



INNOLABS

Second Open Call to access the INNOLABS Acceleration Programme

GUIDE FOR APPLICANTS

Abstract

This Guide for applicants contains the basic information needed to guide you in preparing a proposal for the second INNOLABS Open Call, and becoming a Sub-Grantee of the INNOLABS Project. It gives instruction on how to structure your proposal, how to submit it, and the criteria on which it will be evaluated as well as the way the selected projects will be managed.

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1. INNOLABS Overview

INNOLABS is a 2,5 year, 5 million € project, funded by the European Commission Framework Programme for Research and Innovation Horizon 2020. During this period, a total amount of 3,75 million € will be invested directly in SMEs, in order to foster collaboration, transfer of knowledge and opportunities among European SMEs coming from Health, Biomedicine and ICT sectors.

The mechanisms envisaged for ensuring this purpose are based on the concept of Open Calls and specific related events (Ideas Contest Events, Hackathons, Workshops, etc.).

During the lifetime of this project are foreseen:

- 2 Open Calls,
- 2 European Innovation Ideas Contest Events,
- 3 Hackathons,
- 3 Innovation Bootcamps
- Additional Workshops, etc.

This document explains how to prepare a proposal for the 2nd INNOLABS Open Call.

2. Second INNOLABS Open Call

The Second INNOLABS Open Call will remain open from the 30th of May 2018 until the 17th of September 2018 at 17:00, CET (Central European Time).

INNOLABS 2nd Open Call for innovative projects in personalized healthcare is seeking applications targeting a combination of **ICT, BIO, Health and Medical sectors** for the benefit of **ageing populations and rural areas** that incorporate **mHealth** technologies and bring society closer to the next generation healthcare system.



All applications must address one of the Challenges proposed for this specific Open Call, which can be found in section 4, later in this document.

By applying to the 2nd INNOLABS Open Call, you will compete to get engaged in **the 2nd INNOLABS Acceleration Programme**, where over **30 projects will obtain support worth up to 50.000€** (per project) and distributed as follows:

- **25.000€ in Direct Cash Funding** (more information in sections 9 10).
- **Up to 25.000€ in Innovation Services:** conceived as a seamless service package, including services provided by Consortium Partners and external providers (Innovation Vouchers) and assigned as follows:
 - Up to 15.000€ in Innovation Vouchers to be spent in services provided by external providers validated by Consortium.
 - Up to 10.000€ in additional services provided by Consortium Partners.

3. Second INNOLABS Acceleration Programme

The whole **Acceleration Programme** will last 9 months, from **November 2018 to July 2019**. Plus, 5 teams who request it and demonstrate sufficient capabilities and maturity level, could join a **Fast Lane Programme**, where the same support will be provided but in a four months' timeline. If you are willing to enroll into the Fast Lane Programme you should specify this fact during the electronic application.

The INNOLABS acceleration programme is non-residential; all collaboration with teams will be done remotely.

The following figure illustrates the timelines for both options.

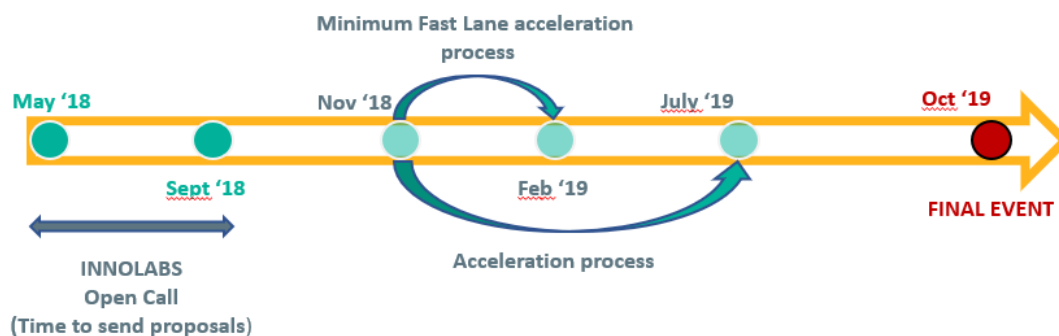


Figure 1: INNOLABS Open Call / Acceleration Programme Duration

Selected teams from the Open Call will become INNOLABS project Sub-grantees, and will be required to sign a **Sub-Grant Agreement** with the INNOLABS Project Coordinator. All documents that need to be submitted are listed in section 8. During the Sub-Grant Agreement definition, care will be taken to establish the milestones that each team is committing to fulfil, to ensure the alignment of deliverables and milestones. The 10-page proposal will become an attachment to the Sub-Grant Agreement.

