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Guide for Applicants

1st Open Call for experiments

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1. Introduction

Boosting Widening Digital Innovation Hubs (BOWI) is a project funded by the Horizon 2020 Programme of the European Union. The project aims to support **DIHs, SMEs, and Midcaps** by facilitating the access and uptake of SAE and I4MS technologies.

The **overall aim** of the project is to create a DIHs widening network that supports the collaboration between new DIHs (proto-hubs) in regions where SAE and I4MS technologies are underrepresented and well-established DIHs that are highly experienced in these technologies (mature hubs).

The BOWI project consortium is led by Civitta and is composed of 11 partners:

- **Civitta** (Lithuania) is the Project coordinator ensuring the overall manager of the project. Civitta will act as a communication manager ensuring BOWI viability.
- **FundingBox Accelerator, FBA** (Poland), will launch and manage the open calls organised during the project, as well as financial follow up of beneficiaries.
- **Nederlandse Organisatie voor toegepast-natuurwetenschappelijk Onderzoek, TNO** (The Netherlands), will lead the Work package on the long-term sustainability and the blended finance accelerator program.
- **VTT Technical Research Centre of Finland** (Finland) will lead the Technology Transfer Program in WP4 and manage the execution of the experiments.
- **Rheinisch-Westfaelische Technische Hochschule Aachen, RWTH** (Germany), will assist in developing the calls, engaging in the experiments, including the forging of experiments as well as supporting the proto-hubs in carrying out the experiments.
- **Transilvania IT Cluster, TIT** (Romania) will participate as a proto-hub in the project, to provide feedback on what could be improved in the program.
- **Latvian IT Cluster, LITC** (Latvia) will participate as proto-hub in the project, to provide feedback on what could be improved in the program.
- **University of West Bohemia, UWB** (Czech Republic) will participate as proto-hub in the project, in order to provide feedback on what could be improved in the program.
- **Krakow Technology Park, KTP** (Poland) will participate as a proto-hub in the project, in order to provide feedback on what could be improved in the program.
- **Norwegian University of Science and Technology, NTNU** (Norway) will act as a proto-hub receiving mentoring from mature hubs as part of the BOWI community.
- **Cluster Information and Communication Technologies, ICTC** (Bulgaria) will participate as proto-hub in the project, in order to provide feedback on what could be improved in the program.

During the BOWI project duration three open calls will be launched:

- Open Call 1: Experiments involving SMEs and Midcaps from 6 European regions.
- Open Call 2: Proto-hub selection: the selection of new DIHs where I4MS and SAE technologies are underrepresented.
- Open Call 3: Experiments involving SMEs and Midcaps from the regions of the proto-hubs selected in call 2.



2. BOWI Open Call Summary

This first open call for experiments will distribute €1.44m (up to €60k per experiment) among 24 experiments from the 6 proto-hubs regions participating in the BOWI project (4 per region). This call will explore the approach to enhance the operation of the proto-hubs by supporting 4 companies with the uptake of digital technologies. These 6 new DIHs are:

- Transilvania IT Cluster, TIT (Romania, (Nord-Vest, NUTS code: RO11)), andrei.martiniuc@transilvaniait.ro
- Latvian IT Cluster, LITC (Latvia NUTS code: LV0), itcluster@itbaltic.com
- University of West Bohemian, UWB (Czech Republic, Jihozápad, NUTS code: CZ03), martin.babuska@outlook.com
- Krakow Technology Park, (Poland, Małopolskie, NUTS code: PL21), dih@kpt.krakow.pl
- Cluster Information and Communication Technologies, ICT (Bulgaria, Yugozapaden, NUTS code: BG41), todor_mitov@ictcluster.bg
- Norwegian University of Science and Technology, NTNU (Norway, Trøndelag, NUTS code: NO06), magnus.sjalander@ntnu.no

What kind of experiments are we looking for?

An experiment is a collaboration project between an SME, proto-hub and mature hub that aims at translating a prototype/proof of concept into a first demonstration in a relevant operational industrial environment. It can be focused on both a product, as well as on a manufacturing process. These experiments will allow SMEs and midcaps to test the use of the technologies supported by the consortium.

Who can apply?

The experiments have to be proposed by single **SME or a Midcap** established in the specific region and address any of the technology areas identified above, see "Eligibility Criteria" for further information.

What is the deadline to apply?

The call is open for applications' submission from 8 June 2020 until 15 September at 13:00h CEST (Brussels time).

What are the benefits and financial support provided?

