
Annex 2: Guide for Applicants

June 2022

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The IoT-NGIN project, co-funded from the European Union's Horizon 2020 research and innovation programme under grant agreement No 957246, foresees as an eligible activity the provision of financial support to third parties, as a mean to achieve its own objectives.

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List of Abbreviations and Acronyms

AGV	Automated Guided Vehicles
AGLV	Automated Guided Land Vehicles
AR	Augmented Reality
CET	Central European Time
DLT	Distributed Ledger Technology
DT	Digital Twin
EC	European Commission
EU	European Union
KPI	Key performance Indicator
M2M	Machine to Machine
MCM	Machine Cloud Machine
ML	Machine Learning
NGI	Next Generation Internet
RTD	Research and Technological Development
SME	Small and Medium-sized enterprises
TRL	Technology Readiness Level
VAT	Value Added Tax

1 Introduction

The IoT-NGIN (Next Generation IoT as part of Next Generation Internet) is a project funded under the H2020 framework. Its strategic objective is to unleash the power of Next Generation IoT as an essential dimension of the Next Generation Internet (NGI) and become the “IoT Engine” that fuels that transition to an Intelligent Internet of Everything.

To enhance the public awareness and increase the IoT-NGIN community ecosystem, IoT-NGIN will organize 2 open calls. The objectives of the open calls are:

- a) to enhance IoT-NGIN with additional (HW/SW) solutions contributing in IoT-NGIN technology validation and User Acceptance evaluation with innovative Use Cases,
- b) to increase awareness and interest on IoT-NGIN technology and solutions,
- c) to motivate DIHs and clusters to promote and adopt IoT-NGIN technologies and
- d) to engage IoT device manufacturers and applications developers, stakeholders, decision makers to enter and make sustainable the IoT-NGIN ecosystem.

This is the implementation of the 2nd Open Call. IoT-NGIN invites SMEs to implement innovative IoT applications that use heterogeneous IoT and IoT-NGIN components to offer new services.

The total amount of funding that each SME may receive is up to €70.000, while the top#1 SME will receive in total €75.000. It is expected that 10 applicants will be selected via this open call to enter the process and demonstrate the IoT-NGIN functionality.

This document provides a full set of information regarding the Open Call #2 for Proposals for the IoT-NGIN project. Annex 1, Annex 3.1, Annex 4, Annex 5, Annex 6 and Annex 7 must also be considered for the submission of a Proposal.

1.1 Background information on IoT-NGIN project

It is well known that the Internet of Things (IoT) has been identified as one of the next big concepts to support societal changes and economic growth, and one of the fastest growing ICT segments. A whole new range of applications that leverage data and metadata from connected “things” provide novel human-centric services in areas such as smart city and urban mobility, human-centric industry 4.0, smart agriculture, and smart energy management. Within the IoT-NGIN (read as “IoT Engine”) project, we consider a “thing” as *any kind of sensor, actuator, wearable device, smart phone or autonomous system, such as autonomous guided vehicles (AGVs), robots or drones with networking capabilities*. We can consider as a “thing” even a group or swarm of things that behave as an autonomous, self-organised system.

In the evolving next generation IoT era, we consider that the biggest challenges are:

- a) to research towards **federated on-device intelligence**, so that the “things” react as self-aware, and when applicable user-aware/ human-centric, semi-autonomous entities, even when their resources are constrained or network connectivity is not reliable,
- b) to enforce **interoperability and data sovereignty**, overcoming scalability and fragmentation of vertically oriented, closed systems,
- c) to ensure **trust, cybersecurity and privacy** and
- d) to introduce **novel human-centric interaction** based on Augmented Reality (AR).

However, replacing existing IoT architectures and platforms with a new, one located at the edge cloud or at a logically higher level and translating or interpreting applications’ requests to existing platforms’ queries has significant limitations. Instead, we believe that it is important

not to “reinvent the wheel”, but to base our research on mature results and leverage on existing technologies, such as 5G communications, edge cloud computing, inter-DLTs and federated AI in order to go beyond today’s state of the art, perform research and create innovation that can be sustainable.

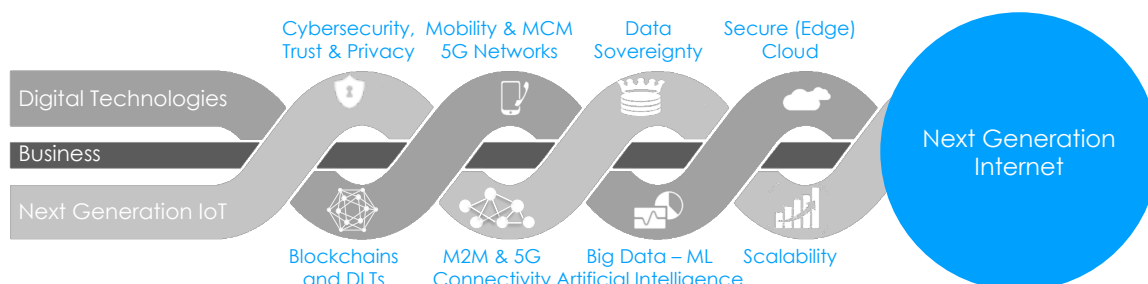


Figure 1: Next Generation IoT in the path towards Next Generation Internet

As shown in Figure 1, the main idea behind IoT-NGIN is **to research towards NGI by introducing key digital technologies such as Machine to Machine (M2M) and 5G Machine Cloud Machine (MCM) communication, cybersecurity and secure edge cloud framework, big data, federated ML/AI and blockchain/DLT transactions at “things” level**, so that it will be able to interact in an open and (semi-) autonomous way with any existing and forthcoming “thing” or IoT platform in a scalable and federated rather than integrated approach.

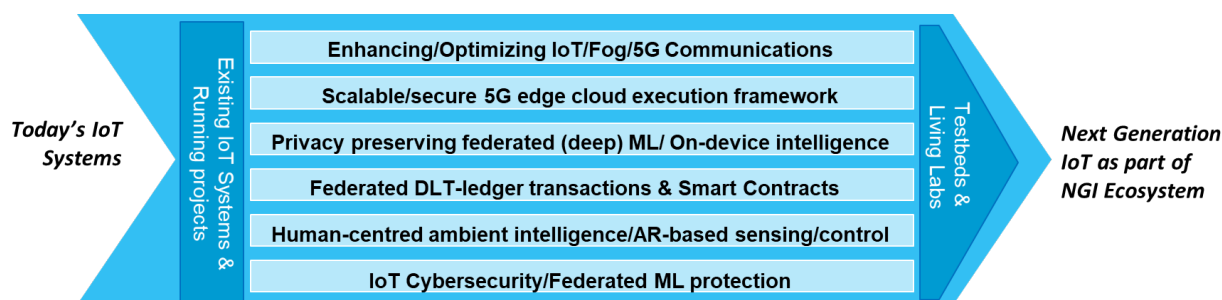


Figure 2: IoT-NGIN focus

Beyond networking, data sovereignty has recently emerged as a critical issue of personal, national and regional economic importance, as the ability to control the use of data is continually being eroded by global industries, such as social media platforms, and the data itself is becoming a product. Current IoT systems generate enormous volumes of data but they lack an association between the data and the identity or the role of those who have the authority to decide how the data is to be used. New techniques are required to store and process the data securely and ensure that the relevant data owners are able to control IoT data utilization in a secure, trusted and privacy preserving way. IoT-NGIN focus on various IoT related technologies including

- 5G New Radio & Edge Cloud connectivity
- Resource Self-Awareness & Dynamic Connectivity
- Cross Blockchains/DLT data sovereignty and Smart Contracts
- Federated ML/ Edge Cloud ML Aggregation
- Trained ML model sharing (e.g. AGV)
- Human Centric Ambient Intelligence/Augmented Reality based sensing/control
- IoT Cybersecurity/Attacks on Privacy preserving ML
- Privacy preserving Cross-Trial/ borders Federation

The IoT-NGIN outcomes will be validated across a multitude of real-life use cases through 7 trials, involving 5 living labs and 1 IoT/5G lab. The IoT-NGIN pilots and living labs are:

- Trial #1: IoT-NGIN Integration Infrastructure Technology Lab

- Trial #2: Human-Centred Twin Smart Cities Living Lab
- Trial #3: Smart Agriculture IoT Living Lab
- Trial #4 & Trial#5: Industry 4.0 Use Cases & Living Lab
- Trial #6: Smart Energy Grid Active Monitoring/Control Living Lab
- Trial #7: IoT-NGIN Technology and Living Labs Federation

Distributed throughout Europe as shown in Figure 3.

