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FREQUENTLY ASKED QUESTIONS

euROBIN

1st Open Call

for Technology Exchange Programme

*Submission of applications starts on
28th of February 2023 at 13:00 Brussels Time*

*Submission deadline:
10th of May 2023 at 17:00 Brussels Time*

Version 23/02/2023



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Thank you so much for your interest in the euROBIN 1st Open Call and welcome to our Frequently Asked Questions (FAQ). We hope these questions can help you solve your doubts about the application and submission process of the euROBIN Open Call.

This FAQ will be updated based on the questions we receive and if you cannot find the answer to your question here, please submit your question(s) at euROBIN [HELPDESK](#).

This document refers to the 1st Open Calls under the euROBIN project, which launches on the 28th of February 2023 at 13:00 Brussels Time and has a submission deadline on the 10th of May 2023 at 17:00 Brussels Time.

Please refer to <https://eurobin-project.fundingbox.com/> for more information about the euROBIN project and to the 'Guide for Applicants' (GfA) for information about the call.

You can submit your application at the Open Call microsite <https://eurobin-project.fundingbox.com/>.



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1. WHICH ORGANISATIONS ARE THE PARTNERS OF THE EUROBIN CONSORTIUM?

 Deutsches Zentrum für Luft- und Raumfahrt German Aerospace Center	DEUTSCHES ZENTRUM FÜR LUFT - UND RAUMFAHRT EV (DLR)	https://www.dlr.de
 Karlsruher Institut für Technologie	KARLSRUHER INSTITUT FUER TECHNOLOGIE (KIT)	https://www.kit.edu/
 inventeurs du monde numérique	INSTITUT NATIONAL DE RECHERCHE EN INFORMATIQUE ET AUTOMATIQUE (INRIA)	https://www.inria.fr
	COMMISSARIAT À L'ÉNERGIE ATOMIQUE ET AUX ENERGIES ALTERNATIVES (CEA)	https://www.cea.fr/
 TEKNOLOGISK INSTITUT	TEKNOLOGISK INSTITUT (DTI)	https://www.dti.dk/
 ČESKÉ VYSOKÉ UČENÍ TECHNICKÉ V PRAZE	CESKE VYSOKE UCENI TECHNICKE V PRAZE (CVUT)	https://www.cvut.cz/
	C.R.E.A.T.E. CONSORZIO DI RICERCA PER L'ENERGIA L AUTOMAZIONE E LE TECNOLOGIE DELL'ELETTROMAGNETISMO (C.R.E.A.T.E.)	https://www.create.unina.it/
	INTERUNIVERSITAIR MICRO-ELECTRONICA CENTRUM (IMEC)	https://www.imec-int.com
	KUNGLIGA TEKNISKA HOEGSKOLAN (KTH)	https://www.kth.se/
	SORBONNE UNIVERSITE (SU)	https://www.sorbonne-universite.fr
	OREBRO UNIVERSITY (ORU)	https://www.oru.se



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 CNRS CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE CNRS (CNRS)	https://www.cnrs.fr
IST-ID Associação do Instituto Superior Técnico para a Investigação e Desenvolvimento	ASSOCIACAO DO INSTITUTO SUPERIOR TECNICO PARA A INVESTIGACAO E DESENVOLVIMENTO (IST ID)	https://ist-id.pt/
 UNIVERSITÀ DI PISA	UNIVERSITA DI PISA (UNIPI)	https://www.unipi.it/
	UNIVERSIDAD DE SEVILLA (USE)	https://www.us.es/
 IIT ISTITUTO ITALIANO DI TECNOLOGIA	FONDAZIONE ISTITUTO ITALIANO DI TECNOLOGIA (IIT)	https://www.iit.it/
 TUM TECHNISCHE UNIVERSITÄT MÜNCHEN	TECHNISCHE UNIVERSITÄT MÜNCHEN (TUM)	https://www.tum.de/
 tecnalia Inspiring Business	FUNDACION TECNALIA RESEARCH & INNOVATION (TECNALIA)	https://www.tecnalia.com
UNIVERSITY OF TWENTE.	UNIVERSITEIT TWENTE (UT)	https://www.utwente.nl
 Jožef Stefan Institute	INSTITUT JOZEF STEFAN (JSI)	https://www.ijs.si/ijsw/JSI
ASTI  MOBILE ROBOTICS	ASTI MOBILE ROBOTICS SA (ASTI)	https://asti.seito.pl/
	DHL EXPRESS SPAIN SL (DHL Expr España)	https://www.dhl.com/es-es/home.html



