



The BOWI project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 873155

# Guide for Applicants

## BOWI Widening Call for Developing Hubs

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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 developing hubs DIHs (proto-hubs) in regions where SAE and I4MS technologies are underrepresented and well-established DIHs (mature hubs) that are highly experienced in these technologies.

**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. (already closed)
- Open Call 2: Developing hub selection in regions where I4MS and SAE technologies are underrepresented. (Launched at the beginning of 2021)
- Open Call 3: Experiments involving SMEs and Midcaps from the regions of the developing hubs selected in call 2. (Launched at the end of 2021)

Read more about the BOWI project here: <https://bowi-network.eu/>





## 2. BOWI OPEN CALL SUMMARY

The overall goal of this call is to create long-term collaborations between two regions on advanced digital technologies, where the DIHs in both regions are the key player for this interregional collaboration. This aims at enhancing the use of these technologies in a region where they are underrepresented, with the help of the other region where the industry is supported structurally by the DIH to uptake these technologies.

This second BOWI open call for “developing hub” (new DIHs) will provide €900,000 (up to €100,000 per DIH) among 9 developing hubs from the regions included in section 3, Eligible Regions. The aim of this call is **to select 9 developing hubs that will help to activate cross-border technology transfer together with DIH that are well established (“mature DIHs”).**

Selected developing hubs will be involved in two stages of participation in the project.

**Stage 1** Develop a collaboration roadmap with a mature DIHs called Regional BOWI Roadmap, including activities to promote BOWI and mobilise regional funds. The objective of the Regional BOWI Roadmap is to offer additional funding opportunities to the cross-border experiment participating in the Support programme and fund new experiments to promote the uptake of I4MS and SAE technologies. These experiments are seen as sandboxes to establish structural collaboration between both regions. Additionally, developing hubs will be involved in the definition of the next Open Call (3) to select 4 experiments in their regions conducted by SMEs or Midcaps.

**Stage 2**, once experiments are selected via an open call, developing hubs together with mature DIHs will support SMEs and midcaps in the implementation of a technology transfer programme. Developing hubs, with the support of mature DIHs will have the role of promoting regional application of technologies and systems from the **following SAE and I4MS technology areas:**

- Low energy computing powering CPS
- Cyber-physical and embedded systems
- Internet of things
- Flexible and Wearable Electronics
- Organic and Large Area Electronics
- Man/machine interfaces
- Advanced or High-performance computing
- Robotics for manufacturing
- Additive manufacturing technologies
- Modelling and simulation
- Laser-based manufacturing
- CPS for manufacturing
- Cloud computing
- Digital twins, data sharing, autonomous factories
- IT security





### What kind of activities will be implemented?

#### STAGE 1: BOWI node activation projects will consist in:

- Developing Regional BOWI Roadmap with the aim of mobilising regional funds for the projects promoted by BOWI, providing advice to regional entities and involving regional professionals in the training activities organised by the project. This Regional BOWI Roadmap will also include a collaboration program with the mature DIH to support SMEs and midcaps.
- Collaboration on the Definition of Open Call 3 for Cross-border Experiments in their region, in collaboration with BOWI partners and other Mature DIHs.

#### STAGE 2: Activities to be implemented as “Regional BOWI Nodes”:

After Stage 1 is completed and the experiments selected under Open Call 3, developing hubs will have to commit to the following activities:

1. Scouting a minimum of 20 regional SMEs that will apply to BOWI Open Call 3.
2. Delivering business and/or technical services to at least 4 experiments selected under Open Call 3 together with Mature DIHs.
3. Achieve a verifiable progress regarding mobilization of regional funds for the experiments promoted by BOWI (i.e. achieving complementary funding and/or MoUs/Roadmaps signed with the Region for this purpose) and contribute to the Smart Specialisation development.
4. Attract at least 8 regional professionals that are involved in the training offered by BOWI within the project length.
5. Development of a business plan for interregional collaboration that includes a strategy for the post-project collaboration activities between the developing hub and the mature hub as part of the Regional BOWI Roadmap.

### What are the benefits and financial support offered?

The selected developing hubs will become part of a 21-month Program Activities (see also Section 8 and 9) divided into two stages:

- 1) Stage 1 Developing hubs BOWI Node activation: with a duration of 11 months. 4 months of activities devoted to activating the developing hubs and 7 to prepare the Open Call 3.
- 2) Stage 2 Regional BOWI Nodes: Support local SMEs implementing their cross-border Experiments with a duration of 10 months.