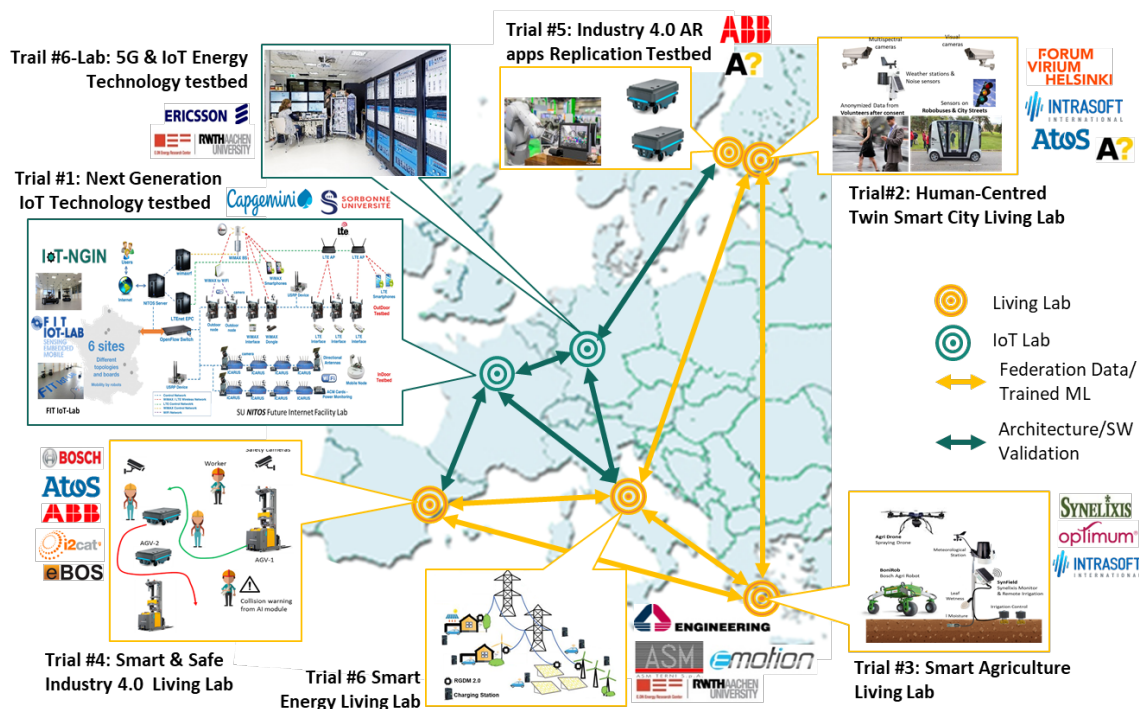


Figure 3: Trial #7: IoT-NGIN Technology & Living Labs Federation

Initial Use Case categories	Trial 1	Trial 2	Trial 3	Trial 4	Trial 5	Trial 6	Trial 7
5G New Radio & Edge Cloud connectivity	✓	✓	✓	✓	✓	✓	✓
Resource Self-Awareness/Dynamic Connectivity	✓	✓	✓	✓	✓	✓	✓
Cross Blockchains/DLT data sovereignty		✓	✓		✓		✓
Federated ML/ Edge Cloud ML Aggregation		✓	✓	✓	✓	✓	✓
Trained ML model sharing (e.g. AGV/AGLV)			✓	✓			✓
Human Centric/AR applications Design		✓	✓		✓		✓
Cybersecurity attacks on Privacy preserving ML					✓	✓	✓
Privacy preserving Cross-Trial Federation							✓
3rd Party Application Support	✓	✓	✓	✓	✓	✓	✓

More information is available at <https://iot-ngin.eu/>.

1.2 IoT-NGIN Work Plan

IoT-NGIN project is organized in 9 work packages as shown in Figure 4.

- **WP1** (duration M1-M34) identifies new requirements and refines the project use cases. It also defines a project benchmarking verification framework and analyzes the Data Privacy & GDPR requirements.
- **WP2** (duration M1-M30) focuses on “**Enhancing IoT Underlying Technology**” project strategy including the communications and dynamic management of 5G Resources.
- **WP3** (duration M1-M30) focuses on “**Enhancing IoT Intelligence**” project strategy, including the Machine Learning (ML) framework architecture and along with tools for secure sharing of ML models.
- **WP4** (duration M3-M31) focuses on “**Enhancing IoT Tactile & Contextual Sensing/Actuating**” project strategies and research towards enhancing IoT devices discovery, recognition and indexing.
- **WP5** (duration M3-M31) focuses on “**Enhancing IoT Cybersecurity & Data Privacy**” project strategies, including federated DLT- transactions and smart contracts.
- **WP6** (duration M6-M34) realizes the integration environment and offer continuous “**IoT-NGIN Platform Integration & Laboratory evaluation**” at the IoT-NGIN labs.
- **WP7** (duration M5-M36) performs **real Living Labs Validation and support 3rd parties via the Open Calls realization**. Moreover, it will perform cross-Living Labs experimentation, validate the IoT-NGIN results and define replication guidelines.
- **WP8** (duration M1-M36) ensures the **dissemination, exploitation and commercialization** of the results
- **WP9** (duration M1-M36) manages the project and coordinate the execution of the Open Calls including project selection and contracting.

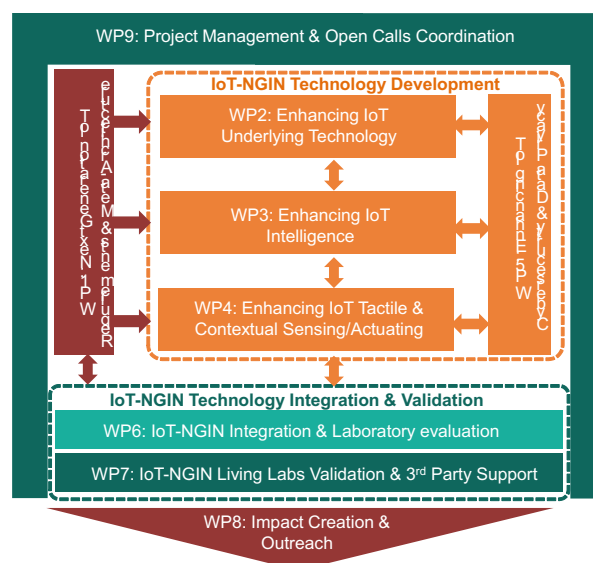


Figure 4: IoT-NGIN Work packages and Inter relationship




It is important to note that according to the IoT-NGIN Grand Agreement all new technological components and developments will be offered as Open Source (HW/SW) under the proper Open Source License. All IoT-NGIN developments (existing and introduced via IoT-NGIN Open Call #1) may be utilized by the applicants that are invited via IoT-NGIN Open Call #2 to test and validate IoT-NGIN Technology.

