



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

Guidelines

Call for Mature Digital Innovation Hubs

to become part of BOWI network

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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 (proto-hubs) in regions where SAE and I4MS technologies are underrepresented and well-established hubs (mature DIHs) 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: the selection of new DIHs 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. (to be launched at the end of 2021)

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

2. Application for Mature Digital Innovation Hubs (DIHs)

We are looking for Mature DIHs interested in becoming part of the BOWI network and have the opportunity to become service providers. BOWI objective is to create a DIHs widening network that supports the collaboration of new DIHs in regions where SAE and I4MS technologies are underrepresented (developing hubs) and DIHs that are well established and highly experienced in delivering technology service (mature DIHs).

We are looking for Mature DIHs that want to opt to have the opportunity of becoming service providers, if they are finally selected, to cooperate with the external developing hubs (outside project consortium) selected in Open Call 2.

Selected Mature DIHs will, from one side support developing hubs in further developing their capacity to deliver services and from the other side, offering support to carry out the mentorship of 4 cross-border Experiments to SMEs and Mid-caps selected during Open Call 3.

The activities of the mature DIHs to support a selected developing hub will be connected up to four experiments (selected during Open Call 3) but bundled around one developing hub whenever possible to increase the economies of scale and critical mass. Potential activities are:

- Co-development of the 4 experiments;
- Start-up visit to the developing hub to support the construction of the experiments;
- Visit the developing hub premises during each experiment to support with technological and business expertise.
- Telecom assistance if needed;
- Limited access to the tech infrastructure of the mature DIHs;
- Support for the development of a second stage experiment, after the BOWI experiment is conducted;
- Development of a post-project sustainable collaboration plan with the developing hub.

Mature DIHs selected to provide services will receive 15,000 € for supporting developing hubs and SMEs in the implementation of the technology transfer experiments. Each Mature DIH will be able to support up to 4 experiments and receive a maximum of 60,000 €. The support offered to the beneficiary SMEs will be delivered in close collaboration with the developing hubs selected in Open Call 2: Developing hubs activation and engagement.





Moreover, all validated mature DIHs will become part of BOWI network. DIHs will be invited to explore and create a sustainable collaboration among the regions involved. To do so the BOWI project will focus on the following objectives:

- Create an active DIH widening community.
- Develop a long-term sustainable blended finance accelerator programme.
- Enhance the capacity of taking up SAE/I4MS technologies.
- Replicate the cross-border widening approach.

Applications must be submitted online via <https://mature-digital-innovation-hubs.fundingbox.com/>, read more in Section 3.

2.1 What services can Mature DIHs provide to selected developing hubs, SMEs and Midcaps?

Selected Mature DIHs can support the experiments' beneficiaries and developing hubs with different types of services related to technology, business and ecosystem. A list of potential services is presented below:

Service type	Activities
Ecosystem and networking	Scouting, brokerage, awareness creation, dissemination, ecosystem building
	Market intelligence, market assessments, road mapping, technology watch
	Workshops, seminars to share knowledge and experience
	Representing interests during meetings & conferences, organizing (country) visits, roadshows
Test before invest	Joint, pre-competitive R&D, secondment from companies
	Specific R&D, technology concept development, proof of concept
	Concept validation, prototyping, small series production
	Renting equipment, low rate production, platform technology infrastructure, Lab facilities
	Certification, product demonstration, product qualification
Find investments	Voice of Customer, market assessment, business development, legal. IPR, location, sales strategy
	Financial engineering, connection to funding sources, investment plans
	Identification of opportunities, creating consortia, development of proposals
	Office space and space for experimentation and pilot manufacturing





Skills training, education

Specialised courses on ecosystem/technology/business, strategy development on topic education

2.2 What is the deadline to send the Application?

All applications must be submitted online via <https://mature-digital-innovation-hubs.fundingbox.com/>.

The Application Form cannot be edited once it is submitted. Once submitted the Application cannot be modified or changed. Any further modification of the proposal will not be possible. After submission of proposals, an automatic email will be sent to applicants confirming the correct submission within the platform.

2.3 What happens after the application is submitted?

The validated Mature DIH will become part of the BOWI network being featured in the online community: <https://fundingbox.com/c/bowi>

To be validated as BOWI service provider, mature DIH will have to:

- Meet the eligibility criteria included in Section 3:
- Have the approval of the Selection Committee; and
- Include their profile in the **BOWI marketplace** of the BOWI online community.

