

# Pulsate

## Frequently Asked Questions Technology Transfer Experiments 2<sup>nd</sup> Open Call

(2<sup>nd</sup> edition 2022)

**Open date for proposals: 2 May 2022 at 00:00 CEST (Brussels Time).**

**Deadline: 29 July 2022 at 17:00 CEST (Brussels Time).**

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## DOCUMENT HISTORY

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1	PULSATE OC Team	Document published	29/04/2022

## GLOSSARY OF TERMS AND ABBREVIATIONS

EC – The European Commission

LBAAM – Laser-Based Advanced & Additive Manufacturing

SME – Small and medium-sized enterprise defined according to [the EC](#)

TTE – Technology Transfer Experiment

DIH – Digital Innovation Hub

OC – Open Call

RTO – Research and technology development organisation

TTE Consortium – a term specific for this Open Call, denoting a Consortium comprising minimum two SMEs or Slightly Bigger companies.

Slightly Bigger company – a term specific for this Open Call and defined as an entity with a staff headcount of less than 500 and an annual turnover of less or equal to €100 million.

TRL – Technology Readiness Level defined by [the EC](#).

FSTP – Financial support to third parties

IMP- Individual Mentoring Plan

Marie Skłodowska-Curie actions (MSCA)

## TABLE OF CONTENTS

<b>GLOSSARY OF TERMS AND ABBREVIATIONS .....</b>	<b>2</b>
<b>1 GENERAL QUESTIONS RELATED TO PULSATE.....</b>	<b>6</b>
1.1 What is PULSATE?	6
1.2 What is the main objective and aim of PULSATE?	6
1.3 How many open calls will PULSATE launch?	6
1.4 What types of activities qualify for financial support in TTE OC?	7
1.5 Why should I apply?	7
<b>2 QUESTIONS RELATED TO THE OPEN CALL.....</b>	<b>7</b>
2.1 Can you summarise the eligibility criteria established for this Open Call?	7
2.2 What is the minimum consortium composition requirement?	8
2.3 Is there a maximum of entities that can apply with the experiment consortium?	8
2.4 What is the definition of an Adopter/ End User?	8
2.5 What is the definition of Technology Provider?	9
2.6 Can entities that are not SMEs/Slightly bigger be a part of a TTE Consortium?	9
2.7 Can Research and Technology Organisations (RTOs) that have an SME status be part of a TTE Consortium?	9
2.8 What is the role of coordinating entity in TTE Consortium that applies?	9
2.9 Is it Tech Provider or End User that should take a role of coordinating entity?	9
2.10 How do I find a partner to apply with?	9
2.11 What is the definition of an SME or a Slightly Bigger company?	9
2.12 Are we SME/Slightly Bigger if our company is a subsidiary of a bigger company?	10
2.13 Can companies that are not yet established be a part of experiment?	10
2.14 Which countries are eligible?	10
2.15 Do the two consortia partners have to come from two different countries?	10
2.16 What is TRL?	10
2.17 What TRL level is expected for this Open Call?	11
2.18 How can I apply to this Open Call?	11
2.19 What is the deadline?	11
2.20 What happens if I do not submit my application within the deadline?	11
2.21 How long does it take to fill in the application?	11

1.	How to add contributors to the application form?	11
2.22	Can an entity submit two experiment proposals?	12
2.23	Can an entity participate in two experiment proposals?	12
2.24	What is the submission language?	12
2.25	Can I be affiliated to any of the PULSATE consortium partners?	12
2.26	What is a conflict of interest?	13
2.27	Will I be able to apply to other PULSATE open calls?	14
2.28	Can I apply if I have received FSTP grants from other projects before?	14
2.29	Can I apply if I have received funding for being beneficiary in other H2020 projects before?	14
2.30	What type of support is available for applicants?	14
2.31	Can project partners help me with the proposal writing?	15
<b>3</b>	<b>QUESTIONS RELATED TO THE EVALUATION PROCESS.....</b>	<b>15</b>
3.1	What happens after my application has been submitted?	15
3.2	What is the evaluation process like?	15
3.3	What are the criteria to assess the proposals?	16
3.4	Who are the external evaluators?	16
3.5	What is the minimum score to pass the External Evaluation phase?	16
3.6	What is the Mini-Grant Agreement?	16
3.7	What happens if the Jury Day will not be organised?	16
3.8	What happens after the Jury Day?	16
3.9	What documents will be required during the formal check?	17
<b>4</b>	<b>SUPPORT PROGRAMME AND PAYMENT ARRANGEMENTS.....</b>	<b>18</b>
4.1	What does the Support Program consist of?	18
4.2	Is it mandatory to move our business headquarters for the Support Programme?	19
4.3	What are the payment conditions?	19
4.4	What is the payment schedule?	19
4.5	What does the funding rate of 70% mean?	20
4.6	How will I receive the grant?	20
4.7	Which costs are eligible?	20
4.8	What types of costs can the funding cover?	20
4.9	Is there any limit for subcontracting?	21

4.10	How should we estimate the experiment budget?	21
4.11	Can you provide the example of the Experiment budget?	21
4.12	Does Jury Day Mini-Grant count within the maximum of 150k per experiment?	22
4.13	Do selected experiments receive the grant in advance?	22
4.14	How will PULSATE monitor the progress of the teams during the project?	22
4.15	What is Individual Mentoring Plan?	23
4.16	Should we expect any audits?	23
4.17	What is Individual Mentoring Plan?	23
4.18	What are the ethical requirements for selected experiments?	23
<b>5</b>	<b><i>INTELLECTUAL PROPERTY RIGHTS.....</i></b>	<b>24</b>
5.1	Will you verify the originality of my projects?	24
5.2	Who will own the IP rights of my project's results?	24
5.3	Do I have any IPR obligations?	24
<b>6</b>	<b><i>QUESTIONS ASKED DURING A CALL .....</i></b>	<b>24</b>

## 1 GENERAL QUESTIONS RELATED TO PULSATE

### 1.1 What is PULSATE?

PULSATE is a part of the Horizon2020 programme called [I4MS](#) funded by the European Commission with the goal to accelerate the design, development and uptake of advanced digital technologies by the European Manufacturing industry to empower personalised products and to facilitate cost-effective small-scale production.