Once all the administrative formalities are ready, teams will be able to benefit from all the INNOLABS key actions: Direct Funding, Innovation Services, Key Account Managers mentoring, webinars, etc.

As a first step, a Key Account Manager (KAM) will be assigned and will mentor and guide the team through the whole Acceleration Programme. Each KAM belongs to one of the INNOLABS Consortium Partner entities, and will be carefully monitoring the project status. He/she will be

discussing with the teams and making recommendations so as to align the innovation services with the specific needs of a given team, helping to setup the best possible service package for each team to deliver its objectives.

To initiate this collaboration in the best way possible, all supported SMEs will be joining a 2,5 days **Acceleration Kickoff event** in Madrid on the 12-14 November 2018.

The event will be the opportunity for beneficiaries to engage with their respective Key Account Managers and get the most from networking with other companies. Further, companies will be exposed to the different services being provided by the consortium and chose the most adequate ones on the spot - the purpose is that every SMEs get out of the event with an agreed services package they will receive from the consortium.

The event will also include some training workshops and opportunities to pitch ideas to other SMEs for prompting collaboration opportunities.

Soon after this first event, the **Direct Funding** will be managed. It is perceived as an investment to help SMEs to achieve their planned milestones. It will be **pure lump sum, equity free** and no cost reporting will be required. The budget earmarked is distributed in three payments and is subject to progress being achieved – for this, the teams have to submit mid-term and final reports on project advancement and milestones achievement.

Funds will be disbursed to the team leader (an SME) of a project. Teams will have to provide a breakdown of the distribution of funds among the SMEs in the team; only SMEs can be beneficiaries.

Acceleration Programme payments distribution		€
M 1*	1 ST pre-financing payment	10,000
M 5*	Mid-term payment	5,000
M 10*	Final payment	10,000
M 10*	Innovation Voucher	Up to 15,000

*indicative timing

- The first payment will be done once the Sub-Grant Agreement is signed and the SME has attended the Acceleration Kickoff
- The second payment will be released after the mid-term report deliverance and KAM validation.
- The third and final payment will be made after deliverance of the final report and subject to the KAM validation.

IMPORTANT: The Final Payment and the reimbursement of the innovation voucher may be done later than M10 as these will be pending on the disbursement of the funds by the European Commission to the INNOLABS consortium. Considering that the acceleration period ends in July 2019, last payments may take place up to beginning of 2020.

All along the Acceleration Programme, Sub-Grantees may use its assigned Innovation Vouchers and apply for services by external providers, as well as benefit from the services delivered by Consortium partners (Services delivery procedure is explained in detail in section 11). Sub-Grantees need to submit an invoice that will be reimbursed after all the requirements, explained in section 11, are fulfilled.

The different categories of Innovation Services offered during the INNOLABS Acceleration Programme are listed in Figure 2:

Innovation Services provided by INNOLABS Consortium Partners	Innovation Vouchers provided by external providers
<ul style="list-style-type: none"> • Business Plan Drafting and Elaboration; • Market analysis and technology evaluations • Product and market development strategy and business scaling for target markets (local, EU regions represented in INNOLABS consortium and International) • IRP strategy and freedom to operate analysis • Coaching by experienced and qualified coaches; • EU funding consultancy, support in screening and national and EU funding landscape • Partnering, networking and travelling to selected events • Targeted support to access private capital market for product development and scale-up • 	<ul style="list-style-type: none"> • IPR Consultancy on Innovation protection, freedom to operate and patenting • Regulatory compliance • Design of clinical trials and health technology assessments • Health technology design, manufacturing and usability assessments • Commercialisation and market entry strategy for specific market segments • LEAN Business modelling and customer development and validation • Support on tech transfer from Universities and Research Centres; • Ethical and Legal Data Protection Support and Monitoring. • Access to testing infrastructure (living labs, testing facilities, end-uses, hospitals, care centres) •

Figure 2: Innovation Services offered during the Acceleration Programme

By the end of the project lifetime, there will be a **Final Workshop in Oslo**, where all the project teams involved in the two INNOLABS Acceleration Programmes will be welcomed to attend. During this event, the best performing team will be awarded with the **Final Prize worth 50.000€**.

