



# **DIHNET Champions Challenge 2020**

**Open from 21<sup>st</sup> July 2020 until 21<sup>st</sup> September 2020**

# **Guide for Applicants**

*This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 825640.*

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## 1. About DIHNET.EU

The overall aim of [DIHNET.EU](https://www.dihnet.eu) is to create a sustainable European network of Digital Innovation Hubs (DIHs), by developing a set of tools and boosting the collaboration of the different DIH networks, DIHs and other key DIH stakeholders in Europe. The project will act as a coordinator to enhance the collaboration, aligning and synchronising their activities. This is considered crucial for a better support of SMEs and MidCap companies in offering and using digitisation services.

Among other activities, DIHNET.EU foresees the definition and launch of a **Prize for Mature DIHs, called the DIHNET Champions Challenge**. The Maturity of DIHs applying to the Champion Challenge will be assessed through an online application form. It is expected that Mature DIHs could inspire other DIHs.

[DIHNET.EU](https://www.dihnet.eu) is a project coordinated by TNO and implemented together with Tecnia, Fundingbox, euRobotics, BluMorpho and LuxInnovation, partners with strong experience in the field.

## 2. DIH Champions Challenge

The DIHs Champions Challenge is a process developed by DIHNET.EU project for its Community of DIHs with the objective to:

- identify good practices of advanced/mature DIHs that others could learn from;
- identify the DIH champions under two categories that focus on collaboration;
- foster future matchmaking opportunities (DIHs finding those with the expertise they need/miss)
- help fine-tune information in the DIH catalogue on a regular basis.

**Two main Categories** are suggested for the assessment of the DIH Maturity and the selection of the **DIH Champions**, as these categories are key to measure the performance of DIHs, as well as to guide and inspire others. The **Categories to assess the DIH Maturity for the [2020 DIHNET Champions Challenge](#)** are:

- **Services offered** by the DIH to support the digitalisation of SMEs related to ecosystem building, financing, testing, and digital skills development.
- **Collaboration Strategy** leading to several cross-border technology transfer opportunities or joint investments due to structured and sustainable collaboration, including **mechanisms** such as (business models, impact KPIs, Funding mechanisms) and **alignment with S3 priorities**.

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Those DIHs that perform well under these categories will be considered as Best Practices in the context of DIHNET.EU. Up to two Champion(s) will be selected per year (2019; 2020; 2021).

It is important to take into consideration that cooperation is the essence for the maturity of DIHs, as DIHNET.EU aims to create a sustainable European network of Digital Innovation Hubs, by boosting the collaboration. Cooperation will need to be visible in all the categories of the questionnaire.

The DIH Maturity will be assessed against a **DIH maturity questionnaire** (online application form) linked to Key Performance Indicators (KPIs) that will allow selecting the shortlisted DIHs. The 2020 edition of the **DIH award/Prize** will be delivered during **the European DIH networking event that will be fully digital and is estimated to take place in November 2020**.

To support the process of selection of Best DIH Practices/DIH Champions and the Prize described, DIHs will be assessed against a common approach consisting of several questions under the following 10 blocks:

1. Basic Data
2. DIH's Governance
3. DIH Outcomes
4. Strategic positioning in regional/national innovation eco-system
5. Services offered by the DIH to support SMEs
6. Collaboration Strategy
7. Skills development strategy for SMEs
8. Sustainability mechanisms
9. Technological Focus
10. Sectoral Focus

The announcement and submission of the DIH Champion Challenge, as well as other related news will be on the [DIHNET.EU Community](#).

The **Champions DIHs** will benefit among others from:

- Widespread visibility on the DIHNET.EU website and community platform.
- Networking opportunities and the ability to connect with and contact potential partners, stakeholders, investors, member states, regions, etc.
- Specific guidance and follow up on the topics treated within DIHNET.EU project (business models, pan European collaboration, etc.).

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- Public prize award during **EDIH networking event** that will be fully digital and is estimated to take place in November 2020.

### 3. Application procedure

DIHs can apply for the DIH Champion Challenge on <https://dihnet-eu-2nd-dihs-champions-challenge.fundingbox.com/apply>.