1.3 IoT-NGIN approach & Funding Scheme

Sub-projects selected via Open Call #2 will start at IoT-NGIN month M28 (January 2023) and will allow applicants to validate IoT-NGIN technology via innovative IoT applications that use heterogeneous IoT and IoT-NGIN components to offer new services for 9 months (1/1/2023 –

30/9/2023). The competitive IoT-based application proposals will be selected to start a "DESIGN- EXPERIMENT- GROWTH" stages' programme as shown in the next table.

Table 1. IoT-NGIN Open Call #2 stages

Stage	Overview
DESIGN 	<ul style="list-style-type: none"> • <i>Duration:</i> 2-months • <i>Number of SMEs:</i> Top 10 projects selected via the Open Call. • <i>Activities:</i> SMEs will fine-tune their application concept, prepare a detailed design deliverable (potentially including a mock-up) and tech-business presentation • <i>Funding:</i> €10.000 (lump sum) per SME, attached to successful completion of the DESIGN phase, assessed by external reviewers. • <i>Evaluation to Stage EXPERIMENT:</i> Evaluate the idea, the technology, the design and the business potential via a technical interview (physical or virtual). The top 6 SMEs will be selected to enter the EXPERIMENT stage.
EXPERIMENT 	<ul style="list-style-type: none"> • <i>Duration:</i> 6 months, SMEs work remotely and occasionally participate in testing at the IoT-NGIN Pilots • <i>Number of SMEs:</i> Top 6 projects. • <i>Activities:</i> SMEs will be developing the proposed IoT application. Each SME will develop a MVP (Minimum Viable Product) and validate it ideally at the IoT-NGIN pilots. • <i>Funding:</i> €55.000 per SME, being attached with accomplishing 2 milestones (MVP sub-phase and testing/validation sub-phase) assessed by external reviewers. • <i>Evaluation to Stage GROWTH:</i> Analysis of the MVP/ demonstrator technology and stage of development (TRL); business potential of the solution; initial traction or early adopters. The top 3 solutions will be selected to enter the GROWTH phase.
GROWTH 	<ul style="list-style-type: none"> • <i>Duration:</i> 1 month, SMEs work remotely and participate in several meetings and events where they can promote their projects goals and outcomes • <i>Number of SMEs:</i> Top 3 projects. • <i>Activities:</i> SMEs will develop activities associated with the promotion and exploitation of their project, aiming to engage new customers and/or partners and/or investors. • <i>Funding:</i> €5.000 per SME, attached to the participation in the final pitch event and planned promotion/ commercial activities of this stage. The top #1 SME will receive additionally €5.000.

As shown in Figure 5, the Open Call #2 selection will follow a **funnel approach**, which will help the IoT-NGIN consortium to focus on the top projects along the programme.

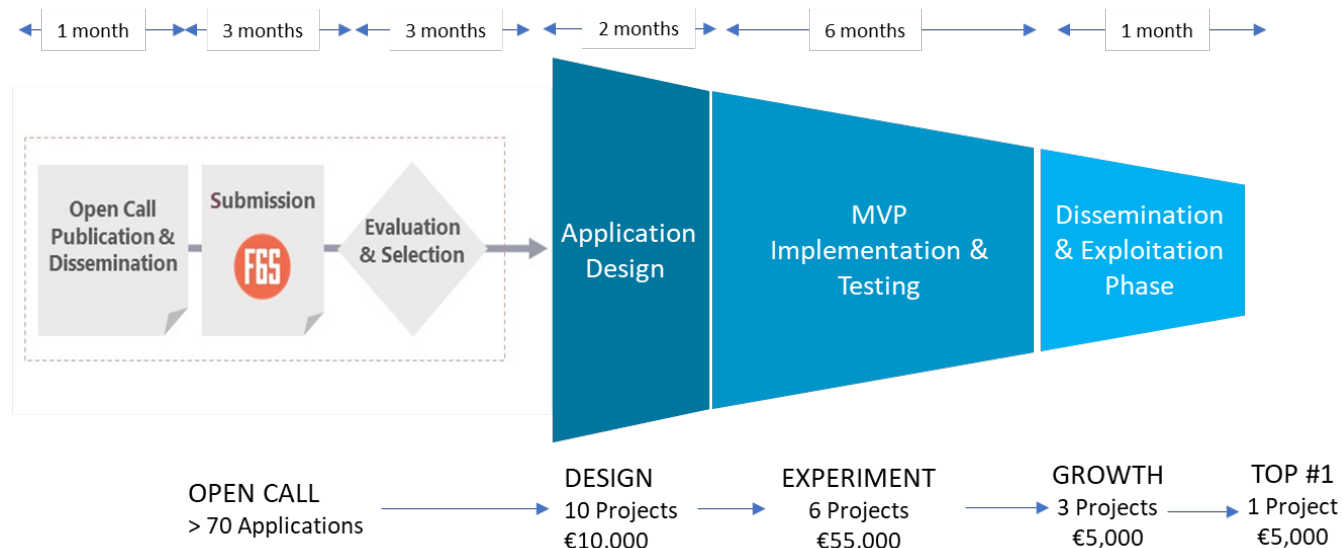


Figure 5: IoT-NGIN Overall process

The selected 10 SMEs from the Open Call #2 are first challenged to create the application design, a mock-up and a sound business plan that are presented at the end of the **DESIGN phase**. These are filtered and the top 6 move on to the **EXPERIMENT phase**. They will end up with a validated MVP prototype (TRL 4-5) and a business plan, which are used to evaluate/select the top-3 applications towards the **GROWTH phase**. At the end the **Top #1** will be selected to receive the maximum funding. This structured approach allows the best and most promising concepts and IoT applications to achieve growth and market uptake.

1.4 Funding Scheme

IoT-NGIN funding is **results-driven**, provided as vouchers in a lump sum way. As such, there is no need for a traditional administrative-justification system (e.g. counting hourly dedication or calculating workload), but getting the funding is associated with the full achievement of the relevant milestone.

The selected SMEs will be funded as follows¹:

Table 2 SME funding schema

Number of SMEs	Funding (in EUROs)	When (in Month)	Condition / Event
10	10.000	2	After successfully completing the (DESIGN phase)
6	35.000	5	After successful evaluation of the MVP prototype (TRL 4-5) (MVP sub-phase/mid EXPERIMENT phase)
6	20.000	8	After successful evaluation of the experiment results and the business plan (Test & Validation sub-phase/EXPERIMENT phase)
3	5.000	9	After success demonstration of the product (at TRL 6-7) and the dissemination (GROWTH phase)
1	5.000	9	One will be selected as Top#1 to get additional a voucher of €5.000 as prize

¹ It should be noticed that the maximum amount of direct funding that an SME may receive via Block.IS is 60.000 EUROs via any mean (e.g. open call, hackathon, cluster missions, etc).

1.5 Timeline – Open Call #2

Submission to the Open Call #2 will be enabled on the 1st of July 2022 and will end on the 30th of September 2022 at 17:00CET time (Brussels time). Below are presented the dates for the different phases. The opening and closing dates of each phase can be subject to change in case of any modifications in the project's schedule.

