2nd Call for Offers
to become a member of the
DIH² network

H2020 Innovation Action – This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 824964
1. General Information about DIH²

1.1 Base definitions

Digital Innovation Hubs are one-stop-shops that help companies to become more competitive with regard to their business/production processes, products or services using digital technologies. They are based upon technology infrastructure (Competence Centre - CC) and provide access to the latest knowledge, expertise and technology to support their customers with piloting, testing and experimenting with digital innovations. DIHs also provide business and financing support to implement these innovations, if needed across the value chain. As proximity is considered crucial, they act as a first regional point of contact, a doorway, and strengthen the innovation ecosystem. A DIH is a regional multi-partner cooperation (including organizations like RTOs, universities, industry associations and clusters, chambers of commerce, incubator/accelerators, regional development agencies and even governments) and can also have strong linkages with service providers outside of their region supporting companies with access to their services.¹

EFFRA (The European Factories of the Future Research Association) is the representative of the manufacturing research community engaged in the European Union’s ‘Made in Europe’ partnership. EFFRA is a strong and growing network of industrial, university, research and related stakeholders with a shared interest in transforming production technologies in Europe. EFFRA was established to shape, promote and support the implementation of the ‘Factories of the Future’ partnership and the Factories of the Future community.

1.2 General Info about DIH²

DIH² is a EU-funded H2020 project led by Teknologian tutkimuskeskus VTT Oy. The goal of the project is to create a sustainable network of DIHs which can support local manufacturing industry especially SMEs in the deployment of latest Robotics and AI technologies. The DIH² project is creating this network as a special group focused on ‘Robotics and Artificial Intelligence for manufacturing’ under the EFFRA. The main motivation is for the group to be directly linked with the ‘Made in Europe’ partnership with European Commission. Currently the network already has 25 DIHs as members representing 25 European countries. The goal of this call is to induct new members and increase the reachability of the network to all regions of Europe.

As members of the network, selected applicants will have access to some of the most advanced technologies in the fields of Robotics and AI for the manufacturing industry, plus access to European funding opportunities. The network members will have the possibility to provide direct input for the funding programs of European Commission and also get their direct messages about upcoming funding opportunities.

Each member of the network will be awarded up to EUR 10,000 to participate in the networking activities and provide input which can be used by the European Commission to formulate upcoming funding opportunities.

1.3 Summary of the Call for Offers to become a member of the DIH² network

In this call for offers, we will select at least 132 organisations to join the DIH² network and receive up to EUR 10,000 for their active participation in the network.

Applications must be submitted online at: https://2nd-external-dih.fundingbox.com/

2. What does the DIH² network membership offer?

DIH² offers a number of benefits to the selected organisations:

- Access to the experiments funded by DIH².

¹ https://s3platform.jrc.ec.europa.eu/digital-innovation-hubs
Call for Offers DIH² Network

- Participation in meetings organised by DIH², synchronized with the events of EFFRA (European Factories of the Future Research Association).
- Participation in the elaboration of policy documents on robotics and artificial intelligence and in the strategic recommendations set out by industry associations.
- Access to latest Robotics and AI technology, including open IoT platform, ready software components and 3D data visualization tools.
- Access to the DIH² vibrant Community of DIHs providing support and expertise across business, technology and ecosystem services related to robotics industry.
- A chance to collaborate closely with an established member of the DIH² Network.
- Invitation to participate in EFFRA/DIH² conventions or events.

3. Eligibility criteria

All applicants will have to abide by all general requirements described in Sections from 3.1 to 3.8 of this Guide for Applicants in order to be considered eligible for the Call for Offers to become a member of the DIH² network.

3.1 Who are we looking for?

DIH² is looking for groups of collaborating entities like:

- DIHs, technology clusters or associations that are eligible as partners in EU funded R&D projects (it is not necessary to be registered in the EU DIH Catalogue).
- Research institutes, universities or other private or public entities active in the field of R&D, research and providing technology services in line with the DIH² project goals and activities, with their representative legal entity registered in one of the eligible countries set in section 3.3.
- RTO organisations, technological platforms, innovation organizations, and NGOs active in the field of R&D, research and providing technology services in line with the DIH² project goals and activities, with their representative legal entity registered in one of the eligible countries set in section 3.3.