The selected experiments will become part of a 10 months Support Program (see section 7) which includes:

- **Technical support** from industry experts
- **Business mentoring**
- **Up to €60.000 funding**
- **Access to specific facilities and infrastructure**
- **Media exposure**



3. Eligibility Criteria

All applicants have to abide by all general requirements described in this section to be considered eligible to take part in the 1st BOWI Open Call.

3.1 Types of beneficiaries

Proposals can be submitted by single **SME¹ or Midcap²**, legally established in eligible regions, as defined in section 3.2.

A legal entity that applies for financial support needs to be legally recognised (have 'legal personality') and needs to have the correct legal status to qualify for H2020 funding.

Applicants can **NOT** involve any **BOWI partners (listed in section 1)** or their affiliates or employees.

3.2 Eligible regions

Only SMEs and Midcaps legally established in any of the EU regions listed below (hereafter collectively identified as the 'Eligible Regions') are eligible:

- Nord-Vest, NUTS code: RO11, Romania,
- Latvia, NUTS code LV0 (all regions)
- Jihozápad, NUTS code: CZ03, Czech Republic
- Małopolskie, NUTS code: PL21, Poland
- Yugozapaden, NUTS code: BG41, Bulgaria
- Trøndelag, NUTS code: NO06, Norway.

Potential applicants are advised to contact their local proto-hubs before starting the application process. (contact emails in section 2)

3.3 TRL level

Proposals should address technologies which are currently assumed between TRL5-TRL7³. During the experiment the TRL level should be raised at least by 1 level (maximum level being TRL8).

3.4 Technology areas

Experiments should address the application of technology and systems from the following **technology areas**:

¹ A SME will be considered as such if it complies with the Commission Recommendation 2003/361/EC.

As a summary, the criteria which define a SME are:

- Headcount in Annual Work Unit (AWU) less than 250;
- Annual turnover less than or equal to 50 million € or annual balance sheet total less than or equal to 43 million €.

² Middle-capitalization company' or 'Midcap' means an enterprise that is not a SME and that **has up to 3 000 employees**, knowing that the staff headcount is calculated in accordance with Articles 3 to 6 of the Annex to Commission Recommendation 2003/361/EC: <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:EN:PDF>

³ 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



- Low energy computing powering CPS
- Cyber-physical and embedded systems
- Internet of Things
- Flexible and Wearable Electronics
- Organic and Large Area Electronics
- Advanced or High-performance computing
- Robotics for manufacturing
- Additive manufacturing technologies
- Modelling and simulation
- CPS for manufacturing
- Digital twins, data sharing, autonomous factories
- Cloud computing
- Artificial Intelligence

Priority will be put on experiments focusing in the technologies identified by each region as shown in the following table (read more in section 5.2):

	Romania NUTS RO11	Latvia NUTS LV0	Czech Rep. NUTS CZ03	Poland NUTS PL21	Bulgaria NUTS BG41	Norway NUTS NO06
Low energy computing powering CPS						✓
Cyber-physical and embedded systems						✓
Internet of Things	✓		✓	✓	✓	✓
Flexible and Wearable Electronics			✓		✓	
Advanced or High-performance computing	✓				✓	✓
Robotics for manufacturing		✓	✓	✓		
Additive manufacturing technologies			✓			
Modelling and simulation			✓	✓		
CPS for manufacturing		✓				
Digital twins, data sharing, autonomous factories	✓	✓		✓		
Cloud computing	✓	✓			✓	
Artificial Intelligence	✓	✓		✓	✓	✓



3.5 Types of Activities

An experiment is a collaboration project between an SME, proto-hub and mature hub that aims at translating a prototype/proof of concept into a first demonstration in a relevant operational industrial environment. It can be focused on both a product, as well as on a manufacturing process. During the experiments SMEs and Midcaps will be able to experiment and test with technologies described above and receive technological and business support.

3.6 English Language

English is the official language within BOWI open calls. All mandatory sections of an experiment proposal must be written in English. If the mandatory parts of the proposal are in any other language, the entire proposal will not be eligible for evaluation and hence, will be rejected. If non-mandatory parts of the proposal are submitted in a language other than English, then those parts will not be evaluated but the proposal is still eligible for evaluation.

English is also the only official language during the duration of the experiment implementation. This means that any contracted deliverable will be accepted only if submitted in English.

3.7 Multiple submissions

Only one proposal per company can be submitted in this open call. Applicants will be asked to confirm that they are not submitting any other proposal to this Open Call. If more than one proposal per company is identified by the BOWI Open Call Team, only the last proposal submitted in time will be evaluated.