One of these digitalisation technologies that PULSATE project is focused on is **Laser-Based Advanced & Additive Manufacturing (LBAAM)**. To boost and support the uptake, PULSATE will select high potential Technology Transfer Experiments (TTEs) to accelerate the design, development and uptake of Laser Based Advanced & Additive Manufacturing (LBAAM) by European industry – especially SMEs.

### 1.2 What is the main objective and aim of PULSATE?

The main objective of PULSATE is to reduce the current barriers (e.g. investment cost, technological complexity, integration issues, limited awareness and adoption) that SMEs/ Slightly Bigger are facing when accessing Laser-Based Advanced & Additive Manufacturing (LBAAM) technologies and markets, with the ultimate goal of making European manufacturing SMEs/ Slightly Bigger competitive within [the Digital Single Market](#). This will be achieved through the creation of the PULSATE Digital Agora – a Pan-European Network gathering together all the relevant organisations related to the LBAAM and laser digital tools/technologies.

Through the Open Calls organised during the project, PULSATE will raise awareness among European manufacturing companies, mobilising a critical mass of interested entities to implement LBAAM techniques and to validate operation, services and acceptance of PULSATE Digital Agora.

### 1.3 How many open calls will PULSATE launch?

During the project duration PULSATE will launch four Open Calls (OCs) in two modalities: two OCs for Technology Transfer Experiments (TTEs) and two OCs for Adopters' Use Cases, see table below.

This FAQ addresses the **2<sup>nd</sup> Technology Transfer Experiment Open Call**.

Type	Technology Transfer Experiment	Adopter Use Cases
Call Launch	1 <sup>st</sup> : Q1 2021 - closed <b>2<sup>nd</sup>: May 2022</b>	1 <sup>st</sup> : Q1 2022 - closed 2 <sup>nd</sup> : Q2 2023
Who can apply?	Consortia: Minimum 2 SMEs or Slightly Bigger (tech provider and adopter/end-user)	1 SME or Slightly Bigger (end-user)
Scope	Developing, testing and validating the technical and economic viability of new technologies in laser-based equipment for advance and additive manufacturing	Perform a technical feasibility study or to perform an economic feasibility assessment for the implementation of LBAAM technology
No. Selected per call	10	21
Funding	Up to 150,000 EUR	Up to 25,000 EUR
Duration of support programme	13 months	3 months

## 1.4 What types of activities qualify for financial support in TTE OC?

Experiments should address the development and implementation of technology and systems applicable to laser-based equipment for Advanced and Additive Manufacturing market, within the following areas of experimentation:

- Laser equipment integration, interoperability and robust automation,
- Technology for cost-effective laser-based manufacturing,
- First part right and zero-defect laser-based production,
- Flexible technology for small to large batches;
- From CAD to PLM: data integration and flow.

For a detailed description of each area please refer to Section 3.3 in the Guide for Applicants.

## 1.5 Why should I apply?

Selected TTEs will become part of the 13-month PULSATE Support Programme during which PULSATE partners will offer a full set of technical and business mentoring services to scale up the experiments.

**The main benefit for each experiment participant will be:**

- For the supplier: a new product ready for the manufacturing sector needs
- For the end-user: the validation of a prototype system applied to its specific operational environment

**Additionally, each selected experiment can be funded by a grant of up to 150,000 EUR.**

# 2 QUESTIONS RELATED TO THE OPEN CALL

## 2.1 Can you summarise the eligibility criteria established for this Open Call?

The eligibility criteria that each applicant must comply with are the following:

Eligibility Criteria	Description
Technology area	Laser-Based Advanced & Additive Manufacturing (LBAAM)
Experimentation Areas	Address at least one: i. Laser equipment integration, interoperability and robust automation, ii. Technology for cost-effective laser-based manufacturing, iii. First part right and zero-defect laser-based production, iv. Flexible technology for small to large batches; v. From CAD to PLM: data integration and flow
Type of Entity (legal status)	All companies involved in Technology Transfer Experiment must fulfil the criteria of an SMEs and/or Slightly Bigger definition
Consortium Composition	Minimum 2 companies with a role of Technology Provider + minimum one Adopter/End User (Manufacturing Company)
Eligible countries	<ul style="list-style-type: none"> <li>• <a href="#">The Member States of the European Union and their Overseas Countries and Territories (OCT)</a></li> <li>• <a href="#">Associated Countries to Horizon 2020</a></li> </ul>