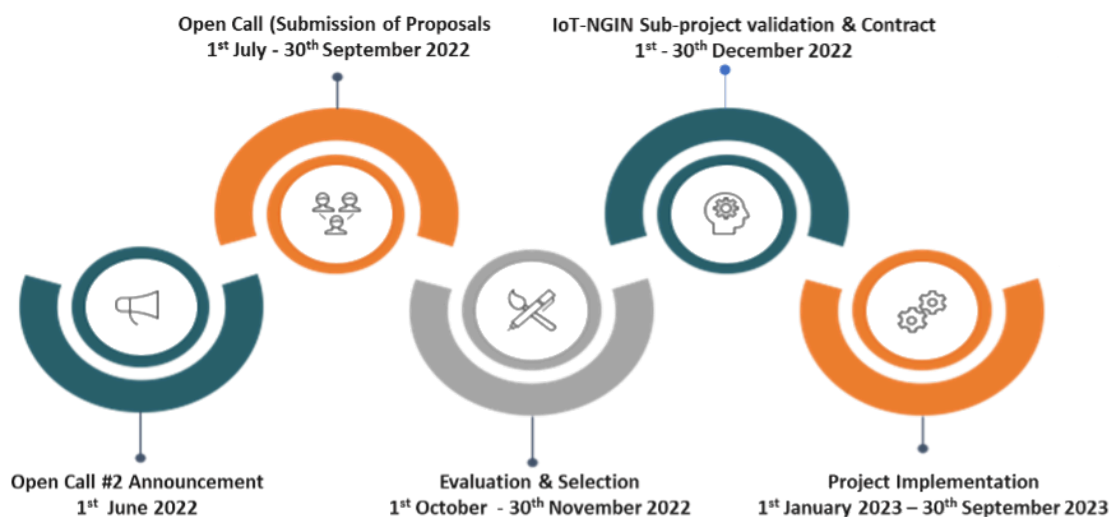


Figure 6: IoT-NGIN Open Call #2 timeline

2 General information

2.1 Means of submission

The F6S platform (<https://www.f6s.com/h2020-iot-ngin/>) will be the entry point for all proposals' submission to IoT-NGIN Open Calls. Submissions received by any other channel will be automatically discarded. Documents required in subsequent phases will be submitted via dedicated channel, which will be indicated by IoT-NGIN consortium during the sub-granted projects execution.

2.2 Language

English is the official language for IoT-NGIN open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the IoT-NGIN programme. This means any requested submission of deliverable will be done in English in order to be eligible.

2.3 Documentation formats

Any document must be submitted electronically in PDF format without restrictions for printing.

2.4 Data protection

In order to process and evaluate applications, IoT-NGIN will need to collect Personal and Industrial Data. INTRASOFT, as the Project Open Call Organizer will act as Data Controller for data submitted through the F6S platform for these purposes. The F6S platform's system design and operational procedures ensure that data is managed in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure coverage. Please refer to <https://www.f6s.com/terms> to check F6S platform data privacy policy and security measures.

Please also note that IoT-NGIN requests the minimum information needed to deliver the evaluation procedures or introduce the new partners to the consortium. For example Annex 6: Bank account information is provided just for reference and will only be requested if the applicant is accepted in the IoT-NGIN consortium.

2.5 Origin of the funds

Any selected proposer will be associated with IoT-NGIN consortium via a sub-project contract, while via signing the IoT-NGIN Consortium Agreement they will have access to the IoT-NGIN benefits and rules.

The funds to the selected applicants come directly from the funds of the European Project IoT-NGIN, funded itself by the Directorate-General for Communications Networks, Content and Technology, and remain therefore, property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in IoT-NGIN via European Commission Grant Agreement Number 957246.

This relation between the new partners and the EC carries a set of obligations²

² More information at https://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm

3 Proposal Eligibility Criteria

IoT-NGIN invites SMEs active in IoT applications development to implement innovative IoT applications that use heterogeneous IoT to offer new services and validate the IoT-NGIN components.

3.1 SME Definition

An SME will be considered as such, if complying with the European Commission Recommendation 2003/361/EC³ and the SME user guide⁴. As a summary, the criteria which define an SME are:

- a. Independent (not linked or owned by another enterprise), in accordance to Recommendation 2003/361/EC.
- b. Headcount in Annual Work Unit (AWU) less than 250.
- c. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.

3.2 SME Eligibility Criteria

An applicant is considered eligible if it complies with ALL the following rules:

- i. It is a legal entity, that comply to the SME definition as defined in section 3.1⁵
- ii. It is established and based in one of the EU Member States or an H2020 Associated country as defined in H2020 rules for participation⁶
- iii. It is a IT technology provider, such as IoT application and services development SME.
- iv. Applicants should be able to prove their financial stability and capacity and pass any financial check required by the European Commission, including **Financial capacity assessment**⁷. Moreover, the SMEs should take into consideration that all funds are directly associated with the IoT-NGIN project funding and any funding issue, including delays, in the IoT-NGIN project financing is directly applied to the selected Open Call applicants/ sub-contracts.
- v. In case an SME is awarded a sub-contract, it will remain eligible even if, at a certain point during the project execution, it does not fulfil criteria (b) or (c) of section 3.1.
- vi. Have not been convicted for fraudulent behaviours, other financial irregularities, unethical or illegal business practices.
- vii. Are not under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014 art. 2.18.

³ European Commission Recommendation 2003/361/EC. <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

⁴ http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

⁵ In case you are not sure if the legal entity that you represent in an SME, run the EC self-evaluation test <https://ec.europa.eu/growth/tools-databases/SME-Wizard/>

⁶ Governed by Article 7 of the Horizon 2020 Regulation. The list of associated countries is available at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

⁷ Please refer to https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check_en.htm

NOTE for UK applicants: Applicant SMEs from the UK remain eligible for grants and procurement procedures as if the UK were a member state for the entirety of the Horizon 2020 framework programme and previous framework programmes. This also applies for financial support to third parties according to Article 204 FR (cascading grants) and applies for the duration of H2020 projects.

Please note that signed version of **Annex 4: Honour Declaration** and **Annex 5: SME Financial Stability Declaration** are mandatory for a proposal submission.

3.3 Proposal Eligibility Criteria

The following proposal's eligibility criteria also apply:

- i. Proposals must offer **open access to their IoT applications and software components**. Any developed HW/SW component within IoT-NGIN will be tested in IoT-NGIN pilots and provided as **Open Source**.
- ii. Proposals must have a **clear European dimension, facilitate IoT based innovation** and contribute towards EU digitization, **targeting clear economic and societal impact**.
- iii. **Each applicant may submit only one (1) proposal at each IoT-NGIN open call. Multiple submissions per call is a disqualify factor**. In case an entity submits more than one proposal, all proposals that they have submitted will be automatically excluded from the evaluation process.
- iv. **It is considered as Conflict of Interest and the relevant proposals will be automatically considered not eligible, in case an individual participates, controls, submits or is associated in any way with more than one proposals**. As indicative example, without excluding other cases, it is not allowed for an individual to be in the project team or the advisory board of more than one proposals. Moreover, it is not allowed for an individual to have a legal, administrative, technical, advisory or financial position or capacity in more than one applicant or is in the position to access or influence in any way more than one proposals.
- v. **An SME may participate in maximum one (1) accepted application**. Applicants that are accepted via Open Call #1 are automatically excluded from participating in Open Call #2 even if they submit a different proposal.
- vi. **An SME is not allowed to participate in more than one H2020- ICT-56-2020 “Next Generation Internet of Things” Open Calls**.