3.8 Submission system

Only proposals submitted through the Open Call management tool <https://bowi-first-open-call-for-cross-border-experiments.fundingbox.com/> and within the call proposal submission period will be accepted. Proposals submitted by any other means will not be evaluated.

Only the information included in the application form will be considered by the Evaluators. It is the Applicant's responsibility to include all required information in the form.

Data provided should be actual, true, and complete and should be adequate to allow assessment of the proposal.

3.9 Deadline

Only proposals submitted before the deadline, 15 September 2020 13:00h CEST, will be accepted. After the call closure, no additions or changes to received proposals will be taken into account.

3.10 Absence of conflict of interest

Conflict of Interest means any situation where the impartial and objective nature of the awarding action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest.

Beneficiaries need to declare their lack of any conflict of interest, especially any kind of relationship mentioned above with BOWI project partners.



BOWI consortium members, their employees, affiliated entities and permanent associates cannot submit applications under this Open Call.

All cases of conflict of interest will be assessed case by case. If you have doubts about the Conflict of Interest please consult with the BOWI helpdesk.

3.11 Other requirements

There will be a limit on how many text characters the applicant can provide to answer the questions in the online application form.

The applicant is not in liquidation or is not an enterprise under difficulty according to [Commission Regulation No 651/2014, art. 2.18](#).

The applicant's Project is based on their original or open access works and going forward any foreseen developments are free from third-party rights, or those third-party rights are clearly stated.

The applicant is not excluded from the possibility of obtaining EU funding under the provisions of either national and EU law, or by a decision of either national or EU authority.

The applicant has confirmed all statements embodied in the Declaration of honour, included in the submission platform.

The Project is not excluded under the provisions of [article 19 of Regulation \(EU\) No 1291/2013 of the European Parliament and of the Council of 11 December 2013](#) (ethics).

4. Preparation and submission of proposals

Proposals must be submitted online through FundingBox Platform <https://bowi-first-open-call-for-cross-border-experiments.fundingbox.com/> before the deadline.

Proposals will be submitted in a one-step process via the online application form and include the following sections:

- Contacts and contents of the experiment:
 - Contact and legal information
 - Experiment description
 - Excellence (Scored)
 - Technological Match (Scored)
 - Impact (Scored)
 - Implementation (Scored)
 - Transversal criteria (Environment and low carbon economy contribution, tackling the consequences stemming from the COVID-19 and other future health threats, Equal Opportunities and Social Impact)
- Statistical section (additional multiple-choice questions requested by the European Commission for statistical purposes. These sections will not be scored)
- Statements to be accepted by the Applicant (confirmation of the exclusion criteria and absence of conflict of interest)
- Processing of personal data (information related to the processing of the personal data of the Applicants (under the General Data Protection Regulation, EU 2016/679).

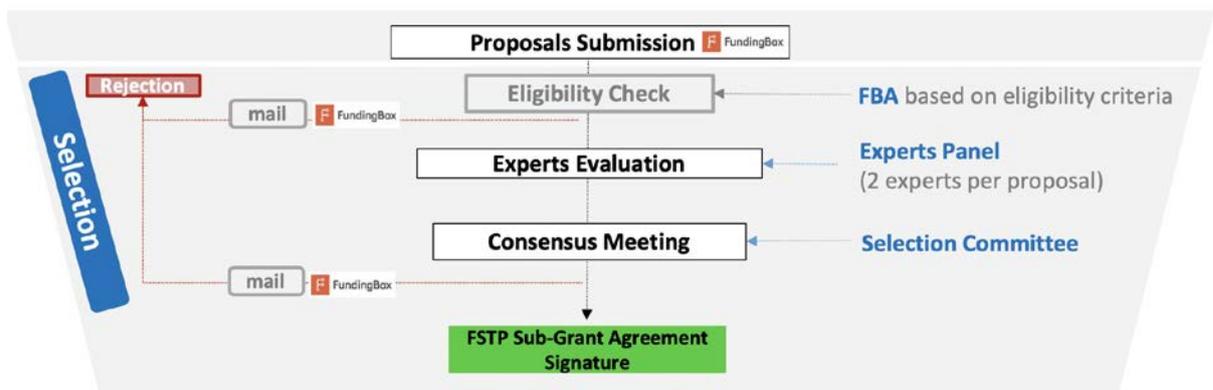
Evaluators will be instructed not to consider additional material which has not been included and specifically requested in the online evaluation form. Data not included in the proposal will not be taken into account. BOWI makes its best effort to keep all provided data confidential; however, for the avoidance of doubt, **the applicant is solely responsible for indicating its confidential information as such.**

Applicants are strongly recommended not to wait until the last moment to submit the proposal. Failure of the proposal to submit in time for any reason, including extenuating circumstances, will result in the rejection of the proposal. Until the Call deadline, applicants can always edit an already submitted application to include any changes that they may consider valid.