Before signing the Sub-Grant Agreement with the DIH² consortium, all the applicants will be requested to present documentation confirming their status as one of the above-mentioned groups of collaborating entities.

3.2 What types of activities will be expected?

The external DIH that will enter the DIH² Network will be entitled to receive a lump sum of 10,000 EUR and required to do the following:

- Attend a minimum of 4 of the above-mentioned meetings.
- Participate in the elaboration of a minimum of 2 policy documents above mentioned.

3.3 Eligible countries

Legal representatives of the applicants should be legally registered in any EU member country², or the H2020 affiliated countries³, or the United Kingdom.

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³ https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-
countries-rules_en.pdf
3.4 How to apply?

- We will evaluate only proposals submitted through the online form [https://2nd-external-dih.fundingbox.com/](https://2nd-external-dih.fundingbox.com/). Upon receipt of each proposal, the system will send you a confirmation of your submission.

- The call will be open continuously until one of the two following events occur:
  - The final deadline of 31 January 2023 is reached;
  - A number of 132 selected proposals are reached.

- A system of cut-off dates will be put in place:
  - 2021: 19 November 2021
  - 2022: 31 January, 30 April, 31 July, 31 October
  - 2023: 31 January

- A selection process will happen after each cut-off date is reached. Results will be announced to the applicants within one month after each cut-off date.

- In case of rejection, the applicant will be able to apply again in the following cut-off dates.

- For any offers submitted, the applicant acts as the main contact between the selected organisation and the DIH² consortium. Applicants are encouraged to submit their proposals a few days prior to the submission deadline to avoid any potential problems during the submission process.

- Only one edition per cut-off date will be allowed.

- The proposal must be written in English in all mandatory parts in order to be eligible. Only parts written in English will be evaluated.

- All mandatory sections of your proposal must be completed. The data provided should be actual, true, complete and should allow assessment of the proposal. Additional material, not specifically requested in the online application form, will not be considered for the evaluation.

- We will take into consideration the existence of potential conflict of interest among you and one or more Consortium partners. Consortium partners, their affiliated entities, employees and permanent collaborators cannot take part in the DIH² programme. All cases of potential conflict of interest will be assessed case by case.

- We don’t accept entities that are under liquidation or are an enterprise under difficulty according to the Commission Regulation No 651/2014, art. 2.18, or that are excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority.

4. How will we evaluate your proposal?

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

4.1. General eligibility check

A proposal will be considered eligible for evaluation if it meets the following conditions:

- the online proposal template has been completed as required,
- the proposal was submitted by the closing date as stated in the open call text, and
- the eligibility criteria set out in section 3 were met.

Proposals that do not fulfil all conditions will not be considered for evaluation.

4.2. Evaluation by the DIH² Committee of Technical Experts

External DIH applications will be evaluated internally by the DIH² Committee of Technical Experts, including VTT, European Dynamics, C.R.E.A.T.E., Eurecat, the FIWARE Foundation, with the support of external evaluators from EFFRA.

The proposals will be evaluated on the following criteria:
Relevance

DIH shall describe:
- Its motivation to participate in the DIH² and associated networks and to participate in policy making activities.
- Its regional network and reach out for the industry.
- Its current activities and services for the regional manufacturing SMEs.
- Its competences in the Robotics and Artificial Intelligence technologies.

Implementation

DIH shall describe its capacity to implement the technology transfer activities in the region. It may include regional dissemination events, laboratories, funding sources, etc.

Impact

DIH shall show its capacity and willingness to remain an active member of the DIH² network beyond the period of 2 years. It shall show its capacity to generate benefits for the regional Technology suppliers, start-ups and Manufacturing SMEs.

Each internal evaluator will rank the application assigning a score from 0 to 5 for each criterion and produce an Individual Evaluation Report. The final score will be calculated as the weighted sum of the individual assessments provided by the Evaluators.