You can submit your application form and come back to modify it as many times as you wish. A confirmation email will be sent to you when you submit your application.

### 4. Eligibility criteria

All applicants will have to abide to all the general requirements described to be considered eligible for the DIHNET Champions Challenge.

#### 4.1 Type of beneficiaries

The DIHNET Champions Challenge welcomes applications from DIHs part of the [Catalogue](#) that are **Fully Operational**, legally established in one of the Eligible countries (see Section 4.2).

The winner from the 2019 edition is not eligible to participate although the finalists from the 2019 edition are eligible.

#### 4.2 Eligible countries

Only DIHs legally established in the following countries (hereafter collectively identified as the 'Eligible Countries') will be eligible for the DIHNET Champions Challenge:

- EU member states and their overseas territories
- H2020 associated countries.

The list of H2020 associated countries is available here:

[https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cpart/h2\\_020-hi-list-ac\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2_020-hi-list-ac_en.pdf).

#### 4.3 Submission system

Questionnaires must be only submitted through the following link: <https://dihnet-eu-2nd-dihs-champions-challenge.fundingbox.com/>. Questionnaires sent by any other means will not be considered. The applicants are solely responsible for verifying the completeness of the form. Data not included in the form will not be taken into account during proposal evaluation regardless of the reason for it not being included.

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#### 4.4 English language

**English is the official language for submitting the Questionnaire.** All parts of the questionnaire must be submitted in English for the application to be eligible. If the application, or parts of it is not submitted in English, it will be rejected.

#### 4.5 Deadline for submission of application

The deadline for submission of applications is **21<sup>st</sup> September 2020 at 13:00 (CEST (Spain))**. Applicants are encouraged to submit their applications a few days before the deadline to avoid possible problems during the submission process. Proposals submitted after the deadline, including force majeure circumstances, will result in rejection of the proposal.

#### 4.6 Multiple submissions are forbidden

- Only one proposal per DIH can be submitted in this Call.
- If more than one proposal per DIH is identified by the **DIHNET.EU** team, only the first proposal received will be evaluated, according to the time and date of submission.

#### 4.7 Absence of conflict of interest

Applicants shall not have any potential conflict of interest with the selection process. All cases of potential conflict of interest will be assessed case by case.

#### 4.8 Correctness of data

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

### 5. Other

- DIH applicants are solely responsible for verification of the completeness of the form. Data not included in the questionnaire will not be considered during assessment regardless of the reason for not being included.
- Any matters not covered by this Guide for Applicants of the DIH Champions challenge will be governed by Polish law, in particular, the provisions of the Polish Civil Code and the law of the European Union.

### 6. Support to DIH applicants

For more information about the [DIHNET.EU Champions Challenge](#), please check:

- The space for questions and answers: [Q & A section](#).

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- Contact email: [info@dihnet.eu](mailto:info@dihnet.eu).

## 7. Evaluation process and winner selection

Up to two winners will be awarded for the Champions Challenge 2020.

The selection process will be as follows:

- **Form submission:** On the submission of the application form, the system will send an acknowledgment of receipt to the proposer. Late submissions will not be accepted.

- **Phase 1. General Eligibility Check:**

The DIHNET consortium will check that the application complies with all the ELIGIBILITY CRITERIA listed in Section 4 of this guide.

- **Phase 2. Evaluation:**

Three evaluation steps are foreseen for only those candidates that have accomplished with the eligibility criteria:

- **First step - pre-scoring:** Eligible proposals will then be automatically scored by the FundingBox System according to the following criteria, scoring up to 445 points as follows:
  - DIH Outcomes (110 points, 25%)
  - Strategic positioning in regional/national innovation eco-system (60 points, 13%)
  - Services offered by the DIH to support SMEs (110 points, 25%)
  - Collaboration Strategy (95 points, 21%)
  - Skills development strategy for SMEs (35 points, 8%)
  - Sustainability mechanisms (35 points, 8%)
- **Second step – external evaluation:** The top-scored proposals from the previous step (up to 20 proposals) will then be evaluated by a pool of external evaluators. They will score these proposals and propose up to 5 finalists and up to 2 champions. The evaluators will score each award criterion on a scale from 0 to 5.
  - 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