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 the assessment regardless of the reason for not being included.

5. Summary of the selection process

The selection flow is reflected in the following figure:



5.1 Phase 1: Eligibility check

In order to be eligible for evaluation, applications will be checked for compliance with all **ELIGIBILITY CRITERIA** listed in section 3.

Communication to participants: Specific communication will be sent to the applicants excluded from the process after the eligibility check. An individual communication will be sent to all participants passing the eligibility check.

5.2 Phase 2: Experts' evaluation

Proposals will be evaluated by two independent external experts with wide expertise in the technology areas of BOWI.

The proposals will be evaluated against 4 criteria:

1. **EXCELLENCE** will be evaluated for:
 - **Ambition:** applicants have to demonstrate the 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).



- **Innovation:** applicants should provide information about the level of innovation within their market and about the degree of **differentiation** that this project will bring.
 - **Soundness of the approach:** applicants need to make sure when writing their applications that the overall concept and work plan are in line with the objectives of the BOWI project (see section 2) and that the experiment will contribute to strengthening the competitiveness of the participating SMEs and Midcaps.
- 2. IMPACT** will be analysed for:
- **Market opportunity:** applicants have to demonstrate a clear idea of what they want to do and whether the new/improved product, service or process has market potential, e.g. because it solves a problem for a specific target customer.
 - **Competition:** applicants have to provide information about the degree of competition for their particular product/service/ process and if the idea is disruptive and breaks the market. i.e. the products/services/ process to be brought to market can be differentiated from the competition.
 - **Commercial Strategy and scalability:** applicants have to demonstrate the level of scalability of the new/improved product, service or process meaning by not addressing a specific problem but able to be commercialised or scalable to solve a structural problem in a specific sector/process/etc.
 - **Regional spillover effects:** applicants have to describe how the project will impact other SMEs present in the region, either those that are part of their value chain and must adapt themselves or because, as competitors, might adopt the strategy of the leader.
- 3. IMPLEMENTATION** will be considered with respect to:
- **Implementation plan:** applicants need to explain project stages, resources needed at each stage, and the timeline
 - **Team:** applicants need to describe the background and roles of the team members. Demonstrate management and leadership qualities, ability to take a concept from ideas to market, capacity to carry through ideas and understand the dynamics of the market they are trying to tap into need to be demonstrated.
 - **Resources.** applicants need to demonstrate the quality and effectiveness of the resources assigned in order to get the objectives/deliverables proposed. Applicants will have to explain how they plan to use the resources and detail the expected costs. One important aspect is that applicants make clear in the proposal that they have adequate technical means to absorb and apply the transferred technologies.
 - **Networks:** applicants need to explain the connection with cluster organizations and business associations.
 - **Cross-border dimension:** applicants need to explain their experience collaborating with technology providers, organisations, research institutions and other entities outside their own country.
- 4. TECHNOLOGICAL MATCH** will be considered with respect to the technologies identified by each region and included in section 3.4. With respect to this criterion, applications focussing on the technologies prioritised in their region will be assigned a score of 3. Applications not matching the technologies prioritised in their regions will be assigned a score of 0.



In addition, transversal criteria such as 'Environment and low carbon economy contribution', 'Equal Opportunities', 'Social Impact' and impact to tackle COVID-19 situation or any other health risks that may arise in the future will be taken into consideration by evaluators but won't be scored. The evaluation of the transversal criteria - comments of the evaluator - will be used in case of ties, to decide between applicants with the same score.

Each evaluator will rank the application assigning to criteria 1, 2 and 3 a scores from 0 to 5 and produce an Individual Evaluation Report. The final score will be given by the average of the scores of criteria 1, 2 and 3 plus the score assigned to criterion 4.

The threshold for individual criteria 1, 2 and 3 will be 3. Impact criterion is given a weight of 1.5 to determine the final ranking.

The overall final score will be calculated as an average of the individual assessments provided by the Evaluators on criteria 1, 2 and 3, after normalising in order to compensate for scoring bias (differences between evaluators scores) and the score assigned to criterion 4. The total default threshold will be 10.