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 PAL ROBOTICS	PAL ROBOTICS SL (PAL ROBOTICS)	https://pal-robotics.com/
 VOLKSWAGEN AKTIENGESELLSCHAFT	VOLKSWAGEN AKTIENGESELLSCHAFT (VW AG)	https://www.volkswagenag.com/
 University of Bremen	UNIVERSITAET BREMEN (UBREMEN)	https://www.uni-bremen.de/
 Fraunhofer	FRAUNHOFER GESELLSCHAFT ZUR FORDERUNG DER ANGEWANDTEN FORSCHUNG EV (Fraunhofer)	https://www.fraunhofer.de
 FundingBox	FUNDINGBOX ACCELERATOR SP ZOO (FBA)	https://fundingbox.com/
 Siemens AG	SIEMENS AKTIENGESELLSCHAFT (Siemens)	https://www.siemens.com/global/en.html
 Matador GROUP	MATADOR INDUSTRIES AS (MATADOR IND.)	https://www.matador-group.eu/en/home/

Table 1 euROBIN Consortium Partners

The Consortium Partners will be supported by two associated partners:

1. ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE (EPFL),
2. EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH (ETH Zürich).

2. WHERE CAN I FIND MORE INFORMATION ABOUT THE PROJECT?

Project website: <https://www.eurobin-project.eu/>

Open Call website: <https://eurobin-project.fundingbox.com/>

Open Call helpdesk: <https://spaces.fundingbox.com/spaces/artificial-intelligence-ai-community-ai-helpdesk-for-funding-opportunities>

LinkedIn: <https://www.linkedin.com/company/eurobin-project/>

OC helpdesk email: info@eurobin-project.eu



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3. WHAT DO WE OFFER?

Under the 1st euROBIN Open Call, the beneficiaries will take part in the ‘Technology Exchange Programme’. Activities will be financed in two stages:

- ✓ Stage 1 – Plan Phase;
- ✓ Stage 2 - Implementation Phase.

The exact amount of financial support to be granted to each selected third-party project in the ‘Technology Exchange Programme Projects is up to €60 000.

During the 1st Open Call up to 10 beneficiaries will be selected.
Please find more details in section 2 of the Guide for Applicants.

4. WHAT IS TRL?

TRL - Technology Readiness Level - 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 B of the [General Annexes for Horizon Europe Work Programme 2021-2022](#) for a full description of TRLs.

DEPLOYMENT	TRL9	Actual system proven in operational environment
	TRL8	System complete and qualified
	TRL7	System prototype demonstration in operational environment
DEVELOPMENT	TRL6	Technology demonstrated in relevant environment
	TRL5	Technology validated in relevant environment
	TRL4	Technology validated in lab
RESEARCH	TRL3	Experimental proof of concept
	TRL2	Technology concept formulated
	TRL1	Basic principles observed

Table 2 TRLs



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5. IS MY PROJECT ELIGIBLE FOR FUNDING?

We will check the eligibility and admissibility criteria of all proposals submitted before the deadline (10th of May 2023 at 17:00 Brussels time) via our online application form <https://eurobin-project.fundingbox.com/>.

All the eligibility and admissibility criteria are listed in section 3. of the 'Guide for Applicants'. The projects that do not comply with those criteria will be excluded and marked as ineligible. We will check the eligibility and admissibility criteria based on the information provided in your application form during the whole evaluation process.

6. CAN I APPLY TOGETHER WITH OTHER ORGANISATION?

No, you can't. The projects must be proposed by one entity. Consortia are not allowed.

7. CAN I CHOOSE MORE THAN ONE CHALLENGE?

No, you can't. You must select exactly one challenge from the list provided by euROBIN. All challenges are described in Annex 1 of the Guide for Applicants.

8. HOW DO I SUBMIT MY APPLICATION TO THE OPEN CALL?

Applications to the 1st Open Call must be submitted through the euROBIN Open Call microsite at <https://eurobin-project.fundingbox.com/>. Applications submitted by any other means will not be considered for funding (will be rejected). Inside the online application form there are specific fields to provide descriptions.