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- 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 criteria are the following:

- DIH's Governance: *is the DIH managed in an efficient way?*
  - Overall impact: *does the DIH support show to have an impact on the supported SMEs?*
  - Strategic positioning in regional/national innovation eco-system: *Does the DIH show a good degree of alignment linked to Smart specialization strategies or other regional/national policies? Does the DIH contribute to national and regional policies?*
  - Services offered by the DIH to support SMEs: *Does the DIH show an evolution in the type of services offered to SMEs? Does the DIH offer facilities that contribute to industry development?*
  - Collaboration Strategy: *Does the DIH show an interest and a strategy for a long sustainable collaboration at cross-border level?*
  - Skills development strategy for SMEs: *Is the DIH committed to SMEs skills development?*
  - Sustainability mechanisms: *Does the DIH show enough sustainability mechanism that contribute to a long-term delivery of service by the DIH?*
- **Third step – consensus:** The evaluators will meet with the DIHNET consortium to decide on the final finalists and champions.
- **Phase 3. Publication of results:** The prize will be given during the **EDIH networking event**, which is estimated to take place in November 2020, and the results will be published right after the event.

Approximate evaluation dates are shown in the table below\*:

Launch of the Open Call	Opening date	<b>21/07/2020 at 13:00 CET</b>
Evaluation	End of submission process	<b>21/09/2020 at 13:00 CET</b>
	Eligibility Check	<b>22/09/2020 - 23/09/2020</b>
	Pre-scoring	<b>24/09/2020 – 30/09/2020</b>
	External evaluation	<b>01/10/2020 – 18/10/2020</b>
	Consensus meeting	<b>Immediately after the external evaluation</b>
	Communication to participants	<b>End of October</b>

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Services offered to the winner	Official Award Ceremony	<b>EDIH online networking event</b>
	Widespread visibility on the DIHNET.EU website and community platform	<b>November 2020 onwards</b>
	Networking opportunities and the ability to connect with and contact potential partners, stakeholders, investors, member states, regions, etc.	<b>November 2020 onwards</b>
	Specific guidance and follow up on the topics treated within DIHNET.EU project (business models, pan European collaboration, etc.).	<b>November 2020 onwards</b>

\*Based on estimations according to the expected number of proposals received and the final date of the EDIH event.

## 8. Announcement of the Champions Challenge Prize winner

The Champions Challenge winner will be announced after the evaluation process via website, social media and the DIHNET.EU Community. The official announcement of the Challenge will be given during **the first EDIH networking event that will be fully digital. It is estimated to take place in November 2020** where the winning DIHs will be invited to present themselves if not physically, by any other potential means.

## 9. Obligations of the beneficiaries

- The applicants will need to base their answers on original works and going forward any foreseen developments are free from third party rights, or they are clearly stated.
- The DIHNET.EU consortium is not obliged to verify the authenticity of the ownership of the answers.
- There are no IPR obligations toward the European Commission (EC) nor to the DIHNET.EU consortium. The winner will agree that certain information regarding the winning DIH can be used by DIHNET.EU project for communication purposes.

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## Annex 1: Declaration of honour

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

As a representative of the Legal person submitting this proposal, I declare:

a) that the Legal person that I represent:

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. have been not 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 in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
5. or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
6. 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 with the DIHNET Consortium Partners;
8. Is not affiliated to any of the DIHNET consortium partners;
9. is not submitting any other proposal to this second edition of the DIHNET Champions Challenge;

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

c) on top of that I confirm that:

- I have read and understood the information provided in the Open Call package (Guide for Applicants and FAQ).
- I have been given the opportunity to ask questions about the project and my participation via [info@dihnet.eu](mailto:info@dihnet.eu)
- I understand that I can withdraw 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.
- The procedures regarding confidentiality have been clearly explained (e.g. use of names, anonymization of data, etc.) to me.
- I undertake to inform the DIHNET team, immediately, if after the date of submission until the end of the evaluation process, any of the exclusion of conflict of interest causes will arise.