The proposals are evaluated externally according to the criteria set out above. Criteria 1, 2 and 3 will be scored with the following scale:

- 0: The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information
- 1 (Poor): The criterion is addressed in adequately, or there are serious inherent weaknesses
- 2 (Fair): While the proposal broadly addresses the criterion, there are significant weaknesses;
- 3 (Good): The proposal addresses the criterion well, although improvements would be necessary
- 4 (Very good): The proposal addresses the criterion very well, although certain improvements are still possible
- 5 (Excellent): The proposal successfully addresses all relevant aspects of the criterion in question.

Proposals which fail to achieve a score of at least 3 for criteria 1, 2 and 3 cannot be funded (score threshold), all other proposals are taken to Phase 3.

Ties will be solved using the following criteria and order:

- Technological match
- Impact score,
- Implementation
- Excellence
- Transversal criteria
- Date of submission (i.e. earlier submitted proposals go first).



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

Criterion	Scores	Score Threshold	Weight	Weighted threshold
Excellence	From 0 to 5	3	1	3
Impact	From 0 to 5	3	15	4.5
Implementation	From 0 to 5	3	1	3
Technological match	0 or 3	Not applicable	1	Not applicable

Minimum threshold to pass to Phase 3 of the selection process	10
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Output: List of Pre-Selected Applicants per region.

Communication to participants: Individual online communication will be sent to all applicants of rejected proposals including information on their final score.

5.3 Phase 3: Consensus meeting

The List of Pre-Selected Applicants per region will pass to the Consensus Meeting.

The “Selection Committee” will decide by consensus and based on the ranking results of the external evaluation.

Whilst normally the highest-ranked proposals at the External Evaluation phase will be proposed for the next stage, there might be solid reasons for objecting to a specific applicant, for example, commercial competition. This type of issues will be analysed within the Consensus Meeting, which may consult proto-hubs on the matter, but their opinion will not be binding. In this case, the choice may pass to the next-ranked proposal.

A list of four experiments are to be selected per region (list of regions in section 4.2).

Only in case of having less than 4 projects ranked over the threshold in a particular region, projects from the other regions having obtained higher scores but that are under the threshold can be selected (unless reasonable reasons for objecting arise to reject them). The exact number of proposals approved will be decided based on the overall quality of the proposals received. In case this issue arises the “Selection Committee ” may propose the “Steering Committee ” to fund less experiments and use the remaining funds to select a higher number of experiments in the next open call foreseen in the BOWI project.

Output: Provisional list of beneficiaries (24 selected experiments and a reserve list).

Communication to participants: Individual online communication will be sent to all evaluated proposals. Additional information about the next steps will be also sent to the Provisional List of beneficiaries which will be asked to send further information about their projects for the formal check.



5.4 Phase 4: Formal Check

This phase will start after the Consensus Meeting. All 24 provisional beneficiaries will be required to submit legal documents through the FBOX platform for formal review.

The objective of this phase is to fulfil the legal requirements between the BOWI consortium members and every selected beneficiary of the call. The SMEs and Midcaps included in the Provisional List of Beneficiaries will have to provide documentation required to prove their compliance with the Eligibility Criteria described in section 3 and with Horizon2020 rules⁴.

In the case that any requirement/information requested is not provided by the applicant within the time limit, this will directly end the Agreement setup process and projects on the 'Reserve List' will substitute the failing applicants.

Each Sub-Grant Agreement (SGA) will include the individual KPIs set for the project, the results of the action foreseen and the related budget.

The agreed SGA budget will take into account both the estimated budget included by the applicant in its application form as well as any other costs that may have been identified during the evaluation of proposals or during the finalisation of the sub-grant agreements. Each experiment will be financed up to 70% of its costs (following EC rule for financing for profit-organisations), as detailed in the budget included in the SGA. The grant will be paid based as a lump sum. Each beneficiary's lump sum based on the agreed budget may be different but cannot exceed 60,000€ in any case.

Ethics

All main listed proposals will be carefully verified by the 'Ethical Reviewer' to see if there are any ethical issues raised in the proposal. If so, an 'Ethics Summary Report' will be produced, and specific requirements will be included as a deliverable (contractual obligation) in the ethics section of the SGA. The implementation of ethics issues will be monitored by the Ethical Committee of the BOWI Consortium during the entire project life cycle. Ethical review will take place before the first payment of the grant.

5.5 Tentative timeline

The evaluation process is expected to take at least 5 weeks, and the signature of the SGA is expected to take approximately one additional month, both counting from the respective cut-off, deadline or communications sent to applicants.

The table below presents the tentative timing of all call phases.