4. Second Open Call Challenges to tackle

The second Open Call, is open to smart health solutions based on combination of ICT, BIO, Health and Medicine sectors. Proposed solutions should solve or meet the needs of ageing populations in rural and urban areas.

For this second Open Call INNOLABS seeks proposals to address at least one of the following proposed challenges:

1. **Decision support systems** – Innovative diagnostic tools for prevention, early and efficient diagnosis and self-diagnosis (wearables) in the continuum of care. More specifically, we are

interested in solutions that enhance the clinical decision support systems for the prevention, diagnosis, and shared care management of chronic physical and mental health conditions among ageing populations and are interoperable between the home, primary and specialised care. The interoperability in the continuum of care is of paramount importance to assure assisted care delivery in rural and remote areas. In this context, providing support tools on mobiles and smart phones can help improve the quality and safety of preventative and clinical services (right expertise at the right time in the right place).

2. **Augmented reality for personalised care** – Bioinformatics and data collection/integration and analysis software supporting precision and personalized medicine. AR differs from virtual reality because VR creates a 3D world disconnecting the user from reality. In contrast, we are looking for AR solutions that ensure that users don't lose touch with reality and information is rapidly visible. In practical terms such solutions might include helping: nurses find veins easier; patients describe their symptoms better; guide mothers struggling with breastfeeding; show how a recommended drug will work in the patients' body
3. **Biotech for healthy ageing** – Innovative biotechnologies for proactive prevention and advanced personalized therapies. Specifically, the the following are coreareas where biotech combined with personalised diagnosis/treatment can add value, but not excluding other:
 - a. Microbiome solutions to support healthy living and ageing. This matters because the human **microbiome** (the entire collection of microorganisms in a specific niche, such as the human gut) is as complex and influential as our genes when it comes to our health and wellbeing. As well as being implicated in mental health issues, the gut microbiome may influence our athleticism, weight, immune function, inflammation, allergies, metabolism and appetite.
 - b. Cancer is usually treated with surgery, chemotherapy and radiation. These are invasive with considerable physical and psychological side-effects. More recently, the idea of using the body's own immune system to attack cancer cells has attracted attention but this also has potential side effects. **CAR-T therapies** have potential with T cells isolated from the patient and engineered to express chimeric antigen receptors for specific cancer types before being infused back into the patient. This has potential for treating cancer and minimising its impact on co-morbidities in ageing populations.

So, affordable solutions with cutting-edge sequencing methods and analytical techniques that close the gap between data production and informed decisions (personally and clinically) would be valued.

It is also necessary to address the scope of these challenges at two levels:

Technical: No technology readiness level (TRL) is required. But we are looking to support solutions that have the potential to scale-up in international markets. As critical, the solution should be fit for the needs of end-users (market pull) and not market push.

Business model: Your business model should show how you plan to scale-up your solution to ensure market readiness in your key market(s) combined with the maturity and management capacity of your team to achieve this. These markets might include the silver economy (individuals/clients) and healthcare providers (institutions). The latter might be at the primary, secondary and/or tertiary levels. To help you achieve your goal, the selected SMEs will be

offered a customized support service package and guided along an accelerator path developed and tested by the INNOLABS consortium.

Applicants need to engage one or more of these specific challenges in order to be an eligible candidate.