The beneficiaries will receive the following amount:

Up to **€100,000 funding**:

- STAGE 1: up to €20,000,
- STAGE 2: up to €80,000 (€20,000 per cross-border experiment selected in their region);
- Access to a network of international experts;
- Access to facilities and infrastructure;
- **Media** exposure.
- **Mentoring** programme

The financial support for applicants with for-profit status cannot exceed 70% of the detailed budget included in the application form.





### 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 BOWI Open Call 2.

Financial support will not be awarded to individual legal entities that have already received more than €100,000 via open calls (Financial Support to Third Parties = cascading funding) from H2020 I4MS and SAE projects.

#### 3.1 Types of beneficiaries

Proposals can be submitted by legal persons who legally represent a DIH included or to be included in the European catalogue of Digital Innovation Hubs <https://s3platform.jrc.ec.europa.eu/digital-innovation-hubs-tool>.<sup>1</sup> The status of the DIH can be Fully operation or In preparation.

Legal Person means any entity created and recognised as such under national law, Union law or international law, which has legal personality, and which may act in its own name, exercise rights and be subject to obligations.

**BOWI partners** (listed in section 1), their affiliates or employees cannot submit an application to this Open Call while being involved in the application process.

#### 3.2 Eligible regions

Only Legal persons representing DIHs (coordinator) established in the regions listed below will be eligible for funding.

- (AL01) North, Albania
- (AL02) Center, Albania
- (AL03) South, Albania
- (BG31) Northwestern, Bulgaria
- (BG32) Northern Central, Bulgaria
- (BG33) Northeastern, Bulgaria
- (BG34) Southeastern, Bulgaria
- (BG42) Southern Central, Bulgaria
- (CY00) Cyprus
- (CZ01) Prague, Czech Republic
- (CZ02) Middle Bohemia, Czech Republic
- (CZ04) Northwest, Czech Republic
- (CZ05) Northeast, Czech Republic
- (CZ06) Southeast, Czech Republic
- (CZ07) Central Moravia, Czech Republic
- (CZ08) Moravian-Silesian, Czech Republic
- (EE00) Estonia
- (HR02) Pannonian Croatia, Croatia
- (HR03) Adriatic Croatia, Croatia
- (HR05) City of Zagreb, Croatia
- (HR06) Northern Croatia, Croatia
- (HU11) Budapest, Hungary
- (HU12) Pest, Hungary
- (HU21) Central Transdanubia, Hungary
- (HU22) Western Transdanubia, Hungary
- (HU23) Southern Transdanubia, Hungary
- (HU31) Northern Hungary, Hungary
- (HU32) Northern Great Plain, Hungary
- (HU33) Southern Great Plain, Hungary
- (LT01) Capital region, Lithuania
- (LT02) Central and western region of Lithuania, Lithuania
- (LU00) Luxembourg, Luxembourg
- (ME00) Montenegro
- (MK00) North Macedonia

<sup>1</sup> BOWI Consortium allow to submit application by legal entities who plan to register their DIH in the JRC catalogue after being selected in this Open Call. However, this registration shall be done until the day of signing the Subgrant Agreement.