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## Annex 2: Processing of personal data

### CONTROLLER'S IDENTITY AND CONTACT DETAILS

The data controller is FundingBox Accelerator sp. z o.o. (Al. Jerozolimskie 136, 02-305 Warsaw, Poland).

In all matters regarding personal data, you can contact us using the following email address: [privacy@fundingbox.com](mailto:privacy@fundingbox.com)

### PURPOSES, LEGAL BASIS AND PROCESSING PERIOD

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

### DATA RECEIVERS

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

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## RIGHTS OF DATA SUBJECT

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

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

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

## INFORMATION ABOUT VOLUNTARY OR OBLIGATORY DATA PROVISION

Providing data is voluntary, although it is necessary to participate in the DIHNET.EU Champions Challenge. Without providing your data, it is not possible to contact you and evaluate the application.

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## Annex 3: Information sheet

**Project title:** DIHNET.EU

**Project coordinator (s):** Maurits Butter; Ruud Baartmans

### About the project

The DIHNET.EU project enables the coordination of European, national and regional initiatives directly supporting the digital transformation and Digital Innovation Hubs (DIHs). The project aims to create a sustainable pan-European network of networks, with a focus on regional DIHs.

Indeed, there is a vast number of networking activities related to DIHs in Europe. However, many of these initiatives have limited connection between each other, especially if the technologies are different. The DIHNET.EU project will support all these networks and initiatives by creating a coordination mechanism, creating synergies and addressing common issues.

More specifically, DIHNET.EU will contribute by:

- Enhancing the collaboration between the different stakeholders from the European DIH Community with a wide range of services, information and tools that will help DIHs to communicate, align, collaborate and synchronize activities.
- Developing a clear overview of the DIHs related services provided in Europe and align them.
- Upgrading the [DIH catalogue](#) by identifying/triggering activities in the DIH Community in coherence with regional, national and EU policies.
- Creating a strategy to reinforce the specialisation of these services, as well as supporting its uptake by relevant DIHs and DIH networks.
- Creating a vision and strategy on a self-sustaining business model for this network of DIHs, and to make this operational.
- Creating an [online community](#) to foster interaction among hubs, information exchange and peer-learning.

### Who is responsible for the data collected in the project?

FundingBox Accelerator is responsible for the data collected in the DIH Champion Challenge, namely through the information provided by the applicant through <https://dihnet-eu-2nd-dihs-champions-challenge.fundingbox.com/>.

Data is collected and processed in accordance with our Terms of use and Privacy policy. You can contact the Project Manager, Lucie Milcent, for any further queries you may have related to privacy policy.

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

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

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

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

### **Methods of data collection, storage and sharing**

DIHNET.EU will collect data of European entities and individuals through an online form available at <https://dihs-champions-challenge.fundingbox.com/>. The information gathered will serve to evaluate the most mature DIH. Therefore, it is necessary to collect, store and process the online forms that will be submitted by the applicants. Data will be exploited for the following main purposes:

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

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

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

### **What are your rights as a participant?**

Taking part in the DIHNET.EU project as DIH Champion applicant is voluntary. You may choose not to take part or subsequently cease participation at any time.

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Do not hesitate to contact the DIHNET.EU project team in case you are interested in knowing more about the project and learn about the published results ([www.dihnet.eu](http://www.dihnet.eu)).

**Will you receive any payment or monetary benefits for your data collection?**

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

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

The only expected benefit might refer, not to the collection of data itself, but to the fact of providing those data with the aim of participating in the DIH Champion Challenge call and receiving communication and dissemination advantages in the project communication channels according to the conditions established by the DIH Champion Challenges requirements, and which will be published at <https://dihs-champions-challenge.fundingbox.com/>.

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

**For more information**

If you have any further questions about this application process, feel free to leave your question here <https://fundingbox.com/spaces/dihnet-eu-community-q-a-dih-champions-challenges-1> or contact:

**Begoña Sánchez**

email: [begona.sanchez@tecnalia.com](mailto:begona.sanchez@tecnalia.com)

**Lucie Milcent**

Email : [lucie.milcent@fundingbox.com](mailto:lucie.milcent@fundingbox.com)

**What if I have concerns about this project?**

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

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