9. WHAT SECTIONS SHOULD I FILL IN THE APPLICATION FORM?

The applications submitted to the 1st Open Call will include the following sections:

- ✓ BASIC AND LEGAL INFORMATION
- ✓ PROJECT
- ✓ EXCELLENCE
- ✓ IMPACT
- ✓ IMPLEMENTATION
- ✓ ETHICS SELF ASSESSMENT
- ✓ STATISTICAL SECTION
- ✓ DECLARATION OF HONOUR
- ✓ PROCESSING OF PERSONAL DATA

All mandatory sections of your application- generally marked with an asterisk - must be filled in (admissibility criterion).



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10. HOW LONG DOES IT TAKE TO FILL IN THE APPLICATION?

In order to successfully fill in the application form you will probably need 1-2 days of writing, but we imagine that your team is composed of members specialised in their area of expertise so you can divide the work. You'll be able to add contributors to your application so that each team member can tackle their application area and you will be done quicker.

Take into account that specific character limits have been established in each section of the online application form, so we encourage you to keep your application focused on the requested information keeping in mind the challenges and sectors covered by this 1st Open Call. We also recommend that you start the submission process quite before the deadline in order to avoid last minute circumstances.

11. CAN ONE ORGANISATION SUBMIT TWO PROJECT IDEAS?

Yes, it is possible. However, even though applicants can submit multiple applications, one entity can be funded only once by euROBIN. If more than one proposal from the same organisation is selected, only the proposal with the highest number of points will receive the euROBIN grant.

12. CAN I APPLY IF I OR MY ORGANISATION IS ASSOCIATED WITH THE PARTNERS OF EUROBIN?

Applicants cannot be affiliated (directly or indirectly, for example through board members or third parties) with any of the euROBIN Consortium partners. They can't be the euROBIN Consortium partner's employees nor board members nor permanent collaborators. All cases of potential conflict of interest will be assessed case by case.

13. CAN I APPLY IF I HAVE RECEIVED FSTP GRANTS FROM OTHER PROJECTS BEFORE?

Yes, it is possible to apply to other open calls. The only point that you should pay attention to if you are selected (funded) to multiple EU projects is the "no double funding" rule. "Double funding" means the situation where the same costs for the same activity are funded twice through the use of public funds. It is not allowed in any circumstances. That means that you have to be able to confirm that funding received from the euROBIN project will not cover the same costs/tasks which were already funded by other EU projects (if you have received any).

14. ARE APPLICANTS REQUIRED TO INCLUDE THE BUDGET PLAN IN THE APPLICATION?

Details about the budget are not required at the application stage. The detailed budget planned for execution will be requested only from the organisation selected for funding, at the beginning of the Support Programme as part of the SubGrant Agreement.



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15. WHAT HAPPENS IF I DO NOT SUBMIT MY APPLICATION WITHIN THE DEADLINE?

Applications must be submitted before the deadline (10th of May 2023 at 17:00 Brussels Time). We do not accept applications after the deadline - they will be rejected. We strongly encourage you not to wait until the last minute to submit your proposal. Failure of meeting the submission deadline for any reason will result in the rejection of the proposal.

16. WILL I BE ABLE TO MODIFY MY PROPOSAL AFTER SUBMISSION?

You can modify the application as many times as you need before the deadline, but remember that you need to submit it before the 10th of May 2023 at 17:00 Brussels Time. You won't be able to modify your application after this deadline.

17. WHAT TYPE OF SUPPORT IS AVAILABLE FOR PREPARING THE APPLICATION?

The 'Guide for Applicants' is the main reference document. It provides detailed information about the requirements of the application, evaluation and selection processes. A helpdesk service for the 1st Open Call is at hand at <https://spaces.fundingbox.com/spaces/artificial-intelligence-ai-community-ai-helpdesk-for-funding-opportunities> to clear up any doubts you may have relating to the application process (eligibility rules, application form information requests, etc.). If there is any doubt left, you can contact info@eurobin-project.eu .