- (MT00) Malta
- (PL22) Silesia, Poland
- (PL41) Greater Poland, Poland
- (PL42) West Pomerania, Poland
- (PL43) Lubuskie, Poland
- (PL51) Lower Silesia, Poland
- (PL52) Opole, Poland
- (PL61) Kujawy-Pomerania, Poland
- (PL62) Warmia-Mazury, Poland
- (PL63) Pomerania, Poland
- (PL71) Lodz , Poland
- (PL72) Holy Cross , Poland
- (PL81) Lublin, Poland
- (PL82) Podkarpackie, Poland
- (PL84) Podlasie, Poland
- (PL91) Warsaw capital city, Poland
- (PL92) Mazovia, Poland
- (PT11) North, Portugal
- (PT15) Algarve, Portugal
- (PT16) Center, Portugal
- (PT17) Lisbon Metropolitan Area, Portugal
- (PT18) Alentejo, Portugal
- (PT20) Autonomous Region of the Azores, Portugal
- (PT30) Autonomous Region of the Madeira, Portugal
- (RO12) Center, Romania
- (RO21) Northeast, Romania
- (RO22) South East, Romania
- (RO31) South-Muntenia, Romania
- (RO32) Bucharest-Ilfov, Romania
- (RO41) South-West Oltenia, Romania
- (RO42) West, Romania
- (RS11) Belgrad, Serbia
- (RS12) Vojvodina, Serbia
- (RS21) Šumadija and Western Serbia, Serbia
- (SI03) Eastern Slovenia, Slovenia
- (SI04) Western Slovenia, Slovenia
- (SK01) Bratislava Region, Slovakia
- (SK02) Western Slovakia, Slovakia
- (SK03) Central Slovakia, Slovakia
- (SK04) Eastern Slovakia, Slovakia
- (TR10 ) Istanbul, Turkey
- (TR21) Tekirdağ, Edirne, Kırklareli, Turkey
- (TR22) Balıkesir, Çanakkale, Turkey
- (TR31) İzmir, Turkey
- (TR32) Aydın, Denizli, Muğla, Turkey
- (TR33) Manisa, Afyonkarahisar, Kütahya, Uşak, Turkey
- (TR41) Bursa, Eskişehir, Bilecik, Turkey
- (TR42) Kocaeli, Sakarya, Düzce, Bolu, Yalova, Turkey
- (TR51) Ankara, Turkey
- (TR52) Konya, Karaman, Turkey
- (TR61) Antalya, Isparta, Burdur, Turkey
- (TR62) Adana, Mersin, Turkey
- (TR63) Hatay, Kahramanmaraş, Osmaniye, Turkey
- (TR71) Kırıkkale, Aksaray, Niğde, Nevşehir, Kırşehir, Turkey
- (TR72) Kayseri, Sivas, Yozgat, Turkey
- (TR81) Zonguldak, Karabük, Bartın, Turkey
- (TR82) Kastamonu, Çankırı, Sinop, Turkey
- (TR83) Samsun, Tokat, Çorum, Amasya, Turkey
- (TR90 ) Trabzon, Ordu, Giresun, Rize, Artvin, Gümüşhane, Turkey
- (TRA1) Erzurum, Erzincan, Bayburt, Turkey
- (TRA2) Ağrı, Kars, Iğdır, Ardahan, Turkey
- (TRB1) Malatya, Elazığ, Bingöl, Tunceli, Turkey
- (TRB2) Van, Muş, Bitlis, Hakkari, Turkey
- (TRC1) Gaziantep, Adıyaman, Kilis, Turkey
- (TRC2) Şanlıurfa, Diyarbakır, Turkey
- (TRC3) Mardin, Batman, Şırnak, Siirt, Turkey
- Armenia
- Bosnia and Herzegovina
- Faroe Islands
- Georgia
- Moldova
- Tunisia
- Ukraine





### 3.3 Technology areas

DIHs should have expertise in promoting regional application of technologies and systems in at least 3 of the following **technology areas**:

- Low energy computing powering CPS
- Cyber-physical and embedded systems
- Internet of things
- Flexible and Wearable Electronics
- Organic and Large Area Electronics
- Man/machine interfaces
- Advanced or High-performance computing
- Robotics for manufacturing
- Additive manufacturing technologies
- Modelling and simulation
- Laser-based manufacturing
- CPS for manufacturing
- Cloud computing
- Digital twins, data sharing, autonomous factories
- IT security

### 3.4 English language

English is the official language within BOWI open calls. All mandatory sections of the 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 Program Activities. This means that any contracted deliverable will be accepted only if submitted in English.

### 3.5 Authorisation from other members of the developing hub

Applicants must declare to be authorised to represent the developing hub by the rest of the core entities forming the hub. This authorisation implies that other members of the hub agree to implement the proposed activities and their acknowledgement of the obligations arising from the participation of the developing hub in BOWI.

### 3.6 Multiple submissions

Only one proposal per hub 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 DIH is identified by the BOWI Open Call Team, only the last proposal submitted in time will be evaluated.







### 3.7 Submission system

Only proposals submitted through the Open Call management tool <https://bowi-prototub.fundingbox.com> and within the call 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.

### 3.8 Deadline

Only proposals submitted before the deadline, 1 March 2021 13:00 (Brussels Time), will be accepted. After the call closure, no additions or changes to received proposals will be taken into account.

### 3.9 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 a lack of any conflict of interest by DIH partners, especially any kind of relationship 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.

### 3.10 Other requirements

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

**The application** 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. REGIONAL SUPPORT AND POWER TO ATTRACT SMES AND MID-CAPS WITHIN THEIR REGION

To become a Regional BOWI Node the selected Developing hubs will have to involve regional authorities during the development of the Regional BOWI Roadmap. The objective of the Regional BOWI Roadmap is to mobilise additional funds to further support the experiments that will be implemented in stage 2.