2.4 What are the benefits provided?

MATURE DIHS VALIDATED AND SELECTED TO PROVIDE SUPPORT

Validated and selected Mature DIHs, who will become BOWI DIH nodes and possible service providers for BOWI experiments.

A matchmaking process will be done in order to assign validated mature DIHs with developing hubs of underrepresented regions selected in Open Call 2. Selected mature DIHs in the matchmaking process will receive per experiment up to 15,000 € for delivering technology support services, having the possibility to support a maximum of 4 Experiments, (maximum amount 60,000€). The payment will be done after service validation with the beneficiary SMEs/MIDCAPs and developing hub.

BOWI project will offer mature DIHs media exposure and networking opportunities. Additionally, the mature DIHs will be invited to become a long-term member of the BOWI Network, having the opportunity to join the activities planned beyond the project.

2.5 Rules and remuneration for the provision of services

In the first step VTT (Programme Coordinator) will put in contact developing hubs and beneficiaries performing Cross-border Experiments with the most adequate Mature DIHs (Service Provider) based on the technological and service expertise.

Developing hubs, Beneficiary and Service Providers shall agree the appropriate scope of services necessary for the cross-border Experiment performance.





If the matching is concluded, FundingBox will conclude a contract with the Mature DIHs to confirm the scope of services and amount of remuneration. The maximum allocation per experiment is 15,000€, each Mature DIHs can support up to 4 experiments and receive up to 60,000€.

Finally, once the service has been properly implemented and validated by the Developing hub, beneficiary and Programme Coordinator, FBA will directly pay to the Service Provider' the agreed remuneration.

Developing hubs and beneficiary SMEs will have to report on the quality and services delivered by mature DIHs before the payments are authorised by the Programme coordinator.

Mature DIHs should take into account that positive validation under Eligibility Criteria does not mean choosing them to provide services and acquiring the right to remuneration. Choosing each Mature DIHs to provide services is an individual decision of the Program Coordinator (VTT) and Beneficiaries (developing hubs and SMEs/MIDCAPs) performing Cross-border Experiment selected under Open Call 3.

2.6 Submission to other BOWI Open Calls

DIHs selected in the call for developing hubs (Open Call 2) cannot apply to this expression of interest for Mature hubs.



3. Eligibility Criteria

Mature DIHs have to abide by all general requirements described in this section to be considered eligible to take part in this call for Applications.

3.1 Rules and remuneration for the provision of services

Proposals can be submitted by legal entities representing Mature DIHs registered in the European catalogue of Digital Innovation Hubs in the [JRC DIH catalogue](#) and being **fully operational**.

Proposals can be submitted by Mature DIHs...

1. ...that are fully operational DIH registered in the [JRC DIH catalogue](#).
2. ...interested in collaborating with developing hubs (new DIHs) and delivering cross-border technology support services to developing hubs, SMEs, and Mid-caps.
3. Proven previous experience in providing this type of services to SMEs
4. ... well established and highly experienced in at least **one** of the following technologies:
 - 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

3.2 English Language

English is the official language within BOWI open calls. All mandatory sections of the Application must be written in English. If the mandatory parts of the form are in any other language, BOWI Selection Committee won't be capable of assessing 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 assessed but the proposal is still eligible for evaluation.

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

3.3 Submission system

Only forms submitted through the Open Call management <https://mature-digital-innovation-hubs.fundingbox.com/> and within the Application 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 Selection Committee. 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 Application.

3.4 Multiple submission

Only one Application per DIH can be submitted. If more than one submission per DIH is identified by the BOWI Team, **only the first application** will be taken into account.

3.5 Deadline

MATURE DIHs INTERESTED IN BECOMING MEMBERS OF BOWI NETWORK have to submit their applications from 15/12/2020 at 00.00 (Brussels Time) to 17/09/2021 at 13:00 (Brussels Time).

3.6 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.

Applicants 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 Call.

All conflicts of interest will be assessed case by case. In case of doubts about the Conflict of Interest, please consult with the BOWI helpdesk.

3.7 Other requirements

In the online application form, there is a limit on how many text characters including spaces to answer the questions.