4 Open Call submission and selection process

IoT-NGIN Open Call #2 targets SMEs IoT application developers to build IoT applications based on IoT-NGIN project developments. The following figure summarizes the open call process:

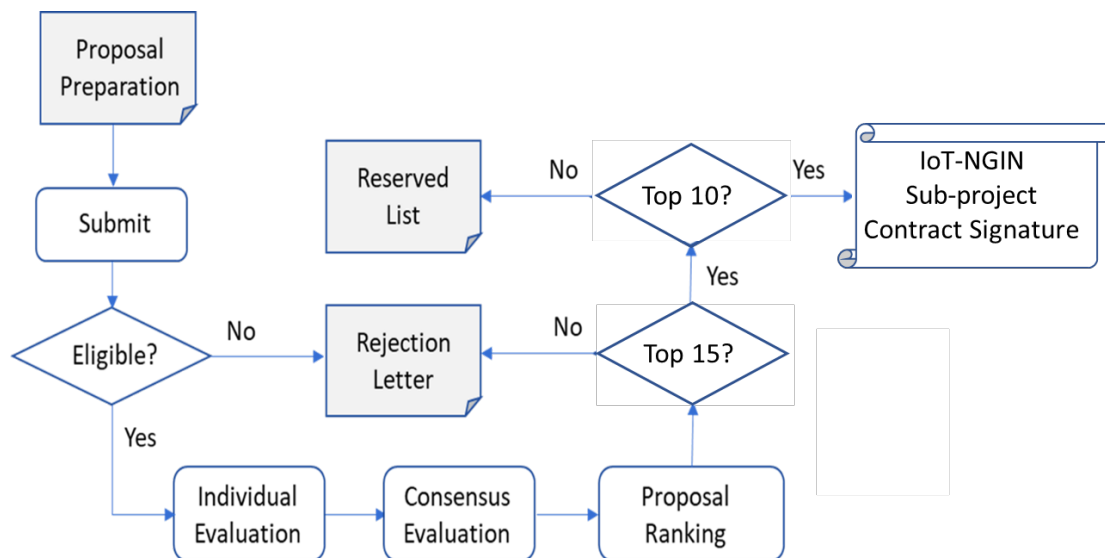


Figure7: IoT-NGIN Evaluation process summary

4.1 Open Call Submission

The Open Call submission will follow the steps that are listed in this section:

4.1.1 Open Call publication

The Open Call #2 will be published on the dates shown in section §4.1.4. It will be supported by:

- **Annex 1: Open Call text**, which provides a full set of information regarding the Open Call for Proposals for the IoT-NGIN project.
- **Annex 2: Guidelines for Applicants**, this document.
- **Annex 3: Proposal Template**, an online application form, available at F6S platform (<https://www.f6s.com/iot-ngin-2nd-open-call>).
- **Annex 3.1: Proposal Supplement Template**, a word document to be completed and submitted together with the proposal. It includes information on proposal concept, schedule, applicant/team, Ethical & Security details.
- **Annex 4: Honour Declaration**, which declares that all conditions of the Open Call are accepted by an SME legal representative.
- **Annex 5: SME Financial Stability Declaration**, which evaluates the status of the SME and its financial stability.
- **Annex 6: Bank account information**, which collects information on the applicant(s)' bank account where the IoT-NGIN payments will be sent to (for reference at submission time).
- **Annex 7: Frequently Asked Questions & Answers**, a document with Q&A.

4.1.2 Applicants Registration

Interested applicants should register at the IoT-NGIN F6S page (<https://www.f6s.com/iot-ngin-2nd-open-call/apply>). This will be the central interface for managing the proposal applications for the remainder of the open calls.

4.1.3 Proposal Preparation

Please follow the steps:

1. For the proposal preparation, the applicants are requested to apply online and answer to all mandatory questions (with no exception) at <https://www.f6s.com/iot-ngin-2nd-open-call/apply>.
2. Applicants that do not accept the terms and conditions and do not sign and upload to the f6s platform the completed **Annex 4: Honour Declaration** and **Annex 5: SME Financial Stability Declaration** will not be eligible.
3. Be concrete and concise. Questions have character/page limitation. Please read carefully all open call documents/Annexes (<https://iot-ngin.eu/index.php/open-calls/>).
4. It is highly recommended to submit your proposal well before the deadline. If the applicant discovers an error in the proposal, and provided that the call deadline has not passed, the applicant may request its proposal to be withdrawn so that they may re-submit it (for this purpose please contact us at opencalls@iot-ngin.eu). **However, IoT-NGIN consortium is not committed that the submitted proposal will be withdrawn in time in case the request for resubmission is not received by the IoT-NGIN team at least 48 hours before the call deadline.**

It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance. The time of receipt of the application as recorded by the submission system will be definitive.

4.1.4 Proposals reception

Submissions will be done ONLY via the F6S platform on <https://www.f6s.com/iot-ngin-2nd-open-call/apply>. A full list of proposers will be drafted containing their basic information for statistical purposes and clarity (which will be also shared with EC for transparency).

The application reception will close at **17:00 CET (Brussels time) on Friday 30th of September 2022**. There will not be any deadline extensions unless a major problem caused by the submission platform (and not by the proposers), makes the system unavailable.

4.2 Evaluation Procedures

4.2.1 Step 1.1: Eligibility

An automatic filtering to discard non-eligible proposals will follow the short list. Eligibility criteria check will verify that:

- The proposing entity is a legal entity eligible for EC funding under the rules of H2020 [Y/N]
- The participation rules as expressed in section 3.2 "SME Eligibility Criteria" are followed [Y/N]
- The participation rules as expressed in section 3.3 "Proposal Eligibility Criteria" are followed [Y/N]
- The proposal and all associated documents are written in the English Language [Y/N]
- All required annexes i.e. **Annex 4: Honour Declaration** and **Annex 5: SME Financial Stability Declaration** are correctly completed, signed, stamped and submitted [Y/N]

Proposals being marked as non-eligible will get a rejection letter including the reasons (a to e) for being catalogued as non-eligible. No further feedback on the process will be given.

4.2.2 Step 1.2: External remote evaluation

Two (2) IoT-NGIN consortium external evaluators with experience in IoT technologies and business development will evaluate each proposal, scoring it based on the following evaluation criteria:

Criteria	Description
Criterion 1: Concept and Innovation	<ul style="list-style-type: none"> Innovation, novelty and feasibility of the proposed subsystem objectives. Design, reliability, feasibility, and quality of the proposed subsystem. Level of innovation and technological challenges addressed.
Criterion 2: Technology	<ul style="list-style-type: none"> Analysis of the technological and implementation capacity (existing and target TRL). Quality and feasibility of the workplan (including proposed milestones). Quality of the alignment with the IoT-NGIN project. Details on how the proposed components will be tested and validated at the IoT-NGIN pilot/living labs.
Criterion 3: Impact	<ul style="list-style-type: none"> Economic and societal impact of the proposed subsystem. Market potential and go to market strategy. European dimension, cross-sector/-border business scalability. Exploitation / business plan and commercialization milestones.
Criterion 4: Applicant Entity/Team	<ul style="list-style-type: none"> Capacity to applicant entity/team to perform the task. Knowledge, technological and business expertise. Financial viability/stability and capacity. Commitment of the company and the team. Allocation and justification of requested resources.

Each criterion will get a mark between 1 and 10. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- **1-2: Fail.** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
- **3-4: Very poor.** The criterion is addressed in an unsatisfactory manner.
- **5: Poor.** There are serious inherent weaknesses.
- **6-7: Good.** While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.
- **8-9: Very Good.** The proposal addresses the criterion well, although certain improvements are possible.
- **10: Excellent.** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

The threshold for each criterion will be **six (6)**, while the overall score threshold will be **twenty-six (26)**. It means that if a proposal receives less than 6 in one criterion or less than 26 overall score it is automatically rejected.

Each evaluator will record his/her individual evaluation/opinion of each proposal on an Individual Evaluation Report. After individual evaluation, the experts will communicate to prepare a single consensus Evaluation Summary Report (ESR) for each proposal, representing opinions and scores on which the evaluators agree and which they will sign.