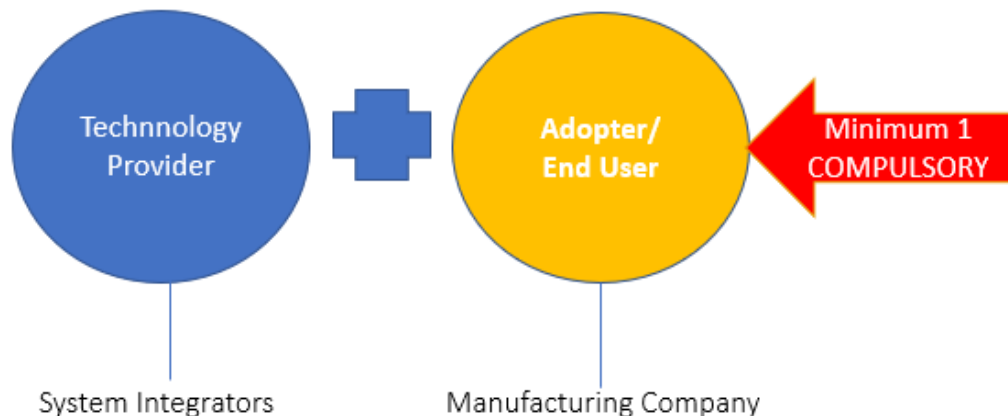
	<ul style="list-style-type: none"> <li>United Kingdom of Great Britain and Northern Ireland</li> </ul>
TRL	TRL 5 up to TRL 7
Submission criteria	Proposals in English, submitted within the deadline.
Absence of conflict of interest	With PULSATE consortium partners
Other Grants	Limit of up to 100k EUR per legal entity received in PULSATE OCs and other <a href="#">I4MS</a> and <a href="#">SAE</a> projects
Grant Budget	Maximum up to 100k EUR per legal entity Maximum up to 150k EUR per experiment Funding rate is 70% of the total costs

## 2.2 What is the minimum consortium composition requirement?

The TTEs have to be proposed by a Consortium including minimum 2 SMEs and/or Slightly Bigger companies acting as:

- Technology Provider (System Integrator)
- Adopter/ End User (Manufacturing Company)

At least one of the experiment partners must act as the Adopter / End User (Manufacturing Company):



## 2.3 Is there a maximum of entities that can apply with the experiment consortium?

No, there is no maximum number of partners that could be engaged in the experiment consortium. It is important though to remember that evaluators will review the consortium team which should be a balanced and cross-functional team, fully dedicated to the project and with a strong background and skill base. Too many partners whose participation is not well justified might affect the efficiency of the consortium team.

## 2.4 What is the definition of an Adopter/ End User?

Adopter/ End User (Manufacturing Company): any entity that deals with the physical or chemical transformation of materials or components into new products. Ideal Adopter should have a clear idea



of how laser application can be applied in their processes, products and/or business models and is willing to implement LBAAM technology from Technology Provider experiment partner.

## 2.5 What is the definition of Technology Provider?

Technology provider (System Integrators): any entity which designs, builds or rebuilds, programs, installs, modifies, distributes, or supplies systems and/or technology for LBAAM.

## 2.6 Can entities that are not SMEs/Slightly bigger be a part of a TTE Consortium?

No, they cannot be a part of the TTE consortium. All companies involved in Technology Transfer Experiment must fulfil the criteria of an SMEs and/or Slightly Bigger definition.

The only way to involve other entities in experiment is as a subcontractor. If that is a case, you should include them in Application Form under the IMPLEMENTATION section in Subcontracting Category of the Budget (max 15% of the total costs budget).

## 2.7 Can Research and Technology Organisations (RTOs) that have an SME status be part of a TTE Consortium?

Entities that are Research and Technology Organisations (RTOs) are not eligible for this Open Call.

Research and Technology Organisation is an entity, such as a university or research institute, irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to conduct fundamental research, industrial research or experimental development and to disseminate their results by way of teaching, publication or technology transfer; all profits are reinvested in these activities, the dissemination of their results or teaching.

## 2.8 What is the role of coordinating entity in TTE Consortium that applies?

TTE's coordinating entity responsibility is to set up the proposal and submit it on the FBOX platform. Contact person for the proposal should be representative of the coordinating entity.

If the Experiment is selected, the amount granted to each TTE consortium will be transferred to the coordinating organisation who is obliged to transfer the appropriate parts of the grant to other members of experiment consortium according to a separate internal arrangement.

## 2.9 Is it Tech Provider or End User that should take a role of the Coordinating entity?

There is no specific indication on who should take a role of the Coordinating entity.

## 2.10 How do I find a partner to apply with?

If you are looking for the Experiment partner to apply with, you can publish your need in the dedicated [PULSATE community](#) or join one of the matchmaking events organized by the PULSATE Team that will be announced on Get Help page.

## 2.11 What is the definition of an SME or a Slightly Bigger company?

**SME** should be understood according to the definition specified in the [Commission Recommendation 2003/361/EC](#) concerning the definition of micro, small and medium-sized enterprises (2003/361/EC).

Note that the figures of partners and linked enterprises should also be considered as stated in the SME user guide. For detailed information check EU recommendation:  
[https://ec.europa.eu/growth/smes/sme-definition\\_en](https://ec.europa.eu/growth/smes/sme-definition_en)

**‘Slightly bigger’** is defined by extending the current European Commission definition of SME to increase the Employee Threshold by 100% (that is a maximum of 499 people). The turnover should not exceed €100M OR annual balance sheet total should not exceed €86M.

SME and Slightly Bigger companies are defined according to the headcount and annual turnover criteria, see table below.

Criteria/Legal Status	SME	Slightly Bigger company
Headcount in Annual Work Unit (AWU)	Less than 250	Less than 500
Annual turnover	Less or equal to €50 million or annual balance sheet total less or equal to €43 million.	Less or equal to €100 million or annual balance sheet total less or equal to €86 million.

## 2.12 Are we SME/Slightly Bigger if our company is a subsidiary of a bigger company?

When defining your SME/Slightly Bigger status, first you have to determine whether your enterprise is autonomous or belongs to a group of enterprises - it has a partner or linked enterprises. Remember also that the connection between enterprises does not have to be official. Participation in the group should be assessed on the actual economic and organisational connections, that's why the analysis of share structure and participation in management bodies are so important.

## 2.13 Can companies that are not yet established be a part of the experiment?

No, your company must be legally established at the time of applying.