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Fail</td>
<td>The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td>The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
<td>While the proposal broadly addresses the criterion, there are significant weaknesses.</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
<td>The proposal addresses the criterion well, although improvements would be necessary.</td>
</tr>
<tr>
<td>4</td>
<td>Very good</td>
<td>The proposal addresses the criterion very well, although certain improvements are still possible.</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
<td>The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Score Threshold</th>
<th>Weight</th>
<th>Weighted threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Implementation</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Impact</td>
<td>3</td>
<td>1.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Ties will be solved using the following criteria, in order:
- Relevance Criteria
- EU 13⁴ (countries which are currently underrepresented within EU 26)

A 'Ranking List' will be created per cut-off date. Proposals above the threshold of 10.5 points will be automatically selected and the final list of selected organisations will be confirmed after a legal check to be done by the DIH² consortium. The exact number of proposals approved will be decided based on the overall quality of the proposals.

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⁴ Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia.
4.3. Formal decision

Formal decision is subject to signing the DIH² Agreement between the DIH and the DIH² Project.

4.4. Communication after the evaluation

Applicants will be informed on the results after the evaluation has been completed and the final decisions have been made. Applicants of proposals rejected will receive an email including the reasons for rejection.

4.5. What’s next? Subgrant Agreement Preparation and Signature

Before you get started with DIH² programme, you need to sign the Sub-Grant Agreement with the DIH² Consortium. Prior to signing the Agreement, you should provide documents regarding your formal status. The DIH² Consortium will verify them, to prove your eligibility. (for the details please check our Frequently Asked Questions Document) Please do it within the deadlines that will be communicated to you. If you fail to deliver the requested documents on time, without clear and reasonable justification, we will exclude you from the further formal assessment and you will be replaced with the next DIH from the Reserve list.

5. Our Support Programme and Payment Arrangements

The selected applicants will receive EUR 10,000 lump sum as a reimbursement of the following costs incurred during the lifetime of the DIH² project (until 30 June 2023):

- Travel costs of the trips to attend organized DIH² /EFFRA’s meetings,
- Cost of the activities carried out for policy making.

A Final Report will be required and has to be approved by the DIH² consortium to get the funds. This will include:

- Proof of attendance at meetings.
- Activities carried out according to the plan to become a long-term member of the DIH² network.
- Activities carried out to generate regional impact.

A Request for Payment will be submitted by the selected applicant to DIH²'s coordinator (VTT) when the amount of EUR 10,000 has been achieved, together with the final report. Of course, the costs have to be incurred and the Request for Payment and the Final Report need to be submitted any time before the end of the DIH² project.

6. Contact Us

6.1 How can we help you?

For further information on the Call for Offers, in case of any doubts regarding the eligibility rules, the information that is to be provided in the Application Form, or if you encounter technical issues or problems with the Application Form, please contact DIH² Helpdesk at helpdesk@dih-squared.eu.

When contacting the DIH² Technical Helpdesk, please include the following information in your email 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.
6.2 Complaints

First of all, be aware that we won't be reviewing your complaint if:

- It is anonymous.
- The information is incomplete.
- It is not related to the results of the evaluation of the eligibility criteria and pre-scoring. Indeed, most of the evaluation process is run by independent experts in the given field. The project consortium does not interfere with their assessment.

If, after receiving the results you consider that a mistake has been made, resulting in the rejection of your application, you have the right to send us a complaint. You can email us in English to helpdesk@dih-squared.eu including the following information:

- Your contact details (including email address).
- The subject of the complaint.
- Information and evidence regarding the alleged mistake.

Important note regarding the timeline:

You have 3 calendar days to submit your complaint starting from the day after the communication was sent. On our side, we will review them within no more than 7 calendar days from its reception. If we need more time to assess your complaint, we will inform you by email about the extension.

7. Last but not least – final provisions

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

Please take into account that we make our best effort to keep all provided data confidential; however, for the avoidance of doubt, you are solely responsible to indicate your confidential information as such.

Your IPR will remain your property.

For the selected grantees, the Sub-Grant agreement will include the set of obligations towards the European Commission (for example: promoting the project and giving visibility to the EU funding, maintaining confidentiality, understanding potential controls by the EC/ECA and OLAF).

The DIH² Consortium might cancel the call at any time, change its provisions or extend it. In such a case we will inform all applicants about such change. Signature of the Sub-Grant agreement is an initial condition to establish any obligations among applicants and any Consortium partners (with respect to the obligation of confidentiality of the application).

Did not find what you were looking for? You may want to check our Frequently Asked Questions Section.

8. Extra hints before you submit your proposal

A proposal takes time and effort, and we know it. Here are some few crucial points you should read before submitting your proposal.