4.2.3 Step 1.3: Final Ranking and Selection

At the end of the evaluation process all proposals will be ranked in a single list. The criteria for the ranking of the proposals will be semi-automatic following the rules below:

- **Rule 1:** The proposals will be ranked based on their overall score (sum of criterion 1 to 4 scores).
- **Rule 2:** In case following Rule 1 there are proposals in the same position, priority will be given to innovation of the concept (Criterion 1).
- **Rule 3:** In case following Rule 2 there are proposals in the same position, priority will be given to proposals that their technology better fit to IoT-NGIN scope (Criterion 2).
- **Rule 4:** In case following Rule 3 there are proposals in the same position, priority will be given to proposals that have higher impact and market potential (Criterion 3).
- **Rule 5:** In case following Rule 4 there are proposals in the same position, priority will be given to the application that has lower funding request.
- **Rule 6:** In case following Rule 5 there are proposals in the same position, priority will be given to the number of female researchers participating in the team.
- **Rule 7:** In case following Rule 6 there are proposals in the same position, priority will be given to the application that increases IoT-NGIN project footprint in Europe.

In case following Rule 7 there are still proposals in the same position, which are in the top 5 proposals, the IoT-NGIN consortium will invite at least 1 additional evaluator to read the specific proposals and break the conflict by re-evaluating them.

At the end, 10 proposals will be selected, while 5 additional proposals will remain in a reserve list. In case one of more selected proposals fail during contract preparation, the list of accepted proposals will be filled with proposals in the reserved list.

All proposals will receive an acceptance or rejection letter together with an anonymized version of their proposal Consensus Evaluation Report.

4.2.4 Step 1.4: Contract Preparation & Signature

After the Open Call evaluation conclusion and projects selection, the IoT-NGIN coordinator will inform the EU for the results and start the sub-project contract preparation in collaboration with the applicants that have been evaluated in the short list. Contract preparation will go via an administrative and financial checking (and potentially into technical or ethical/security negotiations) based on evaluators' comments. On a case by case approach, at least one phone call or teleconference may be needed for clarification.

The objective of the contract preparation is fulfilling the legal requirements between the European commission, the IoT-NGIN consortium and every selected beneficiary SME of the call. The items covered will be:

- To address the comments (if any) in the Evaluation Summary Report of the proposals.
- To validate the status information of the applicant. At least the following documents will be required:
 - **Legal existence.** Company Register, Official Gazette or other official document per country showing the name of the organisation, the legal address, the official founding date, ownership and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
 - **Financial Stability.** It includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company. In the event the applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
 - In cases where the **number of employees and/or the ownership is not clearly identified:** any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional association records, etc.
- **To sign the IoT-NGIN Consortium Agreement, Attachment 2: "Declaration of Accession".**
- **To provide the applicant Bank account information:** The account where the funds will be transferred will be indicated via a form signed by the Applicant legal representative and the bank representative. The account should be a business bank account of the applicant company.

It should be emphasised that each **SME should provide at contract preparation time a valid VAT⁸. Failure to provide the VAT number will automatically result in proposal rejection.**

In general, the contract preparation (including all the above documentation) should be concluded within 2 weeks. An additional week may be provided by the IoT-NGIN coordinator in case of a significant reasoning. In case negotiations have not been concluded within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited.

The provided funding remains property of the European Commission until the payment of the balance, whose management rights have been transferred to the project partners in IoT-NGIN via European Commission Grant Agreement Number 957246.

⁸ To be checked at EC services such as http://ec.europa.eu/taxation_customs/vies/

4.2.5 Redress process

Within 3 working days of the delivery of a rejection letter considering the proposal as non-eligible or an ESR, a proposer may submit a request for redress if s/he believes the results of the eligibility checks have not been correctly applied, or if s/he feels that there has been a shortcoming in the way his/her proposal has been evaluated that may affect the final decision on whether to enter the IoT-NGIN Consortium or not.

In that case, an internal review committee of the IoT-NGIN consortium will examine the request for redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants.

Requests must be:

- Related to the evaluation process or eligibility checks.
- Clearly describe the complaint.
- Received within the time limit (3 working days) from the reception of a rejection letter considering the proposal as non-eligible or the ESR information letter delivered.
- Sent by the applicant legal representative that has also submitted the proposal.

The committee will review the complaint and will recommend an appropriate course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated.

Please note:

- This procedure is concerned only with the evaluation and/or eligibility checking process. The committee will not call into question the scientific, technical or impact judgement of appropriately qualified experts.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to include the partner in IoT-NGIN consortium or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on other criteria.
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

Only one request for redress per proposal will be considered by the committee. All requests for redress will be treated in confidence and have to be sent to Project Coordinator via the F6S platform.

5 DESIGN Phase Execution & Evaluation

5.1.1 Step 2.1: DESIGN Execution

After the proposal has been accepted and the sub-grant agreement has been signed, the SME will enter the DESIGN phase. The DESIGN phase will last for two (2) months.

During this phase the SME should clarify the details of the sub-project, including both the technical and the business parameters, provide a detailed application design along with the potential economic/business impact in the IoT-NGIN related domains and the European dimension/scale.

At least 5 working days before the end of the DESIGN phase the applicants should provide a deliverable entitled: **D1 “Detailed Application Design”** with the following content

- a) Motivation and technological background of the proposed IoT Application (2-4 pages)
- b) Detailed design of the proposed IoT Application (10-15 pages)
- c) Economic/business impact potential (2-4 pages)

5.1.2 Step 2.2: Technical Evaluation

At the end of the sub-project's month M2, the 10 SME of the DESIGN phase will be remotely evaluated using a teleconference platform (e.g. Skype, Zoom or WebEx) by external experts to determine a) if the DESIGN phase is completed successfully and b) if the subproject is among the top 6 projects to proceed to EXPERIMENT phase.

The evaluation committee will consist of:

- Two External Experts
- One IoT-NGIN consortium member acting as moderator

During the meeting, the applicant will provide a set of 10-15 slides in Power Point or a similar tool format and make a presentation of the sub-project idea/concept focusing on the technological dimension and the implementation/experiment workplan and answer to questions of the evaluation team. Moreover, they may provide a mock-up of the proposed application

Each SME should be well prepared for the meeting as it should last 25-30 minutes. The evaluation team may extend the technical evaluation if they consider that it is necessary.

At the end of the evaluation, each committee member will score each SME/proposal with two marks between 1 and 10: one for their technical excellence and one for the IoT Application business potential.

The score given by each committee member will be equal and independent from each other. **The Final Technical Evaluation Score (FTES) will be the average of the experts individual technical evaluation scores and the Final Business potential Evaluation Score (FBES) will be the average of the experts individual business evaluation scores.**

In case an SME has not delivered the D1:“Detailed Application Design” deliverable or does not participate at the DESIGN Evaluation both its FTES and FBES will be zero (0).

5.1.3 Step 2.3: Selection to the EXPERIMENT Phase

At the end of the evaluation day the sub-projects will be ranked based on their technical evaluation scores. The **Final Evaluation Score (FES)** will be evaluated as follows:

$$\text{FES} = 0.7 \times \text{FTES} + 0.3 \times \text{FBES}$$

The final ranking of the sub-projects will be based on the FES. In case there are two or more sub-projects that have equal FES, the one with higher FTES will ranked higher. In case they have equal FTES, the external experts' committee will vote on the final ranking.

Though the sub-projects will be informed for their own FTES and FBES, the sub-projects final ranking will not be announced. Instead the top 6 sub-projects will be announced to enter the EXPERIMENTATION phase. **The remaining 4 sub-projects will be automatically terminated.**

5.1.4 Step 2.4: Compensation of the DESIGN Phase

Given that FES is greater or equal to five (5.0) the DESIGN phase is considered completed successfully irrespective of the selection to enter the EXPERIMENT phase or not.

After the DESIGN event, the sub-projects that have successfully completed DESIGN phase will be requested to send to the IoT-NGIN coordinator **within 5 working days** a financial statement F1 (template will be provided) requesting the €10.000 voucher of the DESIGN Phase.

The IoT-NGIN coordinator after receiving the above document will proceed with the payment of the DESIGN phase voucher (provided in a lump sum mode).