Further information on the 'Open Challenges' for the support of your proposal preparation will be available during the online matchmaking events. The events will explain euROBIN support activities to individual entities and the opportunities and benefits it entails, answering questions that might arise from the audience:

- ✓ Explaining specific details on the process of the thematic competitions, the guidelines and criteria to compete;
- ✓ Presentation of the selected industrial challenges per theme;
- ✓ Promoting SMEs to network and start matchmaking, aiming at identifying relevant partners to work with on the development of solutions to thematic competitions.



Figure 1 Process of organising



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18. WHAT HAPPENS AFTER MY APPLICATION HAS BEEN SUBMITTED?

The applicants will receive communication from the system indicating that their application has been submitted.

19. HOW TO WRITE A PROPOSAL THAT CONVINCES EVALUATORS?

Make sure you do not leave any information out of your proposal. Be specific and provide precise answers to the questions in the application form. If you want to stand out, quality is the way to go. The proposed project should provide a solution to the specific challenge, while having in mind the overall goal of the euROBIN project.

20. HOW WILL WE EVALUATE YOUR PROPOSAL?

The evaluation process has 5 steps + formal verification.

- **Step 1. Admissibility and Eligibility Check**
- **Step 2. In/Out Scope screening**
- **Step 3. Independent Individual Evaluation**
- **Step 4. Evaluation Consensus Group**
- **Step 4. Consensus Meeting**
- **Formal verification: SubGrant Agreement Preparation and Signature**
- Before signing the SubGrant Agreement you should provide documents regarding your formal status. The euROBIN Consortium will proceed to a verification of these documents to make sure you are eligible.

Please find more details about the evaluation process in section 4 of the Guide for Applicants.



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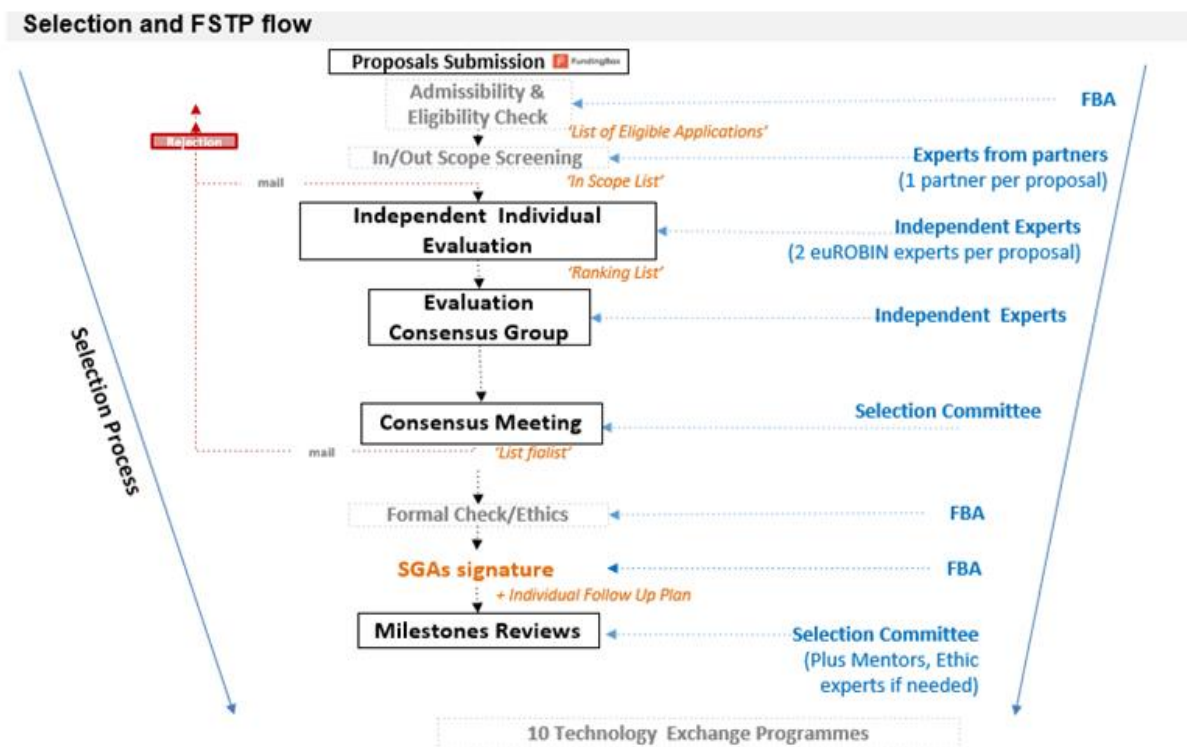