5. Who can Apply?

The following **eligibility criteria** must be complied to, in order to get through to the evaluation process:

- The Open Call is open to **teams composed by**, at least, **two legal entities which must come from different sectors of the value chain.**
- **Teams must be led by an SME** (under de EU definition)¹
- The other partner(s) may be an end user, a large enterprise, another SME, etc. It is however important to note that support will be disbursed to the team leader (an SME) and only SMEs can be beneficiaries. Note also that if a second partner is another SME, teams will get higher marks during the evaluation process.
- All entities in the team must be legally established as a business and **based in an EU member state** (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Spain, Sweden and United Kingdom) **or H2020 associated country** (Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia and Armenia).
.Teams composed of more than one SMEs will be positively evaluated with extra points.
- Cross-national teams will be positively evaluated with extra points.
- Teams proposals must deliver a new product, process or service addressing the set Open Call Challenges (see section4).
- No Technology Readiness Level (TRL) is required. The selection will be based on the excellence of the proposed idea to address the identified healthcare challenge, the maturity and the management capacity of the team to drive project to the market, and the potential of the proposed solution to scale-up in the international market.
- Already existing products without a clear advance or innovation beyond the state-of-art will be rejected.
- Project activities that have already been funded or are being funded will be rejected. Double funding is not allowed.
- SMEs can submit more than one application. However, it is important to note that:
 - SMEs can only be Sub-Granted as team leader for one application.
 - SMEs can be Sub-Granted as team leader and be team partner in another selected project, without exceeding the established 60.000€ finance support limitation.
- Special attention must be paid while setting up the project team. SMEs or other partners can be members of different teams and projects, and apply for both Open Calls, but it has to be noted that: A careful study will be done during the evaluation process, ensuring that none of the team partner is likely to exceed the funding threshold of 60.000€. If any of the partners may be breaching this limitation, the whole team will be rejected.

¹ What is an SME? (http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_es)



- Awarded team leaders from INNOLABS 1st Open Call will not be allowed to apply to the 2nd Open Call as team leaders. Finalist SMEs from the 1st Open Call may apply and be beneficiaries in the 2nd Open Call. Either way, the maximum funding threshold of 60.000€ per company applies.

INNOLABS also provides support for **partner search**.

This can be done:

- 1) by attending the INNOLABS Events where first-hand support and potential collaborators can be found.
- 2) by registering on the INNOLABS website, where a “Matchmaking Tool” is available and might lead you to collaborative partners willing to apply for INNOLABS Open Calls.

A more detailed Guide on how to register and use the matchmaking tool can be found at the end of this document (Annex II).

6. How to Apply?

First INNOLABS Open Call will be launched on the 30th of May 2018 and close on the 17th of September 2018 at 17:00, CET (Central European Time).

All applicants must register on the INNOLABS website where they must complete their profile and upload all required documentation.

Applications must be submitted by the leading SME, who will also declare the consent of other team members’ participation. However, all team partners must register at the INNOLABS website before applying.

The main steps to apply are as follows:

1. Register at the INNOLABS website (www.innolabs.io), and complete the application electronically in English before September 17th. All applications will be processed through the private website.
2. Check compliance with eligibility criteria for participating in the INNOLAS Open Call provided in this document (see section 5).
3. Address one of the Open Call Challenges (see section 4).
4. Prepare the electronic application - you will be able to update or revise your uploaded proposal until the closing date.
5. If there are ethical issues to be considered in your proposal, a specific box will need to be checked during the electronic application.
6. Submit a complete proposal via the INNOLABS private website.
7. Once your proposal is submitted and validated a confirmation email will be sent to acknowledge the application submission.

Applications will consist of the following items:

- **A 10 pages application (maximum)**. It should detail the idea and overall concept, including the advancement the proposal would provide beyond the state-of-the-art. In addition, the proposal should describe the technology and tools expected to be

used, as well as the expected impact at European and Global level. Finally, a short work-plan setting timelines and milestones, as well as a breakdown detailing how the Direct Funding and Innovation Services will be distributed among the partners is mandatory.

- **A 10 slides Pitch Deck**, the document must be very synthetic, contain the name and logo of your company plus information on your project idea. A pitch deck template is provided as a guide for this purpose.
- **Declaration of honor and of an internal Consortium Agreement (CA) existence.** The beneficiaries must certify that all information provided is correct. They must also be completely committed to participate in the project that they are submitting and comply with the eligibility criteria. The declaration of honour states also that this very same project proposal does not receive funds elsewhere. It is mandatory that all consortium partners sign between them a CA to establish the main rules, roles and obligations on the internal management of the project. It includes rules on dissemination and IPR issues. (The CA does not need to be provided to the INNOLABS consortium)
- Templates of these documents can be found at:
https://www.innolabs.io/private/download/2nd_Open_Call_Templates.rar

All these documents will be uploaded through the INNOLABS private website, and must be submitted in English.