Also, it will be very important that developing hubs have enough capacity to attract SMEs and mid-caps to participate in the BOWI Open Call and replicate the Regional BOWI Roadmap scheme in future technology transfer experiments. During the course of the two Stages, BOWI members of the Mentoring Committee will assess and evaluate the Regional BOWI Roadmap development by organising meetings and setting specific milestones to be reached during the whole duration of the programme.

Applicants are requested to pay special attention to these two aspects when filling in the application form.

- First, demonstrate their **capability to bring regional support by showing the interest and connections with their regional authorities** from their region, in participating in BOWI.
- Secondly, demonstrate they **have an existing ecosystem of SMEs** that would be interested in participating in a competitive selection of BOWI Open Call 3 for application experiments.

## 5. PREPARATION AND SUBMISSION OF PROPOSALS

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

- Contacts and contents of the proposal:
  - Contact and legal information
  - Excellence (Scored)
  - Impact (Scored)
  - Implementation (Scored)
- Statements to be accepted by the Applicant: confirmation of the exclusion criteria and absence of conflict of interest. (Annex I).
- 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. (Annex II).

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.

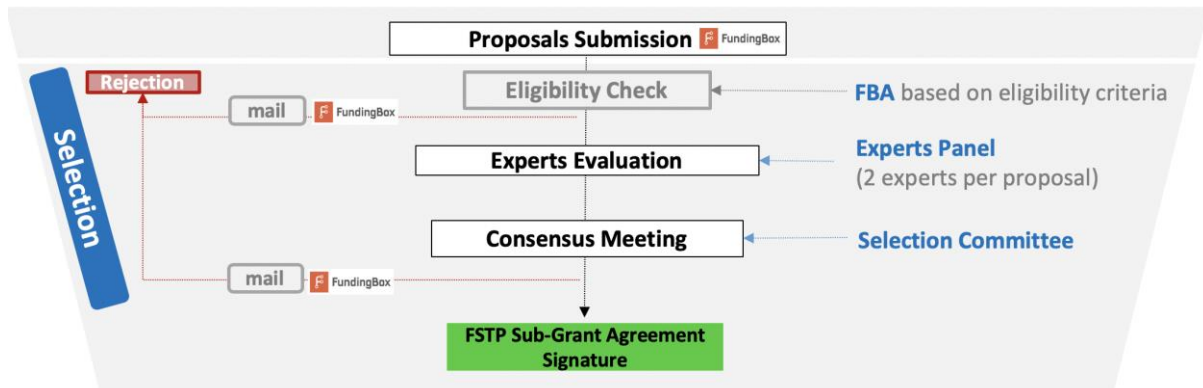
Applicants are solely responsible for verification of the completeness of the form. Data not included in the form will not be taken into account during the assessment regardless of the reason for not being included.

After submission of proposals, an automatic email will be sent to applicants confirming the correct submission within the platform.



## 6. SUMMARY OF THE SELECTION PROCESS

The selection flow is reflected in the following figure:



### 6.1 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.

### 6.2 Phase 2: Experts' evaluation

Proposals will be evaluated by two independent external experts with wide expertise in cross-border collaboration of DIHs and technology transfer projects.

The proposals will be evaluated against 3 criteria:

1. **EXCELLENCE** will be evaluated for:
  - 7 **Ambition:** applicants should provide information about the degree of differentiation that this project will bring to their region and how is aligned with their Regional Smart Specialization Strategy.
  - 8 **Cross-border collaboration 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).
2. **IMPACT** will be analysed for:
  - **Replication potential:** applicants have to provide information about how the region's innovation ecosystem and local industries will benefit from technology transfer based on the Cross-border Experiments that will be selected in the 3<sup>rd</sup> BOWI Open Call.
  - **Sustainability:** applicants have to demonstrate their capacity to leverage additional funding and resources to support medium-term participation of the region in SAE/I4MS initiatives.
3. **IMPLEMENTATION** will be considered with respect to:
  - **Team:** applicants have to demonstrate their management and leadership qualities. The **team should be a balanced and cross-functional team**, with a strong background and skill base.
  - **Competences:** applicants have to show the **technical competences** of the team providing local technology services and its capability to deliver services beyond just executing



- **Resources:** applicants have to make clear in the proposal that **they have the adequate operational means and resources to facilitate medium-term sustainability** of SAE/I4MS activities in the region.