## 2.14 Which countries are eligible?

All experiment consortium members must be legally established in any of the EU Member States and their Overseas Countries and Territories, Associated Countries to H2020 and UK and Northern Ireland (hereafter collectively identified as the ‘Eligible Countries’):

- [The Member States of the European Union and their Overseas Countries and Territories \(OCT\)](#)
- [Associated Countries to Horizon 2020](#)
- United Kingdom of Great Britain and Northern Ireland

## 2.15 Do the two consortia partners have to come from two different countries?

No. TTE Consortium partners can be from the same country.

## 2.16 What is TRL?

Technology Readiness Levels (TRLs) are indicators of the maturity level of particular technologies. This measurement system provides a common understanding of technology status and addresses the entire innovation chain.

There are nine technology readiness levels – TRL 1 being the lowest and TRL 9 the highest. In our project, we refer to [Annex G of the General Annexes](#) to the Work Programme 2016/17 for a full description of TRLs.

### 2.17 What TRL level is expected for this Open Call?

Your proposal should address technologies that are between [TRL5 to TRL7](#) at the time of applying. You will be asked to justify the TRL in Excellence section of application form.

### 2.18 How can I apply to this Open Call?

Proposals must be submitted online through the PULSATE microsite at <https://pulsate-tte.fundingbox.com/>. Proposals submitted by any other means will not be evaluated.

### 2.19 What is the deadline?

The deadline of this Open Call is the 29 July 2022 at 17:00 CEST (Brussels Time).

### 2.20 What happens if I do not submit my application within the deadline?

We do not accept applications after the deadline. We strongly encourage you not to wait until the last minute to submit your proposal. Failure of meeting the submission deadline for any reason, including extenuating circumstances, will result in the rejection of the proposal.

### 2.21 How long does it take to fill in the application?

To successfully fill in the application form, you will probably need 1-2 days. You can split the proposal writing between your team members. You will be able to add contributors to your application so that each team member can complete their section.

Take into account that specific character limits have been established in each section of the online application form. Once the application is submitted, you can always edit it to include any changes that you may consider necessary before the deadline.

### 2.22 How to add contributors to the application form?

You can add contributors by entering the application form and clicking Add Contributor bottom.

## This application was NOT submitted

Fill in all the required form sections to submit your application.

Status: Draft

Started 5 days ago by @izabela.fbx

 Show history

+ Add a contributor

★ 1 BASIC INFORMATION\*

Fill

The invited person (contributor) must register into the FBOX platform (<https://spaces.fundingbox.com/signup>). Once registered, he/she should go to the Open Call website: <https://pulsate-tte.fundingbox.com/> and click the "Apply now" button. The started application will be there ready to be edited.

### 2.23 Can an entity submit two experiment proposals?

One entity can submit only one experiment proposal. This is because companies may participate as a coordinating entity of TTE consortium only in one (1) TTE proposal per 2<sup>nd</sup> TTE Open Call. It is the responsibility of the TTE's coordinating entity to set up the proposal and submit it on the FBOX platform.

### 2.24 Can an entity participate in two experiment proposals?

Companies may participate in up to three (3) accepted experiments, either in 2<sup>nd</sup> TTE Open Call under the condition that the total accumulated budget does not exceed €100.000 per company in PULSATE, I4MS and SEA Open Calls.<sup>1</sup>

### 2.25 What is the submission language?

Your proposal must be written in English in all its mandatory parts to be eligible. Only the parts written in English will be evaluated.

### 2.26 Can I be affiliated to any of the PULSATE consortium partners?

No, you cannot. We will take into consideration the existence of a potential conflict of interest among you and one or more Consortium partners, to guarantee impartiality in the selection and overall performance assessment during the Support Programme duration. Consortium partners, their

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<sup>1</sup> In case the maximum funding limit per company is exceeded in the 2<sup>nd</sup> TTE Open Call, the proposal with the highest score in the ranking will be selected.

affiliated entities, employees and permanent collaborators cannot take part in the Support Programme. All cases of potential conflict of interest will be assessed case by case.

## 2.27 What is a conflict of interest?

Conflict of interest may occur if there are capital or personal connections between two or more entities (Applicant, Consortium partner or any person involved in the selection process); it should be understood as:

- any ownership relations - ownership of shares, financial links and economic connections - like joint venture, holding, joint participation, silent partner. E.g., Applicant entity owns shares in the Consortium partner company or Consortium partner company own shares in the Applicants company (it also refers to the Applicant partner/linked enterprises). As economic connection we can understand exclusive license, sale agreements if they concern product or solution covered by your application;
- family and personal relationships, in particular: with marriage, kinship, a relationship of affinity to the second degree in a straight line or lateral line, adoption, custody or guardianship or actual life and other close personal ties binding the Applicant and Consortium partner or any person involved in the selection process (it refers also to employees, shareholders, members of the management body, members of the board, managers, subcontractors etc.) – e.g. person representing the Consortium partner company has family/personal relationship with any person representing the Applicant company;
- the existence of material, especially financial relationships (such as the receipt by a person involved in the selection process from Applicant any significant gifts, donations, future contracts or employment, etc);
- relationships based on employment, cooperation or existing civil contract between the Consortium partners and people involved in the Applicant structure, including managerial or supervisory functions, position in managing or supervising bodies. E.g., Director of the Consortium partner is involved in the management bodies of an Applicant company; the Applicant employees involved in the Project are employed or contracted by the Consortium partner company;
- remaining in a legal or factual relationship that may give rise to justified doubts as to the impartiality of the people involved in the selection process (expert/evaluator/employee/member of the management bodies of any of the Consortium partner).

The reasons set forth above may result in a conflict of interest if they occur at the time of an action or have occurred in the past (during the last 2 years before the action start). Time limits do not apply to family and personal relationships.