Figure 2 Selection and FSTP flow

21. WHAT ARE THE CRITERIA TO ASSESS THE PROPOSALS DURING THE INDEPENDENT INDIVIDUAL EVALUATION?

Internal and independent evaluators will evaluate and score your proposal in relation to the following criteria: Excellence, Impact and Implementation. Each evaluator will rank the proposal 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. For each criterion, the minimum threshold is 3 out of 5 points. The total maximum score will be 15 points, with a minimum total threshold of 10 points.

A detailed description of each criterion and the scoring is included in the section 4.3 of the ‘Guide for Applicants’.

22. WHO ARE THE INTERNAL EVALUATORS?

Each proposal will be evaluated by two ‘Independent Experts’ (the experts have to be independent from applicants and cannot be members of the euROBIN ‘Selection Committee’), appointed according to the specific characteristics of the applicants from the pool of Partners’ Experts:

- Teknologisk Institut (DTI);
- Ceske Vysoke Ucení Technické V Praze (CVUT);
- C.R.E.A.T.E. Consorzio Di Ricerca Per L'energia L Automazione E Le Tecnologie Dell'elettromagnetismo (C.R.E.A.T.E.);



- Sorbonne Universite (SU);
- Orebro University (ORU);
- Associacao Do Instituto Superior Tecnico Para A Investigacao E Desenvolvimento (IST ID);
- Fondazione Istituto Italiano Di Tecnologia (IIT);
- Fundacion Tecnalia Research & Innovation (TECNALIA);
- Universiteit Twente (UT);
- Institut Jozef Stefan (JSI);
- Fraunhofer Gesellschaft Zur Forderung Der Angewandten Forschung Ev (Fraunhofer);
- Eidgenoessische Technische Hochschule Zuerich (ETH Zürich).

23. WHAT IS THE MINIMUM SCORE TO PASS THE INDEPENDENT INDIVIDUAL EVALUATION PHASE?

The evaluators will score each criterion on a scale from 0 to 5.

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

For each section, the minimum threshold is 3 out of 5 points. The total maximum score will be 15 points, with a minimum total threshold of 10 points.

In case of ties, the following criteria will be used to rank the projects, in order:

- The highest score in the Impact Section;
- Gender balance among the personnel responsible for carrying out the activities;
- Other factors related to the objectives of the call are to be determined by the 'Selection Committee'.

All proposals obtaining a score above the threshold (3 for individual criteria and 10 for the final score) will move to the 'Consensus Meeting' stage, where the 'Selection Committee', will decide which projects will be funded.

Please find more information in the section 4 of the 'Guide for Applicants'.

24. WHAT HAPPENS AFTER THE CONSENSUS MEETING?

Carrying out a 'Formal Check' of all finalists indicated on the 'List of finalists'. In case some finalist fails to comply with the formalities required, the next-ranked proposals on the 'Reserve List' would be approved.

25. DO SELECTED CONSORTIA GET ANY MONEY IN ADVANCE?

No. The first payment (up to 4,000€) will be made after the signature of the SubGrant Agreement - upon validation of 'Individual Follow Up Plan' (expected timeline: before M2).



26. WHAT COSTS WILL BE ELIGIBLE?

- Direct costs - specific costs directly linked to the performance of the project and which can therefore be directly booked to it.
 - Personnel costs - daily rate of the staff of the beneficiary dedicated to actual work under the project (rounded up or down to the nearest half-day);
 - Subcontracting costs - **max 7,5% of all cost**; calculated on the basis of the costs actually incurred, awarded using the beneficiary’s usual purchasing practices — provided these ensure subcontracts with best value for money (or if appropriate the lowest price) and that there is no conflict of interests;
 - Purchase costs - bought using the beneficiary’s usual purchasing practices — provided these ensure purchases with best value for money (or if appropriate the lowest price) and that there is no conflict of interests:
 - Travel, accommodation and subsistence;
 - Equipment;
 - Other goods, works or services, if necessary to implement the project - for instance: consumables and supplies, promotion, dissemination, protection of results, translations, publications, cost related to IPR, if required under the Agreement.
- Indirect Costs - costs incurred within the context of a project that cannot be attributed directly to the project, e.g. room rent, energy costs or general administration costs. A fixed flat rate of 25% of the eligible direct costs shall be applied.