The proposals are evaluated externally according to the criteria set out above and 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 inadequately, 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 each criterion cannot be funded (score threshold), all other proposals are taken to Phase 3.

Each evaluator will produce an Individual Evaluation Report. The final score will be calculated as an average of the individual assessments provided by the Evaluators.

The threshold for individual criteria will be 3 and the total default threshold will be 10.

In case the scores of the evaluators differ by (or more than) 3 points in at least 1 of the award criteria, the bias will be solved by involving the third evaluator in the process.

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

Criterion	Scores	Score Threshold	Weight
Excellence	From 0 to 5	3	1
Impact	From 0 to 5	3	1
Implementation	From 0 to 5	3	1
<b>Minimum threshold to pass to Phase 3 of the selection process</b>			<b>10</b>

Ties will be solved using the following information, criteria and order:

- Capacity to involve regional authorities.
- Capacity to attract SMEs.
- Impact score.
- Implementation score.
- Excellence score.

Output: Ranking list of Applicants above the threshold.

### 6.3 Phase 3: Consensus meeting

The List of Pre-Selected Applicants per region will be forwarded 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 will be selected for funding, the Selection Committee might have fair reasons for objecting to a specific third party, like the alignment with BOWI goals and scope, the ability to achieve the highest impact possible at a regional level, their level of engagement with regional authorities or innovation ecosystem, as well as the existence of significant concerns about their ability to perform the activities or a potential conflict of interest. In this case, the choice may pass to the next-ranked proposal.

Output: Provisional list of beneficiaries (9 selected developing hubs and a reserve list).

Communication to participants: Individual communication will be sent via email to all evaluated proposals. Additional information about the next steps will be also sent to the Provisional List of beneficiaries that will be asked to send further information for the legal check, see Chapter 6.4.

## 6.4 Phase 4: Legal Check

This phase will start after the Consensus Meeting. All 9 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 Legal persons 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 rules<sup>2</sup>.

In case any requirement/information requested is not provided by the applicant within the time limit, this will immediately 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 delivery of the BOWI Regional Roadmap, 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 developing hub 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 100.000€ 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 assessment will take place before the first payment of the grant.

## 6.5 Tentative timeline

The evaluation process is expected to take at least 6 weeks, and the signature of the SGA is expected to take approximately one additional month, both counting from the respective deadline or communications sent to applicants.

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

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<sup>2</sup>[https://ec.europa.eu/research/participants/data/ref/h2020/legal\\_basis/rules\\_participation/h2020-rules-participation\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf)





Open call activities	Tentative time schedule
Call launch	15 December, 00:00 CET 2020 (Brussels Time)
Deadline for applications' submission	1, March 2021, 13:00 CET 2021 (Brussels Time)
Evaluation period	Until 30, April 2021
Signature of the sub-grant agreement	May 2021

The schedule is tentative only and may vary based on the expected number of proposals received and the actual timing of the consecutive phases.

## 7. COMPLAINTS PROCEDURE

The applicants will receive the communication after the Consensus meeting. 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](mailto: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.

## 8. STAGE 1: BOWI NODES ACTIVATION PROGRAM

During the 4 months of support offered by BOWI developing hubs will receive support in order to develop a Regional BOWI Roadmap. The Regional BOWI Roadmap has to be developed with the aim of mobilising regional funds for the projects promoted by BOWI, providing advice to regional entities and involving regional professionals in the training activities organised by the project. This Regional BOWI Roadmap will include the collaboration program to support SMEs and midcaps between developing hubs and mature DIHs.





The Regional BOWI Roadmap will also be the basis for establishing the collaboration scheme and activities to be developed to support the Cross-border Experiments that will be selected during Open Call 3.

This document should include a sustainability roadmap where developing hubs detail their collaboration with regional authorities and plan their future collaboration with the mature DIHs that will be supporting developing hubs in delivering support to SMEs. This will be the core of the final business plan for interregional collaboration that will conclude the project.

Moreover, developing hubs will collaborate in the Definition of Open Call 3 for Experiments in their region, in collaboration with BOWI partners and other Mature DIHs.

During this stage developing hubs will have to scout a minimum of 20 regional SMEs to apply to the Open Call 3 for Experiments.

## 9. STAGE 2: ACTIVITIES TO BE IMPLEMENTED AS REGIONAL BOWI NODE

After Stage 1 is completed, developing hubs, as already established Regional BOWI Nodes will have to commit to delivering business and/or technical services to at least 4 experiments selected under Open Call 3.