Remember that the concept of the conflict of interest should be understood widely, so if you have any doubts about the conflict of interest, please consult it with our team.

All cases of conflict of interest will be assessed case by case.

## 2.28 Will I be able to apply to other PULSATE open calls?

Any legal entity participating in this open call will be able to apply for any other PULSATE open calls after this open call, under the condition that limits per legal entity of funding received through I4MS (including PULSATE) and SAE Open Calls (maximum of 100,000 EUR) are observed.

## 2.29 Can I apply if I have received FSTP grants from other projects before?

### **FSTP beneficiary In I4MS and SAE projects:**

As per European Commission's rules, financial support will not be awarded to individual legal entities that have already received more than 100,000 EUR via open calls (Financial Support to Third Parties = FSTP = cascade funding) from H2020 project under I4MS (<https://i4ms.eu/-/projects-listed-below>) and SAE (<https://smartanythingeverywhere.eu/>).

- AI REGIO
- BETTER FACTORY
- CHANGE2TWIN
- DIGITBRAIN
- DIH-WORLD
- HUBCAP
- KITT4SME
- PULSATE
- SMART4ALL
- VOJEXT

### **Double funding rule:**

Each experiment should be able to confirm that funding received from PULSATE will not cover the same costs/tasks which were already funded by other EU projects (double funding rule).

## 2.30 Can I apply if I have received funding for being beneficiary in other H2020 projects before?

The PULSATE funding limit does not include any EC contribution that your organisation receives or has received within an EU-funded project (within H2020) as a beneficiary (partner in the consortium). Participation within EU-funded projects. You should pay attention to double funding rule though.

## 2.31 What type of support is available for applicants?

The Guide for Applicants is the main reference document that provides detailed information about the requirements of the evaluation and selection process.

- PULSATE website for general information about the project: <https://www.pulsate.eu/>

- PULSATE Community ([Open Call Helpdesk](#))

- Application website, where you can find all documents: <https://pulsate-tte.fundingbox.com/pages/OCdocuments>

- If you have any technical questions when filling in the online Application Form write to us directly through helpdesk email: [pulsate.help@fundingbox.com](mailto:pulsate.help@fundingbox.com)

- webinars (details about the date and timings will be provided in PULSATE communication channels)

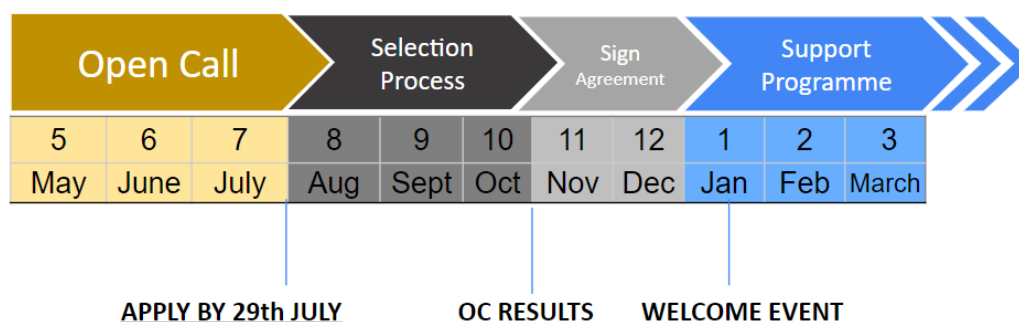
### 2.32 Can project partners help me with the proposal writing?

Project partners engaged in the PULSATE consortium cannot directly intervene in the writing of the applicant proposals.

## 3 QUESTIONS RELATED TO THE EVALUATION PROCESS

### 3.1 What happens after my application has been submitted?

After the Open Call deadline, applications will be evaluated according to the procedure described in the Guide for Applicants, section 4.



### 3.2 What is the evaluation process like?

The evaluation process consists of five stages: Eligibility Check, Experts' Evaluation, Consensus Meeting, Jury Day and Formal Check. The table below presents these evaluation stages together with a tentative timeline. For detailed information refer to Section 4 in the Guide for Applicants.

Nr	Phase	Description	Outcome	Duration	Approx. date
I	Eligibility Check	Eligibility check to determine whether applicants meet the eligibility criteria established in the Guide for Applicants, Section 3.	List of Applicants passing on to Phase II.	1 day	1/08/2022
II	Experts' Evaluation	Two external experts per proposal will evaluate scored sections of proposals.	External Evaluators Ranking List	6 weeks	9/09/2022
III	Consensus Meeting	Based on the External Evaluators Ranking List, the Selection Committee <sup>2</sup> will decide by consensus or majority vote on the applicants to be invited to the Jury Day.	List of Finalists invited to sign a Mini-Grant Agreement and to Jury Day	1 week	mid-September 2022
IV	Jury Day	Applicants from the List of Finalists will be invited to the Jury Day where they will present their proposal and answer	Provisional List of FSTP Sub-grantees (10	1 day	last week of September 2022

<sup>2</sup> Comprising of the core members of the PULSATE Consortium and two external experts.

		questions from the Selection Committee.	proposals) and the Reserve List.		
V	Formal Check	Review of documents to confirm the formal status of TTE consortium members.	The final list of beneficiaries that will sign the Sub Grant Agreement	3 weeks	28/10/2022

### 3.3 What are the criteria to assess the proposals?

External Evaluators will evaluate and score the **Excellence, Impact and Implementation sections** of the proposal.

Each 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 an average of the individual assessments provided by the Evaluators.

A detailed description of each criterion and the scoring is included in Section 4.2 of the Guide for Applicants.