In case an SME has not successfully complete the DESIGN phase or does not submit the above documentation within the foreseen timeframe, their sub-grantee contract will be automatically terminated, and no DESIGN phase compensation will be provided.

After providing the DESIGN phase funding to the SME beneficiaries, the DESIGN Phase is complete.

6 EXPERIMENT Phase Execution & Evaluation

6.1 Step 3.1: MVP implementation

After the DESIGN phase evaluation, the top 6 sub-projects will enter the first step of the EXPERIMENT phase, which is the MVP implementation sub-phase. The duration of this sub-phase will be approximately 3 months, covering project months M3 to M5.

During this sub-phase, the SME should participate implement their IoT-NGIN MVP prototype which should reach a readiness level of at least TRL 4-5 .

At the end of sub-project's month M5, a remote review will take place to evaluate the progress of the sub-project. Five (5) working days before the review, the sub-project coordinator should submit deliverable **D2: "MVP Documentation"**, analysing in detail the sub-project and the implementation approach, including detailed analysis and screenshots of the application. Short analysis of the impact potential and draft business considerations may also be included.

6.1.1 Step 3.2: MVP Evaluation & Compensation

The MVP sub-phase review will be remote via a teleconference platform (e.g. Skype, Zoom or WebEx). The review committee will consist of:

- Two External Experts
- One IoT-NGIN consortium member acting as moderator

The evaluation will last for one (1) hour. The sub-project will make a short presentation of the sub-project (10-15 minutes) and a detailed demonstration of the application (25-30 minutes), keeping 15-20 minutes for questions and answers.

After the review, the sub-project coordinator will receive a review report, including comments and potential recommendations. The report will also state if the MVP implementation is considered successful or not.

- On successful evaluation of MVP sub-phase and acceptance of the D2 deliverable, the sub-project coordinator will be requested within five (5) working days after receiving the evaluation report to:
 - a) publish at a provided public repository (e.g. GitHub) the source code of the IoT application that has demonstrated as open source code and
 - b) submit a financial statement F2 (template will be provided) requesting the intermediate €35.000 voucher of the mid EXPERIMENT phase (MVP sub-phase).

Given the above, the coordinator will release the mid EXPERIMENT phase voucher of €35.000.

- On rejection of the D2 deliverable or in case of not satisfactory review, the sub-project coordinator will be requested to continue the EXPERIMENT phase without receiving the voucher of the MVP sub-phase. The rejected D2 deliverable may be (re-)submitted at the end of the EXPERIMENT phase, hence qualifying for its payment, together with the amount due in the Test & Validation sub-phase evaluation, if and when D2 deliverable is approved.

6.1.2 Step 3.3: Test & Validation sub-phase

After the MVP sub-phase review, the sub-projects will enter the last part of the EXPERIMENT phase, which is the Test & Validation sub-phase.

During this sub-phase, the SME must test and validate their applications, ideally at the IoT-NGIN pilots or similar environment. The duration of this sub-phase will be approximately 3 months, covering project months M6 to M8.

One week before the end of the Test & Validation sub-phase, the sub-project coordinator should submit the following deliverables:

- **D3: Test and Validation**, a report describing the system prototype testing and validation approach, along with the results of the validation. This deliverable will also include a section (3-5 pages) describing the exploitation plan and the business potential
- **D4: Project Video**, a video with a duration of 5-10 minute describing the SME, the IoT application and the results. This video will be published at the IoT-NGIN web site.

6.1.3 Step 3.4: Test & Validation sub-phase Evaluation

At the end of sub-project month M8, an EXPERIMENT evaluation will take place. The IoT-NGIN consortium reserves the right to select at that point if the EXPERIMENT evaluation will take place remotely or with physical presence. **In case of a physical review, it will mandatory that at least one SME representative/member appear at the event, sign the participants list and actively participate at the evaluation process.** Moreover, if for any reason sub-project's D2 deliverable has not been previously accepted, participants may re-submit it at this evaluation phase.

During the Test & Validation sub-phase review, each SME will have a meeting with a review committee that will consist of:

- Two External Experts
- One IoT-NGIN consortium member acting as moderator

The evaluation will last for one (1) hour. The sub-project will make a short presentation of the sub-project (3-5 minutes), a presentation of the application and testing results (20-25 minutes), a presentation of the business and exploitation strategy (10-15 minutes), while keeping 10-15 minutes for questions and answers.

Successful evaluation of the deliverables, presentation and demonstration of the solution to the committee will result in successful completion of the EXPERIMENT Phase.

6.1.4 Step 3.5: Selection to the GROWTH Phase

During the Test & Validation sub-phase review, the external experts will score each SME/sub-project with a mark between 1 and 10 based on their business and exploitation strategy and the quality of deliverable D4: "Project Video". The value of the score of each committee member will be equal and the **Final EXPERIMENT Evaluation Score (FEES)** will be the average of the individual scores.

At the end of the Test & Validation sub-phase review, the sub-projects will be ranked based on the FEES. In case two or more sub-projects have equal FEES, the external experts' committee will decide on the final ranking based on each sub-project impact potential and probability to achieve the results.

At the end of the event the project coordinator will announce the top 3 sub-projects that will enter the GROWTH phase. **The remaining 3 sub-projects will be automatically terminated.**

6.1.5 Step 3.6: Compensation of the EXPERIMENT Phase

Just after the Test & Validation sub-phase review event, and within **5 working days**, all sub-project coordinators that have successfully complete the EXPERIMENT Phase should send to the IoT-NGIN coordinator the financial statement F3 (template will be provided) requesting the €20.000 voucher of the Test & Validation sub-phase. In case the D2 deliverable has been accepted only in the Test & Validation sub-phase review and the IoT Application source code has been successfully released, the sub-grantee should also submit the financial statement F2 requesting also the €35.000 voucher.

The IoT-NGIN coordinator after receiving the above mentioned financial statements will proceed with the payment (provided in a lump sum mode).

In case an SME, either has not participated in the review, or has not successfully completed both the EXPERIMENT sub-phases or has not submitted the financial statements with the foreseen timeframe, their sub-grantee contract will be automatically terminated, and no compensation will be provided.

7 GROWTH Phase

7.1 Step 4.1: GROWTH phase implementation

After the IoT-NGIN EXPERIMENT phase, the top 3 sub-projects will enter the GROWTH phase. The duration of this subphase will be approximately 1 month, covering project month M9. During this phase, the SME should participate in various events, have f2f meetings with potential investors and finalize their business and market plans. In parallel they should proceed with improving their solution targeting a product of TRL 6-7.

One week before the end of the GROWTH phase, the sub-project coordinator should submit the deliverable **D5: Exploitation & Sustainability**, a report describing the dissemination, exploitation and commercialization activities and the sustainability potential.

In case, the D5 deliverable has not been submitted, the sub-project will not be allowed to participate at the GROWTH Evaluation process.

7.1.1 Step 4.2: GROWTH Evaluation

At the end of sub-project month M9, a remote evaluation will take place. The review will be in the form of a public pitch to the IoT-NGIN consortium. Additional external audience (e.g. VCs, Business Angels, EC officials,...) may also participate. During the review/pitch, the selected project will have 20 minutes each to:

- a) Described their IoT Application
- b) Exploitation, Dissemination and Commercialization Activities
- c) Commercialization Potential

At the end all IoT-NGIN consortium members will vote for the top #1 project. Each IoT-NGIN consortium member will have up to two (2) votes and all votes will be equal. At the end, the projects will be ranked based on the votes that they will receive. The sub-project that will receive the maximum number of votes will be the Top #1 project and will receive the additional €5.000 voucher. If 2 or even all 3 sub-projects receive the same number of votes, they will equally share the price.