- Is your DIH in line with what DIH² is looking for? You are not sure? You can consult this section.
- Did you present your project in a way that will convince evaluators? Not sure if you did? Go back to this section.
- Is your project fulfilling all eligibility requirements described in the Guide? Check again this section.
- Do you need extra help? Contact us

And as a bonus: You can read our R.E.C.I.P.E. for an outstanding European Funding Opportunity application for additional advice. Good luck!
## Annex 1: Information Clause

### Processing of personal data in
2nd Call for Offers Guidelines in DIH² Project

<table>
<thead>
<tr>
<th>PURPOSES, LEGAL BASIS AND PROCESSING PERIOD</th>
<th>Legal basis for processing</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) To run an Open Call and collect data necessary to evaluate applications submitted in the Open Call</td>
<td>Legitimate interest of FundingBox (based on Article 6, paragraph 1 (f) of GDPR) which is fulfilling the obligations and our other interests related to these purposes</td>
<td>6 years from the end of the year in which the Project ended</td>
</tr>
<tr>
<td>2) To realize the Project goals described in the Grant Agreement (e.g. communication, reporting, collaborating with other project partners)</td>
<td></td>
<td></td>
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<tr>
<td>3) To consider potential complaints</td>
<td></td>
<td></td>
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<tr>
<td>4) To gather feedback from applicants when the Open Call is over to improve processes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DATA RECEIVERS

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

Due to the fact that we use the services of Google LLC, your data may be transferred to the USA. We have concluded an agreement with Google LLC - the so-called Standard Contractual Clauses. This means that in accordance with the decision of the European Commission No. 2021/914 EU of June 4, 2021, your personal data may be processed by this company in the USA. More information about the decision at: [https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=CELEX%3A32021D0914&qid=1623665716691](https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=CELEX%3A32021D0914&qid=1623665716691)

To realize the Project data can be transferred also to Project Partners (complete list of the project partners is available at the email address: privacy@fundingbox.com) and European Commision.

### RIGHTS OF DATA SUBJECT

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

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

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

### INFORMATION ABOUT VOLUNTARY OR OBLIGATORY DATA PROVISION

Providing data is voluntary, although it is necessary to participate in the Open Call. Without providing your data, it is not possible to contact you and evaluate the application.
## Annex 2: DIH² Network

<table>
<thead>
<tr>
<th>DIH name</th>
<th>Country</th>
</tr>
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<tbody>
<tr>
<td>SMACC</td>
<td>Finland</td>
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<tr>
<td>CREATE</td>
<td>Italy</td>
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<tr>
<td>Digital.Hub Logistic</td>
<td>Germany</td>
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<tr>
<td>RoboValley Delft</td>
<td>The Netherlands</td>
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<tr>
<td>Catalan Robotics Hub</td>
<td>Spain</td>
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<tr>
<td>Stena Industri Innovation Hub</td>
<td>Sweden</td>
</tr>
<tr>
<td>SIRRIS</td>
<td>Belgium</td>
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<tr>
<td>Linz Center of Mechatronics GmbH</td>
<td>Austria</td>
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<tr>
<td>Proxinnov</td>
<td>France</td>
</tr>
<tr>
<td>IMR</td>
<td>Ireland</td>
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<tr>
<td>PRODUTECH Digital Innovation Hub Platform</td>
<td>Portugal</td>
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<tr>
<td>CERTH</td>
<td>Greece</td>
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<td>PIAP HUB</td>
<td>Poland</td>
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<td>CyDI-Hub</td>
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<tr>
<td>Sofia Tech Park</td>
<td>Bulgaria</td>
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<td>CROBOHUB</td>
<td>Croatia</td>
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<td>DIGIMAT DIH</td>
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<td>Hungary</td>
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<td>VHTP</td>
<td>Latvia</td>
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<td>Lithuanian Robotics Association</td>
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<td>Transilvania Digital Innovation Hub</td>
<td>Romania</td>
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<td>National Centre of Robotics</td>
<td>Slovakia</td>
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<tr>
<td>Pomurje Technology Park</td>
<td>Slovenia</td>
</tr>
<tr>
<td>Serbian Manufacturing Innovation Hub</td>
<td>Serbia</td>
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</tbody>
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