### 3.4 Who are the external evaluators?

Evaluators are external independent experts with proven experience in LBAAM industry. The panel of external experts is selected and invited by PULSATE consortium. Each evaluator signs a code of conduct and confidentiality clause before the evaluations are assigned.

### 3.5 What is the minimum score to pass the External Evaluation phase?

**Thresholds needed to pass to the next stage are:**

For each individual criterion (Excellence, Impact and Implementation)	minimum threshold is <b>3 out of 5 points</b>
For a total sum of all criteria scores	minimum threshold is <b>10 out of 15 points</b>

### 3.6 What is the Mini-Grant Agreement?

Each experiment invited to Jury Day will be requested some basic legal information to confirm that the legal entities engaged in the proposal exist and to prepare the Mini-Grant Agreement which will be signed with selected experiments before the Jury Day event to receive the Mini-Grant for travel (1,000.00 EUR).

### 3.7 What happens if the Jury Day will not be organised?

If the Jury Day will not be organised as the presential event, the PULSATE Team will organise it online. In that case, the mini-grant for covering travel costs will not be applicable and will be directly included in the main TTE execution budget grant.

### 3.8 What happens after the Jury Day?

The Provisional List of 10 proposals selected during the Jury Day and the Reserve List will be sent to the European Commission for validation before the Formal Check process begins.



### 3.9 What documents will be required during the formal check?

Formal Check is conducted to verify that applicants on the Provisional List fulfil legal requirements. To do so, each applicant will need to provide documents regarding the formal status of each member of TTE Consortium via an online form. This online form consists of six sections as indicated in the table below.

Section	Comments
Legal entity data	<p>Please provide the information about the company: name, address, main registration number, VAT, signatories authorized to represent the company.</p> <p>This information has to be confirmed by documents</p> <ul style="list-style-type: none"> <li>an extract of the <u>current</u> official registration document or its equivalent</li> <li>official document proving your VAT registration.</li> </ul> <p><b>Information about staff headcount:</b> Please provide the information about staff headcount of the last 3 years (if your history is shorter, please provide data starting from your set-up date).</p> <p><b>The Staff headcount</b> corresponds to the number of annual work units (AWU), i.e., the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:</p> <ol style="list-style-type: none"> <li>employees;</li> <li>persons working for the enterprise being subordinated to it and deemed to be employees under national law;</li> <li>owner-managers;</li> <li>partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.</li> </ol> <p>Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract are not included as staff. The duration of maternity or parental leaves is not counted.</p> <p>To confirm staff Headcount please provide the following documents:</p> <ul style="list-style-type: none"> <li>Enterprise <b>statistic reports/annual report/financial statement or any other supporting documents which demonstrate staff headcount.</b> It can be an official and signed declaration indicating the number of employees expressed in Annual Working Units.</li> </ul> <p><b>Funding within Horizon 2020 Programme:</b> if you already have been participating in Horizon 2020 Programme, please provide the information about your projects funded within H2020 – what kind of project has been granted, the amount and when.</p> <p><b>Conflict of interest:</b> Please provide the information about any actual or potential conflict of interest with any of PULSATE Consortium partners.</p>
SMEs/Slightly Bigger Company Check	<p>Please answer the questions related to the SME/ Slightly Bigger Company status verification</p> <p><b>SMEs/Slightly Bigger Company confirmation:</b> to confirm that your company is an SME or a Slightly Bigger Company you will need to submit the following documents</p> <ul style="list-style-type: none"> <li>an official and signed declaration indicating your shareholders and the percentage of shares that they own in your company (Document showing the holding structure of the Applicant enterprise)</li> <li>or certificate of being SME (if your country issue such). The certificate of being an SME is not mandatory.</li> </ul>

Attachments	<p>Please include all the attachments requested</p> <p><b>Official, valid and current registration document of the Applicant enterprise:</b> An extract from the current official registration document (or its equivalent: Company Register, Official Journal) indicating the name of your organization, the address of the head office, its registration number, authorized representatives. The enterprise <b>registration document</b> is a written statement from the Government or other authority which confirms that the company legally exists and confirms its data.</p> <p><b>Document showing the holding structure of the Applicant enterprise:</b> Shareholders and the percentage of shares that they own in the applicant enterprise.</p> <p><b>VAT Registration:</b> Copy of an official and valid document proving your VAT registration. To confirm VAT number, you can also confirm the VAT Information Exchange System (VIES) - <a href="http://ec.europa.eu/taxation_customs/vies/vatRequest.html">http://ec.europa.eu/taxation_customs/vies/vatRequest.html</a>. Above documents should have been established recently and in any case, no more than 6 months ago.</p> <p><b>Statistic reports/annual report/financial statement or any other supporting documents</b> indicating the number of declared employees of the Applicant enterprise (for last 3 years or, if it not applicable, for the period starting at the registration date).</p> <p><b>Additional applicant documentation:</b> e.g., certificate of being SME issued by your country authorities – please bear in mind that this certificate is not mandatory.</p> <p><b>Additional documentation of partner and linked enterprises:</b> if applicable, please enclose:</p> <ul style="list-style-type: none"> <li>document showing the holding structure of partner/linked enterprise, e.g., official extract of your Shareholders (from the Chamber of Commerce or any other Official Register) or instead we can accept an official and signed declaration indicating shareholders and the percentage of shares that they own in the organization.</li> <li>Statistic reports/annual report/financial statement or any other supporting documents indicating the number of declared employees of partner/linked enterprise. If the number of employees is not clearly indicated in the above-mentioned documents, we can accept other supporting documents such as an official and signed declaration on the staff headcount expressed in Annual Working Units.</li> </ul>
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## 4 SUPPORT PROGRAMME AND PAYMENT ARRANGEMENTS

### 4.1 What does the Support Program consist of?

Technical Transfer Experiments consist of developing, testing and validating the technical and economic viability of new innovations and technologies in laser-based equipment for advanced and additive manufacturing, involving a technology supplier and an adopter/ end-user for 13 months. The Support Programme will be divided into three stages:

M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13
Jan-23	Feb-23	March-23	April-23	May-23	June-23	July-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24
Stage 1 - Tech Development						Stage 2 - Proof of Concept					Stage 3 - Scalability	

**Stage 1:** Technology Development (6 months): During this stage, the assigned mentors will work with the experiments, together as a team, and will provide the technical and business services for defining experiments Technical Feasibility Plan and shaping the Business Model.