7.1.2 Step 4.3: Compensation of the GROWTH Phase

Just after the GROWTH event, and within **5 working days**, all sub-project coordinators that have successfully complete the GROWTH Phase should send to the IoT-NGIN coordinator:

- A financial statement F4 (template will be provided) requesting the €5.000 voucher of the GROWTH Phase. The Top #1 sub-project will also include the relevant €5.000 price (or part of it in case of 2 or even 3 projects are voted as Top#1)

The IoT-NGIN coordinator after receiving the above documents and cross-checking the list of participants, will proceed with the payment (provided in a lump sum mode).

In case an SME, either has not participated in the GROWTH pitch/review or has not submitted the financial statements with the foreseen timeframe, their sub-grantee contract will be automatically terminated, and no compensation will be provided.

The projects participated at the GROWTH phase are also committed to participate at the IoT-NGIN final review event (either physical or remotely), should they be invited.

8 Responsibilities of beneficiaries

The selected applicants become beneficiaries of European Commission funding. As such, they are responsible for the proper use of the funding and comply with obligations under H2020 specific requirements as described in Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) [1]. The obligations that are applicable to the recipients include⁹:

8.1 Participation to the IoT-NGIN project

The newly selected applicants will sign the relevant IoT-NGIN Consortium Agreement Annex to get access to the IoT-NGIN activities and the IoT-NGIN Sub-project contract and get all benefits and responsibilities of current IoT-NGIN consortium members. A non-exhaustive list of benefits and responsibilities include:

- The applicants selected from the Open Call will be listed at the IoT-NGIN web site
- All new IoT Applications and components will be offered as Open Source.
- Sub-project participants may be invited in IoT-NGIN activities, including consortium/WP meetings and phone calls, pilot and dissemination activities, reviews from the EC.

8.2 Conflict of Interest

The applicant must take all measures to prevent any situation where the impartial and objective implementation of the proposed tasks are compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

They must formally notify to the IoT-NGIN coordinator without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The IoT-NGIN coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

8.3 Data Protection & Confidentiality

During implementation of the action and for five years after the end of the IoT-NGIN project, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at Consortium Agreement signing time ('confidential information').

Additional rules for data protection & confidentiality are part of the IoT-NGIN consortium agreement. It should be noticed that all software/embedded software implemented within the IoT-NGIN project is considered open source, covered by the relevant Open Source License. During the Consortium Agreement signature, the new beneficiary may describe in a specific Annex of the Consortium Agreement any background knowledge or asset that they are willing to remain as background knowledge.

⁹ The obligations described here are not binding and may be modified, refined or additional obligations may be inserted during the sub-project negotiation if needed.

8.4 Give visibility to the EU funding

The sub-project SMEs must promote the participation in the IoT-NGIN project and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner and to highlight the financial support of the EC.

Unless otherwise defined in the IoT-NGIN Consortium Agreement, or the European Commission or the IoT-NGIN coordinator requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.), any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the grant must:

- (a) display the EU emblem;
- (b) display the IoT-NGIN logo and
- (c) include the following text:

For communication activities: *"IoT-NGIN project has received funding from the European Union's Horizon 2020 research and innovation programme (Grant Agreement No 957246)"*.

For infrastructure, equipment and major results: *"This [infrastructure][equipment][insert type of result] has been funded from the European Union's Horizon 2020 research and innovation programme under project IoT-NGIN (grant agreement No 957246)"*.

When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the Beneficiary is exempted from the obligation to obtain prior permission from the EC to use the emblem. Further detailed information on the EU emblem can be found on the Europa web page.

Any publicity made by the beneficiary SME in respect of the project, in whatever form and on or by whatever medium, must specify that it reflects only the author's views and that the EC or IoT-NGIN project is not liable for any use that may be made of the information contained therein.

The EC and the IoT-NGIN consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the beneficiary SME;
- contact address of the beneficiary SME;
- the general purpose of the new tasks/components;
- the amount of the financial contribution foreseen for the new beneficiary and after the final payment, the amount of the financial contribution actually received;
- the geographic location of the activities carried out;
- the list of dissemination activities and/or of patent (applications) relating to foreground;
- the details/references and the abstracts of scientific publications relating to foreground and the published version or the final manuscript accepted for publication;

- any picture or any audio-visual or web material provided to the EC and IoT-NGIN in the framework of the project.

The beneficiary shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and IoT-NGIN does not infringe any rights of third parties.

Moreover, all software developed within IoT-NGIN will be available as Open Source, under the relevant license

Upon a duly substantiated request by the beneficiary, the IoT-NGIN coordinator, if such permission is provided by the EC, may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.

8.5 Financial audits and controls

The European Commission (EC) will monitor that IoT-NGIN beneficiaries (including the newly added beneficiary) comply with all the Horizon 2020 Grant Agreement obligations and responsibilities.

Moreover, the EC may at any time during the implementation of the IoT-NGIN project and up to 5 (five) years after the end of the IoT-NGIN project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

The beneficiary shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorised by it, with a view to verifying that the grant agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.

The beneficiary shall keep accurate global timesheets for all personnel involved in the project according to H2020 rules. Moreover, shall keep all project deliverables and all documents relating to the activity for up to five years from the end of the project. These shall be made available to the EC where requested during any audit under the grant agreement.

In order to carry out these audits, the beneficiary shall ensure that the EC's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the sub-project applicant offices, to its computer data, to its accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

On the basis of the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the beneficiary concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to take into account observations conveyed or documents sent after that deadline. The final report shall be sent to the beneficiary concerned within two months of expiry of the aforesaid deadline.

On the basis of the conclusions of the audit, the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

9 Checklist

- 1) **Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address one of the topics open in this call.
- 2) **Does your proposal address IoT-NGIN technology?** Check that your proposed work does indeed address the IoT-NGIN technologies (IoT, in one of the target sectors).
- 3) **Is your proposal eligible?** The eligibility criteria are given in chapter 3 "Proposal Eligibility Criteria". In particular, make sure that you satisfy the minimum participation requirements (SME from eligible countries).
- 4) **Is your proposal complete?** Have you completed all mandatory questions and uploaded all necessary documents/Annexes?
- 5) **Does your proposal fulfil questions requests/comments?** Proposals should be precise, concise and must answer to requested questions, which are designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- 6) **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points.
- 7) **Have you submitted your proposal before the deadline?** It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.
- 8) **Have you provided the necessary annexes?**
- 9) **Do you need further advice and support?** You are advised to communicate with the IoT-NGIN team via the IoT-NGIN blog.

Do not forget that it is mandatory the applicant to have a valid PIC and VAT number during contract preparation time.

10 Contacts

The IoT-NGIN consortium will provide information to the applicants only via the F6S blog, so that the information (question and answer), will be visible to all participants.

No binding information will be provided via any other means (e.g. telephone or email).

More info at: <https://iot-ngin.eu/index.php/open-calls/>

Apply via: <https://www.f6s.com/iot-ngin-2nd-open-call>

F6S support team: support@f6s.com

Online Q&A: <https://www.f6s.com/h2020-iot-ngin/>

Other support¹⁰: opencalls@iot-ngin.eu

¹⁰ For non-binding information

11 References

- [1] Digital Innovation Initiatives based on European Networks of Competence Centres in H2020, available online at <https://smartanythingeverywhere.eu/smart-anything-everywhere/>
- [2] REGULATION (EU) No 1290/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006
- [3] EUROPEAN COMMISSION, Directorate-General for Communications Networks, Content and Technology, "Guidance note on financial support to third parties under H2020", Annex K. "Actions involving financial support to third parties", http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016_2017/annexes/h2020-wp1617-annex-k-fs3p_en.pdf
- [4] H2020 Call Objective ICT-04-2017 TOPIC: Smart Anything Everywhere Initiative, <https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/ict-04-2017.html>