27. WHAT ARE THE DIFFERENT EVALUATION PHASES AND THE EXPECTED SCHEDULE?

The table below presents the indicative dates of the 1st Open Call in which each of the evaluation phases will end and the number of expected applicants that would go through to the next phase.

Phase	Approximate Date	Number of applicants
Applications	February - May 2023	no limitations
Admissibility & Eligibility Check	May 2023	-
In/Out Scope Screening	May 2023	-
The Independent, Individual Evaluation	June 2023	-
Evaluation Consensus Group	June 2023	-
Consensus Meeting	June 2023	up to 10
SME check + SGA signature	June - July 2023	up to 10
Plan Phase	July 2022	up to 10
Implementation Phase	depending on the project	Up to 10

Table 3 Schedule



28. WHAT IS A CONFLICT OF INTEREST?

Conflict of interest may occur, if there are capital or personal connections between two or more entities (Applicant, euROBIN Consortium partner or any person involved in the selection process), in particular, 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's entity owns shares in the euROBIN Consortium partner company or the euROBIN Consortium partner company owns shares in the Applicant's company (it also refers to the Applicant's partners/linked enterprises). As an economic connection, we can understand exclusive licenses and sale agreements if they concern products or solutions covered by your application etc;
- family and personal relationships, in particular: marriage, kinship, a relationship or 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 the euROBIN Consortium partner or any person involved in the selection process – e.g. person representing the euROBIN Consortium partner company has family/personal ties with anyone 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 euROBIN Consortium partners and people involved in the Applicant's structure, including managerial or supervisory functions, position in managing or supervising bodies. E.g. Director of the euROBIN Consortium partner is involved in the management bodies of an Applicant company; the applicant's employees involved in the Project are employed or contracted by the euROBIN Consortium partner company etc;
- 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 organisations taking part in the application process).

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 starts). Time limits do not apply to family and personal relationships.

Remember that the concept of conflict of interest should be understood widely, so if you have any doubts about the conflict of interest please consult with our team info@eurobin-project.eu

All cases of conflict of interest will be assessed on a case by case basis.

29. WHAT ARE THE PAYMENT CONDITIONS?

For the sake of simplicity and transparency, the Financial Support will be paid against specific 'Deliverables' defined in the 'Individual Follow Up Plan'. You can find detailed information and the schedule of the payments in the 'Guide for Applicants', section 6.1.

30. WHAT IS A 'LUMP SUM'? IS ANY ACCOUNTABILITY REQUIRED ON THE WAY THE FUNDS HAVE BEEN USED, E. G. INVOICES AND OTHER FINANCIAL DOCUMENTS? ARE THERE ANY SPECIFIC RESTRICTIONS ON HOW THE FUNDS ARE UTILISED?

The lump sum is a simplified method of settling expenses in projects financed with Horizon Europe funds. It means that you are not required to present strictly defined accounting documents to prove the costs incurred. However, you are obliged to demonstrate that the implementation of the project is in line with the milestones set for it. Simply speaking, it means that we will carefully assess your progress and the quality of your work during Interim Reviews, not your accountancy.

In any case, the lump sum methodology does not release you from the obligation to collect documentation to confirm the costs under fiscal regulation.

Please bear in mind that by participating in the euROBIN support programme, receiving the grant and signing the SubGrant Agreement you will also be responsible towards the competent tax authorities, and the EC audit bodies such as the European Court of Auditors (ECA), European Public Prosecutor's Office (EPPO) and the European Anti-Fraud Office (OLAF).

31. HOW WILL EUROBIN MONITOR THE PROGRESS OF THE TEAMS?

The beneficiaries selected will define, at the beginning of the Support Programme, together with the 'Technical Partners', their 'Individual Follow Up Plan'. The 'Technical Partners' will evaluate the beneficiaries' performance at the Milestone Review (established every time a payment is due), according to the following criteria.

- Deliverables' quality and Technical performance indicators. To be scored by the Technical Partners based on the Deliverables and KPIs established in the 'Individual Follow Up Plan';
- Deadline Compliance.