**Stage 2:** Proof of concept (5 months): Validation of the technology transfer from the selected technology supplier to the manufacturing end-user of the technology. Realisation of the needed trials and test ensuring the technology compatibility and achieving expected production parameters. First outline of Market Analysis will be done, advancing in the business model definition.

**Stage 3:** Scalability (2 months): Upscale the process to full automation. At this point, the Business Mentors will be heavily involved to evaluate the success of the demonstrations and to define the directions for further exploitation by supporting experiments in defining the Exploitation Plan and assessing possibilities for further raising Private and Public Funding while they work in developing the final Minimum-Viable-Product (with the technology adopted) ready to be tested with potential adopters.

At the beginning of the support programme, each experiment - together with their Mentor - will define an 'Individual Mentoring Plan' (IMP). This document will establish the KPIs and Deliverables that will be taken into account when evaluating the experiment's performance.

#### 4.2 Is it mandatory to move our business headquarters for the Support Programme?

No, it isn't. Every beneficiary can operate in their home country. The project monitoring, both financial and technical, is done remotely.

#### 4.3 What are the payment conditions?

The Financial Support will be paid in the form of a lump sum. The lump-sum is a simplified method of settling expenses in projects financed from Horizon 2020 funds. It means that grantee is not required to present strictly defined accounting documents to prove the cost incurred (e.g., invoices), but is obliged to demonstrate the implementation of the project in line with the milestones set for the Project (see Table below). Simply speaking it means that we will assess your progress and quality of your work during Interim Reviews, not your accountancy. The milestones (deliverables and KPIs) will be fixed in the 'Individual Mentoring Plan' elaborated at the beginning of the programme.

The beneficiaries who achieve all the program milestones will receive the funding requested (up to EUR 150 000).

#### 4.4 What is the payment schedule?

The funding will be paid in up to 6 instalments, as explained below. At the end of each Stage, mentors will review and experiment progress to confirm if it can pass to the next stage and receive a corresponding grant. After that, results must be approved by the 'Selection Committee and that is when PULSATE will release the payment to the beneficiaries on behalf of the Consortium within 30 days from the approval.

Payment	1 <sup>st</sup> <sup>3</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Month for approval	Jury Day	M0	M6	M11	M13	M16
% of the total	MINI GRANT 1000 EUR	30%	20%	20%	20%	10%
Condition	Jury Day participation	Individual Mentoring Plan	Technical Feasibility' and 'Business Model	Proof of Concept	Exploitation Plan	Overall results review

*PULSATE 1st TTEs Milestones review schedule*

#### 4.5 What does the funding rate of 70% mean?

The funding rate lump sum will be calculated according to the Innovation Actions funding rate, i.e., 70% of eligible costs. That means that each experiment consortium partner will need to specify in the budget that the grant obtained will be equal to the 70% of the costs estimated for the execution of the project. This means that if you present a budget with a total cost of 214 000 EUR the total grant you will receive will be 150 000 EUR (70%).

#### 4.6 How will I receive the grant?

The amount granted to each TTE Consortium will be transferred to the organisation acting as coordinator of the TTE Consortium as per the Sub-grant Agreement. The TTE coordinator is obliged to transfer the appropriate parts of the grant to other members of a consortium according to a separate internal arrangement within the consortium.

#### 4.7 Which costs are eligible?

Costs for the Experiment are eligible if they:

- correspond to the lump sum amount;
- if the corresponding tasks or parts of the experiment have been properly implemented following the Individual Mentoring Plan and Milestones.
- The cost incurred during the support programme duration

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

Eligible costs which can be charged to the grants awarded to PULSATE Experiments are:

- Personnel costs (involvement of employees in the PULSATE Experiment)
- Purchase or leasing of testing equipment and/or prototyping elements and devices
- Other purchases, if justified by the experiment rationale and necessary for the execution of the Experiment
- Travel costs, if necessary, for the execution of the Experiment
- Subcontracting (max 15% of the total cost budget).

<sup>3</sup> Applicable only in case of the presential event which would require travel.

## 4.9 Is there any limit for subcontracting?

Subcontracting costs are limited to 15% of the total experiment costs for tasks and services that are not available from PULSATE partners consortium.

## 4.10 How should we estimate the experiment budget?

Each experiment proposal will include costs calculation per partner in the Implementation section of the application form. Checking the consistency between these costs and the expected work of the experiment will be part of the evaluation of experiments.