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

- Legal & Contact info
- Relevance
- Implementation
- Impact
- Declaration of Honour and Absence of conflict of interest – acceptance
- Processing of personal data – information clause acceptance

During the validation process, BOWI partners will not consider additional material which has not been included and specifically requested in the online form. Data not included in the form 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 solely responsible for verification of the completeness of the form. Data not included in the form will not be taken into account during the validation process regardless of the reason for not being included.

5. Summary of the validation process

The selection process involves two phases described below.

5.1 Phase 1: Eligibility check

In order to be eligible for becoming part of BOWI network and have the opportunity to be selected as BOWI service provider, applications will be checked for compliance with all **Eligibility Criteria listed in Section 3.**

Communication to participants: specific communication will be sent to rejected applicants rejected not fulfilling the eligibility check.





5.2 Phase 2: Validation

Applications will be validated by BOWI Selection Committee:

For the validation of the proposals the Selection Committee will consider the following criteria:

1. **Relevance:** capacity to facilitate the access and uptake of the technologies promoted by BOWI.
2. **Implementation:** proven previous experience in providing this type of services to SMEs and delivering cross-border technology services.
3. **Impact:** motivation in establishing collaboration with BOWI developing hubs.

Members of the Selection Committee will check on a monthly basis minimum, the information provided by Mature DIHs to make sure they have enough capacity to deliver cross-border and technology transfer services and are committed to the objectives of BOWI.

Output: List of validated DIHs invited to become part of BOWI marketplace.

Communication to participants: Individual online communication will be sent to all mature DIHs informing on their validation. In case of rejections applicants will receive information on the grounds of this rejection.

5.3 Phase 3: Matchmaking and selection of BOWI service providers

In a first step, VTT (Programme Coordinator) will put in contact developing hubs and beneficiaries performing Technology Transfer Experiments with the most adequate and validated Mature DIHs.

Developing hubs will be consulted on the type of support, services and technology offered they need support in order to facilitate the selection of the most adequate Mature DIH.

5.4 Tentative timeline

The table below presents the tentative timing of the call for MATURE DIHs INTERESTED IN BECOMING MEMBERS OF BOWI NETWORK

Open call activities	Tentative time schedule
Call launch	15/12/2020 at 00:00 (Brussels Time)
Deadline for applications' submission to become members of BOWI Network and opt to become service provider	17/09/2021 at 13:00 (Brussels Time)
Validation period	Once per month. The Selection Committee will review the proposals received every





	month, excluding the months of December and August.
Communication of the validation results	Each month excluding December and August.
Communication of the matchmaking and selection of BOWI Service providers	October and November 2021

These schedules are tentative only and may vary based on the expected number of proposals received and the actual timing of the consecutive phases.

6. Support for applicants during the application process

If you have any questions do not hesitate to contact us at bowi.helpdesk@fundingbox.com or through our support community at <https://fundingbox.com/spaces/bowi-bowi-open-calls-help-desk>

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.

7. 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.





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, developing hub and mature DIHs 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.

DIH, Digital Innovation Hubs¹ 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 SMEs² 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 DIHs, 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.

Developing hubs, within the BOWI project -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 Everywhere³ 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.

¹ <https://s3platform.jrc.ec.europa.eu/digital-innovation-hubs>

² <https://i4ms.eu/about>

³ <https://smartanythingeverywhere.eu/about-sae-further-information/>





Annex I: 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.





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 (Call for Mature DIHs to become part of BOWI network);
 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 BOWI project activities if selected;
- 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 Guidelines
- I have been allowed to ask questions about the project and my participation via bowi.helpdesk@fundingbox.com and <https://spaces.fundingbox.com/spaces/bowi-bowi-open-calls-help-desk>
- I voluntarily agree to participate in the BOWI project activities.
- 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 project, any exclusion of conflict of interest causes will arise.
- I acknowledge that if my DIH is selected to become part of the BOWI network I will be involved in the communication and dissemination activities of the project.

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

YES

NO



HISTORY OF CHANGES	
Date of publication	Change
14/12/2020	Initial version
05/02/2021	Updated section 2, included clarification (2.6)
01/09/2021	New deadline 17/09/2021
01/09/2021	Updated section 2, included a clarification (2.6)