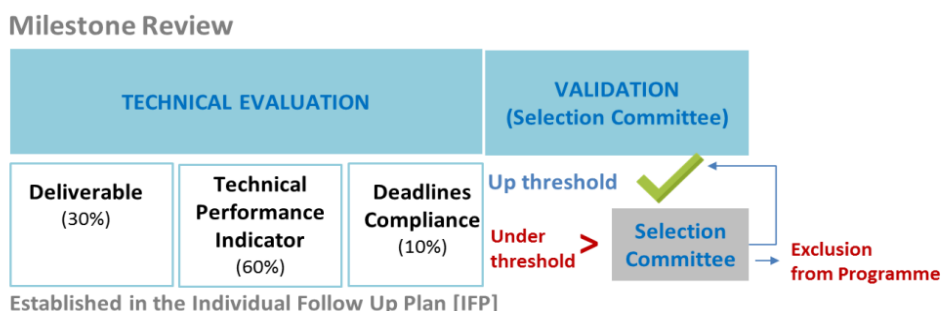


Figure 3 Milestone Review Procedure

Each criterion will be scored from 0 to 10 and the weight of each one of these criteria, in the final score, will be as follow:

- Deliverable quality (30%);
- Technical performance indicators set in 'Individual Follow Up Plan' (60%);
- Deadline Compliance (10%).

According to this final score:

- Beneficiaries over threshold (which is 7 points) will successfully receive the next payment and become candidates to continue in the Technology Exchange Programme.
- Beneficiaries under threshold. The beneficiaries which haven't reached the threshold will be proposed, by the 'Hosting Technical Partners', as candidates to leave the Program/Project. And, if this decision is finally ratified by the 'Selection Committee', they will have to leave the Program and won't receive the payment

32. WHAT DOES SUBCONTRACTING INVOLVE?

Subcontracting is allowed for covering a limited part of the action (core activities cannot be subcontracted). Subcontracting includes tasks/services subcontracted to academic and industry experts from the targeted sectors.

Subcontracting costs in the framework of the euROBIN Support Programme might come in the form of specialised and dedicated studies, testing, certification and other tasks carried out by a provider-subcontractor via a legal agreement (up to €4500).

33. WHAT ARE THE GENERAL PAYMENT TERMS?

- ✓ All payments will be made in Euros (€);
- ✓ Expenditures incurred before the Subgrant Agreement signature (before the start of the euROBIN programme period) or after the euROBIN programme period are ineligible;
- ✓ Costs incurred for the implementation of the project must be used for the sole and close purpose of achieving the objectives of the project and its expected results.

34. WHERE CAN I ASK MY QUESTION?

If you still have any doubts regarding our Open Call process, feel free to get in touch with us:

- ✓ Ask your question in the Helpdesk space of the [euROBIN Community](#);
- ✓ Send us an email to the following address: info@eurobin-project.eu.

35. HOW CAN I COMPLAIN ABOUT THE RESULTS OF THE EVALUATION?

If, after receiving the results of one of the evaluation phases (when foreseen), you consider that a mistake has been made, you can send us your complaint. To do so please send us your complaint in English by email to info@eurobin-project.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:



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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.

We will not review anonymous complaints as well as complaints with incomplete information.

Please take into account that the evaluation is run by experts in the AI and European robotics field, and we do not interfere with their assessment, therefore we will not evaluate complaints related to the results of the evaluation other than related to the mistakes in the evaluation of the eligibility criteria.

36. HOW CAN I UPLOAD THE 'LETTER OF INTENT' IN THE APP FORM?

There is no need to upload it, you just have to mention what it was and what it concerns.

37. DOES THE INTELLECTUAL PROPERTY GENERATED DURING THE PROJECT REMAIN WITHIN THE BENEFICIARY?

Your IPR will remain your property. Further contracts may be needed in case of IPR generated from work carried out jointly by you and one or more euROBIN partners.

More details about the IPR generated during the project will be included in the Subgrant Agreement.

38. GENDER EQUITY PLAN

If an applicant is a public body, higher education institution or research organisation, it is obliged to have a Gender Equity Plan - GEP (more information on GEP can be found [here](#)).

Please include a link to your GEP in the application form.



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