-APs beyond the EU funded project.

Throughout the TTP Support Program the Beneficiaries will receive the following services to develop their TTEs:

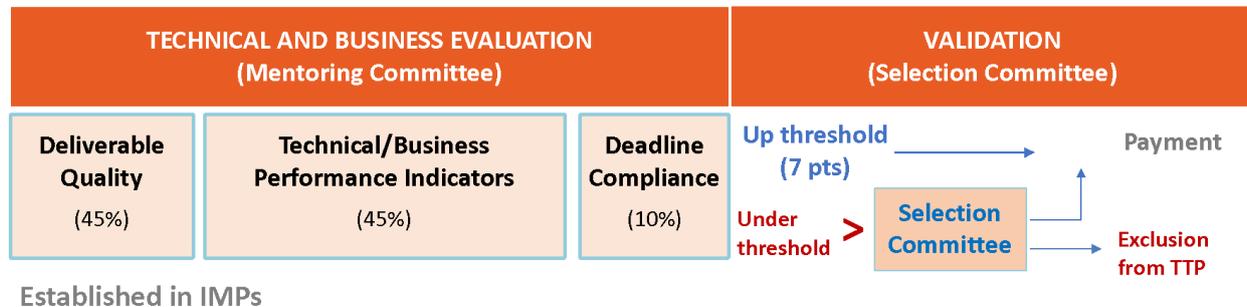
- **Technical mentoring,**
- **Business mentoring,**

- Fundraising mentoring.

## 6.2 Review process of awarded projects and criteria for payment

In Phases 2 and 3 of the TTP, an exhaustive “Review Process” will be implemented in order to do a proper follow-up of the selected bottom-up projects:

### Interim & Final Review Milestones



The ‘Mentoring Committee’ will evaluate the Experiments performance at the review meetings (M01, M04, M08, M09, M10), according to the following criteria:

- **Deliverable quality.** To be scored by the Mentors based on the Deliverables established in the Individual Mentoring Plan [IMP], which is 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 IMPs.
- **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 (Consortia/Technology Providers) over threshold (7 points)** will successfully receive the next payment and be a candidate to continue in the program.
- **Beneficiaries (Consortia/Technology Providers) under threshold.** Those consortia which haven't reached the threshold will be reviewed by the ‘Selection Committee’ who will make 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 will not receive the next payment and will be invited to leave the Project.

The lack of delivery of D6 “Ethics and Safety Manual” (mentioned in Section 6.1), apart from the end of participation in the project, may result in the obligation to return financial support previously received by the Beneficiary.

## 7 Intellectual Property Rights (IPR)

### 7.1 IPR ownership of the sub-granted projects

The ownership of all IPR created by the FSTP beneficiaries, via the DIH<sup>2</sup> funding, will remain with them. Results are owned by the Party that generates them. The Sub-Grant Agreements 2nd Phase and 3rd Phase will introduce provisions concerning joint ownership of the results of the sub-granted projects.

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

Regardless of the above, some technical components developed by the Technology Provider during the 3rd Stage of the TTP (ROSE-AP or Scale-up phase) shall be published on the RAMP platform to promote the application for agile production based on robotics and compliant with COPRA-AP. The scope and method of making components available on the platform will be specified in DIH<sup>2</sup> Sub-Grant Agreement (3rd Phase).

### 7.2 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 DIH<sup>2</sup> 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 DIH<sup>2</sup> consortium for communication purposes.

## 8 Support for the Applicants

For more information about the DIH<sup>2</sup> Open Call, please check the [Frequently Asked Questions \(FAQs\)](#) section. For further information on the Open Call, in case of any doubts regarding the eligibility rules, the information that is to be provided in the Application Form, or if you encounter technical issues or problems with the Application Form, please contact DIH<sup>2</sup> Helpdesk at [helpdesk@dih-squared.eu](mailto:helpdesk@dih-squared.eu).

When contacting the DIH<sup>2</sup> Technical Helpdesk, please include the following information in your email message:

your username, telephone number and your email address; details of the specific problem or question you have. If it is a technical error, please also include error messages you encountered, bugs descriptions and screenshot 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  |
|--|---|
| Short Proposal Submission Open Call launch     | 01 April 2021 at 00:00 CEST/UTC + 1                                     |
| Short Proposal Submission Open Call deadline   | 30 June 2021 at 17:00 CEST/UTC+1  |
| Short Proposal evaluation and selection        | July 2021   |
| Invitation to complete full application        | End of July 2021  |
| Full proposal submission and deadline          | 30 September 2021   |
| Full proposal evaluation and Selection process | Experts evaluation: October 2021<br>Jury Day: Second week December 2021 |
| Signature of Sub-Grant Agreement               | December 2021-January 2022  |
| Start of TTE 2 <sup>nd</sup> Phase             | Mid-January 2022  |
| End of TTE 2 <sup>nd</sup> Phase               | Mid-September 2022  |
| End of TTE 3 <sup>rd</sup> Phase               | Mid-December 2022   |

*Table: DIH<sup>2</sup> 2<sup>nd</sup> Open Call schedule*

## 10 Applicable law

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

## Annex 1: Processing of personal data in DIH<sup>2</sup> Open Calls

### CONTROLLER'S IDENTITY AND CONTACT DETAILS

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

### PURPOSES, LEGAL BASIS AND PROCESSING PERIOD

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

### DATA RECEIVERS

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

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

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

### RIGHTS OF DATA SUBJECT

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

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

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

### INFORMATION ABOUT VOLUNTARY OR OBLIGATORY DATA PROVISION

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

## Annex 2: DIHs part of the consortium

| DIH Name                                  | Country         |
|---|-----------------|
| SMACC                                     | Finland         |
| CREATE                                    | Italy           |
| Digital.Hub Logistic                      | Germany         |
| RoboValley Delft                          | The Netherlands |
| Catalan Robotics Hub                      | Spain           |
| Stena Industri Innovation Hub             | Sweden          |
| SIRRIS                                    | Belgium         |
| Linz Center of Mechatronics GmbH          | Austria         |
| Proxinnov                                 | 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          |
| Lithuanian Robotics Association (LRA)     | Lithuania       |
| Transilvania Digital Innovation Hub       | Romania         |
| National Centre of Robotics               | Slovakia        |
| Pomurje Technology Park                   | Slovenia        |
| Serbian Manufacturing Innovation Hub      | Serbia          |



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