Each experiment selected in a specific region will get both technical and business-related support from the developing hubs during the 10 months' experiment. Developing hubs will be supported by mature DIHs to ensure the soundness of the support.

Developing hubs and mature DIHs will nominate mentors 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:

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





## 10. FINANCIAL SUPPORT PROVIDED AND PAYMENTS

The maximum amount to be granted to each experiment is up to 100,000€ per beneficiary paid in the form of a lump sum, as described below. The financial support concerning for-profit entities 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):

### Stage 1

- 100% at M4 upon the validation of Regional BOWI Roadmap

### Stage 2

- 30% at M1 when Call 2 Cross-border Experiments has finalised and FSTP Agreement with the SMEs/Mid-Caps selected signed
- 70% at M10 when regional application experiments end and after validation of Local Services Provision Report by programme coordinator (VTT).

Protohubs activation & engagement		Month within each Stage	Milestone	Deliverable	% fixed lump sum	Payment €
To Protohubs	Stage 1: BOWI Node activation	M4	Protohub selection	Regional BOWI Roadmap	20%	20.000 €
	Stage 2 (Local Technology Services to experiments)	M1	Beginning regional Application Experiments	Call 2 Crossborder Experiments: FSTP Agreement signed	24%	24.000 € (*)
		M10	Ending regional Application Experiments	Service provision report, validated by programme coordinator (VTT)	56%	56.000 € (*)
(*) Maximum Payment, 4 application experiments in the region. In case less experiments are being implemented, this amount will be reduced in the same proportion.					Total FSTP/recipient	100.000 €

All developing hubs will be monitored through “Interim Reviews” by the ‘Selection Committee’, who will evaluate the developing hubs performance according to KPIs and Deliverables annexed to the FSTP Agreement. All milestones to be accomplished by the participating DIH will be identified in the mandatory reports established at the beginning of the projects.

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 based on the amounts allocated per Stage.

### What types of costs can the funding cover?

The total financial support per developing hub during both stages (= lump sum) can include the following cost forms:

- Personnel costs.
- 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 elaboration of the BOWI Regional Roadmap.







## 11. OBLIGATIONS OF FSTP<sup>3</sup> 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

### **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.

## 12. SUPPORT FOR APPLICANTS DURING THE APPLICATION PROCESS

For more information about this second BOWI Open Call, please check the Frequently Asked Questions (FAQs) document at [link](#).

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

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 developing hubs on this open call which will be announced at BOWI website and Online Community.

## 13. 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.

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<sup>3</sup> FSTP is Financial Support to Third Parties.





## GLOSSARY OF TERMS

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

**Cross-border Experiment** is a collaboration project between an SME, developing 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 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 developing hubs will receive to perform the project.

**DIH, Digital Innovation Hubs**<sup>4</sup> 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 SMEs**<sup>5</sup> 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](http://www.i4ms.eu))

**Mature hubs**, 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 developing hubs, in the case of the Second Call of Cross border experiments (Extended Technology Transfer Programme)

**NUTS, The Nomenclature of Territorial Units for Statistics**<sup>6</sup> a hierarchical system for dividing up the economic territory of the EU and the UK.

**Developing hubs**, 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 Everywhere**<sup>7</sup> an European Commission initiative to enhance the digital transformation of the European industry through Digital Innovation Hubs. <https://smartanythingeverywhere.eu/>

**Selection Committee:** responsible for 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.

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

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<sup>4</sup> <https://s3platform.jrc.ec.europa.eu/digital-innovation-hubs>

<sup>5</sup> <https://i4ms.eu/about>

<sup>6</sup> <https://ec.europa.eu/eurostat/web/NUTS/background>

<sup>7</sup> <https://smartanythingeverywhere.eu/about-sae-further-information/>





## ANNEX I: 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 (Second BOWI Open Call for developing hubs selection);
  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 consent from members of the DIH to participate in BOWI.
- I confirm that my DIH will be registered in the JRC catalogue before the signature of the Sub Grant Agreement.
- I have been allowed to ask questions about the project and my participation via [bowi.helpdesk@fundingbox.com](mailto: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 DIH will be selected for the BOWI nodes activation I will be involved in the communication and dissemination activities of the project.

YES

I declare that the organisation involved in the experiment has NOT received more than €100.000 via open calls (Financial Support to Third Parties = cascading funding) from H2020 I4MS and SAE projects.

YES

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

YES

NO



## ANNEX II: 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](mailto: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.
<b>In case your application will be selected to participate in the next stage of Project:</b>		
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](mailto: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.