Open call activities	Tentative time schedule
Call launch	8 June 2020
Deadline for applications' submission	15 September 2020, 13:00 (CEST) Brussels time
Evaluation period	15 September until 27 October 2020

⁴https://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf



Signature of the sub-grant agreement	Until 30 November 2020
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The schedule is tentative only and may vary based on the expected number of proposals received and the actual timing of the consecutive phases.

6. Complaints procedure

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

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

A complaint should be drawn up in English and submitted by email to bowi.helpdesk@fundingbox.com

Any complaint made should include:

- contact details (including postal and e-mail address),
- the subject of the complaint,
- information and evidence regarding the alleged non-compliance.

Anonymous complaints will not be accepted.

Complaints should also be made within three (calendar) days of the applicant becoming aware of the grounds for a complaint.

As a general rule, the BOWI Open Call Team will investigate complaints to decide to issue a notice or to close the case within not more than seven (working) days from the date of receipt of the complaint, provided that all required information has been submitted by the complainant.

Where this time limit is exceeded, the BOWI Team will inform the complainant by email.

7. BOWI Support program

Each experiment will get both technical and business-related support from the proto-hubs during the 10 months' experiment. Proto-hubs will be supported by mature DIHs to ensure the soundness of the support.

Mentors will be nominated for each experiment as follows:

- 1) Technologist in Residence (TiR) for technological support and
- 2) Entrepreneur in Residence (EiR) for business support.

Moreover, beneficiaries will get access to training sessions offered by the BOWI network partners.



An Individual Mentoring Plan will be developed and provided for each experiment. This plan will determine:

- The ways and schedule of communicating between experiments and mentors.
- The support that the experiment will receive from local DIH and in some cases from a nominated mature DIH.
- Support can include, for example:
 - Access to innovation infrastructure
 - Access to consultancy in funding
 - Technology training and consultancy
 - IPR training and consultancy
 - Advice in safety and ethical issues
 - Contacting and networking
 - Advice, support, and tools regarding project management
- Experiment's Milestones, Deliverables, and KPIs.

8. Financial support provided and payments

The maximum amount to be granted to each experiment is up to 60,000€ per beneficiary paid in the form of a lump sum, as described below. The financial support will not exceed 70% of the experiment costs of the beneficiary, as described in a detailed budget to be included in the application form.

The financial support will be paid out in tranches based on specific Deliverables and the KPI results in the form of (individual) lump sum agreed in the SGA budget. Thus, the beneficiaries will receive the funding as follows (see also graph below):

- 30% at M0 upon signature of the SGA.
- 70% at M10 after successful conclusion and validation of the Deliverable(s) stabilized (i.e. "Prototype")

Crossborder experiments	Month (10-month experiment cycle)	Milestone	Deliverable	% fixed lump sum	Payment €
To SMEs	M1	Beginning Application Experiment	FSTP Signature	30%	18,000 €
	M10	Ending Application Experiment	Prototype	70%	42,000 €

Once the payment to each beneficiary is validated by the "Selection Committee", and according to the Interim Reviews Process, FBA will pay out the tranches to the beneficiaries on behalf of the Consortium.

What types of costs can the funding cover?

The total financial support per experiment (= lump sum) can include the following cost forms:

- Personnel costs (involvement of employees in the BOWI experiment)
- Other costs, such as consumables and subcontracting
- Travel costs, for the execution of the experiment
- Overheads (25% of the total costs excluding subcontracting).



All these costs need to be duly justified and be necessary for the implementation of the experiments.

9. Obligations of FSTP⁵ beneficiaries

Take into account that the funds awarded under the Sub-Grant Agreement are provided directly from the funds of the European Project BOWI and are therefore funds owned by the European Commission.

The “Sub-Grant Agreement” will include the set of obligations that the beneficiaries of FSTP have towards the European Commission. It is the task of FSTP beneficiaries to satisfy these obligations. Beneficiaries of FSTP will be also asked to contribute to the dissemination activities and provide information about the results and evolution of the experiments during the whole duration of the BOWI project

9.1 Originality of the selected experiments

The applicants have to base their proposals on original or open source works and, going forward, any foreseen developments should be free from third party rights, or they are clearly stated.

The BOWI consortium is not obliged to verify the authenticity of the ownership of the future products and services and any issues arising from third party claims regarding ownership, beneficiaries are the solely responsible parties.

9.2 IPR ownership of results the experiments

There are no IPR obligations toward the European Commission (EC).

All results and IPR generated within the experiments are owned by the beneficiary that generates it.