The total cost of each TTE consortium partner should be estimated based on the following criteria:

- 1) Personnel costs: Costs should be calculated according to the applicant's usual cost accounting practices with the estimation of the required effort (Full Time Employee<sup>4</sup>). The average Monthly Personnel Cost Rate (based on Marie Skłodowska-Curie actions Programme - MSCA) is EUR 4 880 per month.
- 2) Travel costs: Please remember to include the Mini Grant for travel to Jury Day (EUR 1000 per experiment). Monthly Travel Rate (based on Marie Skłodowska-Curie actions Programme) is EUR 600 per month.
- 3) Consumables equipment, etc. estimated by a standard practice of the partner.
- 4) Overheads (25% of sum of 1+2+3)
- 5) Subcontracting (max 15% of 1+2+3+4)
- 6) Total costs (1+2+3+4+5)
- 7) Requested funding amount (70% of 6/Total costs) (maximum amount 150K EUR per experiment)

	Cost References	EUR per month
1	Personnel costs	€4 880
2	Travel costs	€600/month
3	Consumables	€500/month
4	Subcontracting	€500/month

*Figure 1 Cost references for calculating financial support*

## 4.11 Can you provide the example of the Experiment budget?

See below the example of calculation for the TTE Experiment budget for 2 entities for €148 172.50 of EU grant support. The example includes a breakdown into three stages of the support programme, which is an important point of reference for the calculation of the budget. However, in the application form, you should indicate the total amount for each category.

<sup>4</sup> The calculation of full-time employee (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs.

Cost References		Technology Transfer Experiment				
	Stages	Jury Day	S1 Technology Development	S2 Proof of Concept	S3 Scalability	
	N months		6	5	2	
	Full time employees (FTE) per experiment partner		1	1.5	1.75	
	Person Months (FTE*2 partners*N months)		12	15	3.5	
						Total
1	Personnel costs (MSCA rate) *N months		€58 560.00	€73 200.00	€17 080.00	€148 840.00
2	Travel Costs (MSCA rate) *N months	€1 000.00	€3 600.00	€3 000.00	€1 200.00	€156 640.00
3	Consumables (Cost reference *N months)		€3 000.00	€2 500.00	€1 000.00	€6 500.00
4	Overheads (25% of sum of 1+2+3)	€250.00	€16 290.00	€19 675.00	€4 820.00	€41 035.00
5	Subcontracting (max 15% of 1+2+3+4) (Cost reference *N months)		€3 000.00	€2 500.00	€1 000.00	€6 500.00
6	Total Costs	€1 250.00	€84 450.00	€100 875.00	€25 100.00	€211 675.00
7	Total requested funding (70% of total costs)					€148 172.50

Figure 2 TTE Budget example for calculating financial support

#### 4.12 Does Jury Day Mini-Grant count within the maximum of 150k per experiment?

Yes. When planning the TTE budget you should take into account the Jury Day Mini-grant for travel (EUR 1 000.00 per experiment).

#### 4.13 Do selected experiments receive the grant in advance?

No, there is no payment in advance.

#### 4.14 How will PULSATE monitor the progress of the teams during the project?

PULSATE support programme team will assess your progress and quality of your work during Milestones based on 4 main criteria:

- Deliverable quality (30%).
- Technical performance indicators (30%).

- Business performance indicators (30%).
- Deadline Compliance (10%).

Details on each of the aspects will be fixed in the 'Individual Mentoring Plan' elaborated at the beginning of the programme.

#### 4.15 What is Individual Mentoring Plan?

This document establishes:

- the project scope and tasks
- deliverables and KPIs to be achieved at each stage
- experiment budget breakdown by Stage
- details for the technical support required from the PULSATE.

#### 4.16 Should we expect any audits?

PULSATE support is funded by EC. That is why on top of the standard Milestones Evaluation procedure performed by PULSATE team, EC may, during the implementation of the Project and/or afterwards (up to 5 years), carry out checks/investigation reviews and/or audits concerning the Project to ensure its proper implementation and compliance with the obligations under the Agreement and applicable EU law.

For more details, please see Article 10 in the Sub Grant Agreement template.

#### 4.17 What is Individual Mentoring Plan?

PULSATE support is funded by EC. That is why on top of the standard Milestones Evaluation procedure performed by PULSATE team, EC may, during the implementation of the Project and/or afterwards (up to 5 years), carry out checks/investigation reviews and/or audits concerning the Project to ensure its proper implementation and compliance with the obligations under the Agreement and applicable EU law.

#### 4.18 What are the ethical requirements for selected experiments?

Each selected experiment will be evaluated by the Ethics Committee to confirm the compliance with the H2020 standards on Ethics and according to the Ethics Appraisal rules set up by the European Commission in the standard Ethics assessments conducted in all H2020 calls and programmes.

As a result of the ethics assessment performed by the Ethics Committee, the Ethics Individual Report (EIR) is produced for each selected experiment. Each experiment is obliged to follow the recommendation and/or provide additional documents requested to confirm compliance with the ethical review.

Main aspects evaluated during the ethical review are:

- Human embryos/foetuses/ Human cells/tissues / Humans
- Personal Data
- Animals
- Non-EU countries (Third Countries)

- Environment and Health safety
- Exclusive focus on civil application
- Misuse

## 5 INTELLECTUAL PROPERTY RIGHTS

### 5.1 Will you verify the originality of my projects?

The applicants must base their proposals on original work and any foreseen developments are free from third-party rights, otherwise, those third-party rights must be clearly stated.

The PULSATE consortium is not obliged to verify the authenticity of the ownership of the future products and services and any issues arising from third party claims regarding ownership are the sole responsibility of the sub-granted parties.

### 5.2 Who will own the IP rights of my project's results?

The ownership of all IPR created by the parties, via the PULSATE funding, will remain with the parties. Results are owned by the Party that generates them. A sub-grant agreement will introduce provisions concerning joint ownership of the results of the sub-granted projects. It will be assessed and negotiated case by case.

### 5.3 Do I have any IPR obligations?

There are no IPR obligations toward the European Commission. However, any communication or publication of the Beneficiaries shall indicate that the project has received funding from the European Union and the PULSATE programme, therefore displaying the EU and PULSATE logo on all printed and digital material, including websites and press releases. Moreover, Beneficiaries will agree that certain information regarding the projects selected for funding, can be used by PULSATE for communication purposes.

## 6 QUESTIONS ASKED DURING A CALL