The Sub-Grant Agreement will introduce provisions concerning joint ownership of the results of the selected experiments, if applicable. This will be assessed and negotiated case by case.

9.3 Communication obligations of the beneficiary experiments

However, any communication or publication of the FSTP beneficiaries shall indicate that the project has received funding from the European Union and the BOWI project, therefore displaying the EU emblem and the BOWI logo on all printed and digital material, including websites and press releases.

Moreover, FSTP beneficiaries will agree that publishable information on the experiments and beneficiaries can be used by BOWI for communication purposes.

10. Support for applicants during the application process

For more information about this first BOWI Open Call, please check the Frequently Asked Questions (FAQs) document at <https://bowi-first-open-call-for-cross-border-experiments.fundingbox.com/>

You can also post your questions to the Helpdesk of BOWI Open Calls at <https://fundingbox.com/spaces/i4ms-bowi-open-calls-help-desk> or send a message to: bowi.helpdesk@fundingbox.com

⁵ FSTP is Financial Support to Third Parties.



In case of any technical issues or problems with the Application Form, please include the following information in your 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.

There will also be several online webinars organised by the proto-hubs on this open call which will be announced at BOWI website and Online Community.

11. Applicable law

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



12. Glossary of Terms

BOWI Boosting Widening Digital Innovation Hubs, a project funded by the European Union under the Horizon 2020 Programme, GA number 873155

Experiment is a collaboration project between an SME, proto-hub and mature hub that aims at translating a prototype/proof of concept into a first demonstration in a relevant operational industrial environment. It can be focused both a product, as well as a manufacturing technology. These experiments will allow SMEs and midcaps to test the use of the technologies offered by the consortium and build a sustainable collaboration mechanism between DIHs from different regions.

FSTP, Financial Support to Third Parties is the grant that selected SMEs and Midcaps will receive to conduct the experiments.

DIH, Digital Innovation Hubs⁶ one-stop-shops that help companies to become more competitive concerning their business/production processes, products or services using digital technologies.

I4MS, ICT Innovation for Manufacturing SMEs⁷ an European initiative supporting manufacturing SMEs and Midcaps in the widespread use of information and communication technologies (ICT) in their business operations. (www.i4ms.eu)

Mature hubs, within the BOWI project -DIHs that have proven their sustainable position in the EU DIH network as an experienced booster of innovative technologies developed in the framework of SAE and I4MS initiatives.

Mentoring Committee will be in charge of monitoring and validating the experiments performance in Interims and Final Review. Composition: It will be coordinated by VTT and composed by the Technical Mentor and Business Mentors from partners providing services to sub-Grantees as well as representatives of the selected proto-hubs, in the case of the Second Call of Cross border experiments (Extended Technology Transfer Programme)

NUTS, The Nomenclature of Territorial Units for Statistics⁸ a hierarchical system for dividing up the economic territory of the EU and the UK.

Proto-hubs, within the BOWI project new emerging DIHs that are in the early stages of their evolution and not yet fully sustainable in regions where SAE and I4MS technologies are underrepresented.

SAE, Smart Anything Everywhere⁹ an European Commission initiative to enhance the digital transformation of the European industry through Digital Innovation Hubs. <https://smartanythingeverywhere.eu/>

Selection Committee: responsible of selecting the best proposals in Consensus Meeting and validation in Review Milestones. Composition: It will be coordinated by FBA and is composed by Civitta, VTT, TNO, FBA, and RWTH. Members of the Advisory Board may be invited to join in the deliberations as advisors.

⁶ <https://s3platform.jrc.ec.europa.eu/digital-innovation-hubs>

⁷ <https://i4ms.eu/about>

⁸ <https://ec.europa.eu/eurostat/web/NUTSs/background>

⁹ <https://smartanythingeverywhere.eu/about-sae-further-information/>



Sub-Grant Agreement (SGA), an agreement concluded between the selected SME/Midcaps and the BOWI Consortium to define the rules of distributing FSTP and providing non-financial support to FSTP beneficiaries.

- **Annex I: Examples of experiments outcomes**

BOWI project will implement support, which will allow SMEs and Midcaps to experiment with advanced ICT. Experiments should be in the scope of the list of technologies mentioned in part 4.3. Examples of possible scope and width of experiments:

- Experiment demonstrating the potential for design and manufacturing by exploring Knowledge tool and Orion Context Broker to implement the industrial feedback loop through the whole clothing product life.
- A cloud platform enabling engineering to raise on demand computational capacity to execute 3D design and virtual product simulation and testing through web browser.
- Experiment that developed a technical design and system demo for “3D recognition initiating IoT data for industrial training” The experiment focused primarily on the development of “Connected Industrial Worker”.
- Platform enabling the creation of 3D maps (development of 3D models) of complex industrial facilities using low-cost mobile sensors.
- By attaching a universal sensor to the outer casing of any construction tool, it is possible to forecast failures, enforce preventive maintenance and prevent thefts.
- Based on IIoT Infrastructure and Big Data Analytics technology, portable software solutions developed enable highly sensitive process monitoring and optimization of industrial automated (e. g. manufacturing) processes.
- Digital gardening assistant enabling anyone to grow their own vegetables.
- Defining a new cost-effective battery-less CLEC-based tag enabling the smart traceability of fresh and frozen fish.
- A low energy IoT solution for smart home automation.
- Sensors to provide safe working with co-working robots.
- Printed electronics to provide intelligent homes for elderly people.

More examples can be found from:

- <https://i4ms.eu/projects>
- <https://www.tetramax.eu/ttx/funded-projects/>



● Annex II: Statements

The statements below will be included before the submission of the online application form.

Declaration of honour on exclusion criteria and absence of conflict of interest:

Being the representative of the Legal entity submitting this proposal, I declare that:

a) The Legal entity:

1. Is not bankrupt or being wound up, nor having its affairs administered by the courts or has entered into an arrangement with creditors or has suspended business activities or is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. Has not been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
3. Has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
4. Complies with its obligations relating to the payment of social security contributions or the payment of taxes under the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
5. No persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
6. Is not subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget;
7. Is not subject to a conflict of interest defined in Section 3 of GfA;
8. Is not affiliated to any of the BOWI consortium partners; <https://bowi-network.eu/>
9. Is not submitting any other proposal to this same Open Call (First BOWI Open Call for experiments);
10. Has not made false declarations in supplying the information required, as a condition of participation in the Open Call or does not fail to supply this information.

b) The natural persons with power of representation, decision-making or control over the above-mentioned legal entity are not in the situations referred to in 2 and 5 above;



c) The Legal entity:

- Is committed to participating in the above-mentioned project;
- Has stable and sufficient sources of funding to maintain its activity throughout its participation in the above-mentioned project and to provide any necessary counterpart funding;
- Has or will have the necessary resources as and when needed to carry out its involvement in the above-mentioned project.

d) Furthermore, I confirm that:

- I have read and understood the information provided in the Open Call package (Guide for Applicants and FAQ).
- I have been allowed to ask questions about the project and my participation via bowi.helpdesk@fundingbox.com
- I voluntarily agree to participate in the BOWI project.
- I understand that I can withdraw my application at any time without giving reasons and that I will not be penalized for withdrawing nor will I be questioned on why I have withdrawn.
- I undertake to inform the BOWI Team, immediately, if after the date of submission until the end of the evaluation process, any exclusion of conflict of interest causes will arise.
- I acknowledge that if my project will be selected for the BOWI support program I will be involved in the communication and dissemination activities of the project.

YES

I agree voluntary to be registered at Online Community at <https://fundingbox.com/c/indigo-eu/about> and I understand that I can delete my profile from the above-mentioned Community by informing the BOWI Team via bowi.helpdesk@fundingbox.com

YES

NO



● **Annex III: 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, the Applicant can contact BOWI using the following email address: privacy@fundingbox.com

PURPOSES, LEGAL BASIS AND PROCESSING PERIOD

The purpose of processing	Legal basis for processing	Period
To run an Open Call and collect data necessary to evaluate applications submitted in the Open Call	The legal basis for processing is the 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.	6 years from the end of the year in which the Project ended.
To realize the Project goals described in the Grant Agreement (communication, reporting, collaborating with other project partners)	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.	6 years from the end of the year in which the Project ended.
In order to consider potential complaints	The legal basis for processing is indispensability to implement the legitimate interest of the data controller fulfilling the obligations laid down in the Grant Agreement (Article 6 paragraph 1 point f) GDPR in this respect.	6 years from the end of the year in which the Project ended
In order to possibly establish and enforce claims or defend against them	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.	6 years from the end of the year in which the Project ended.
In case your application will be selected to participate in the next stage of Project:		
For the implementation of contracts for co-financing concluded by Data controller, EC and other project partners.	The legal basis for processing is the 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.	6 years from the end of the year in which the Project ended.

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).

To realize the BOWI Project data will be transferred also to BOWI consortium partners



(complete list is available at the email address: privacy@fundingbox.com), evaluators, mentors, 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) 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, Warsaw, Poland).

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.