7. Evaluation Process

The **Open Call evaluation process** is structured as follows:

- 1) **Eligibility Check.** A first review will be performed by an Evaluation Committee, composed by Consortium Partners, whom will check the documents submitted, the compliance of call requirements in terms of scope, and teams' composition, etc.
- 2) **External Experts Evaluation.** Two to three external evaluators (depending on the number of proposals received) will review each proposal in a cross-national system, consisting of two non-local reviewers. In case of large difference in scoring a third one will be called upon. General rule, the two scores which are more aligned will be used but the Evaluation Committee will deliberate on more specific cases.
- 3) **INNOLABS Evaluation Committee** will oversee and validate the evaluation process, and will check there is no conflict of interest, fraud, double funding, or any partner exceeding the 60.000€ threshold. If there are ethical considerations, the proposal will be carefully studied and an Ethical Voucher might be required.

At this point the Evaluation Committee will assign additional points according to the following scheme:

Additional Criteria	Marks
The leading SME teaming up with another SME	0 or 5
The Applicant team is composed of legal entities from different countries	0 or 5

Finally, the Evaluation Committee will develop a ranking list according to the results and will communicate the results to the INNOLABS applicants, via e-mail.

- 4) **Sub-Grant Agreement preparation process.** SMEs teams will need to validate their financial and technical operational capacity (estimated time: two weeks). Teams will have to submit proof of: legal existence; financial statements; bank account data; founder's IDs; and declare they have an internal Consortium Agreement. For the Sub-Grant Agreement preparation, all documents need to be submitted in a language that can be processed by the consortium, otherwise, some translations may be requested. Languages that can be processed: English, French, German, Spanish, Catalan, Italian, Polish, Greek, Portuguese, Norwegian, Danish, Swedish)

The Open Call evaluation process will be completely finished within a maximum time of two months from the close date of the Call. The consortium will undertake all possible efforts to publish the final results final ranking, the latest, by the 9th of November 2018.

The full selection and evaluation process is described in the following Figure:

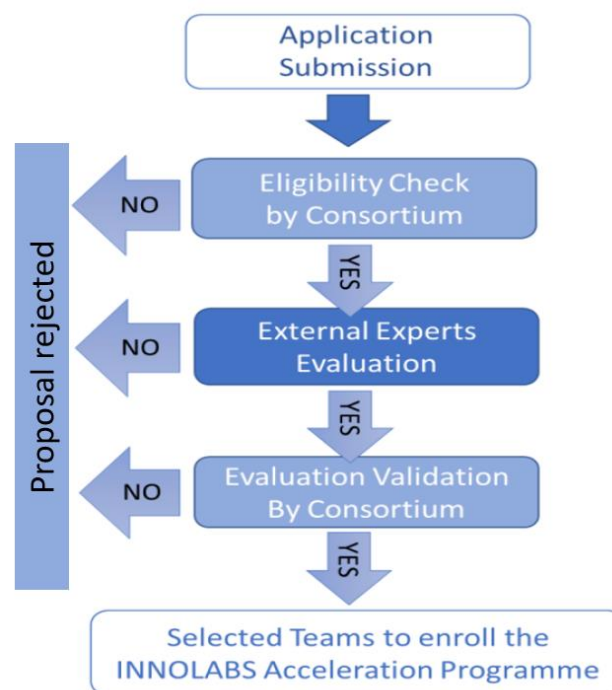


Figure 3: Second Open Call Selection and Evaluation Process.

Independent External Evaluators are selected from the pool of experts whom have expressed interest in evaluating INNOLABS Open Calls. Among all the expert applications received, the most relevant and reliable are selected and validated by the Project Management Committee. All experts sign a Declaration of Impartiality, confidentiality and absence of conflict of interest.

Each proposal will be evaluated base on the previously defined criteria. Evaluators will score and rank each proposal according to a grid consisting of a quantitative score for each evaluation criteria (Figure 4 and Figure 5).

	Criteria	Evaluation Marks									
		(0 – 10)									
1	<i>Innovation of the Idea</i>										
1.1	Soundness and feasibility of concept and methodology	1	2	3	4	5	6	7	8	9	10
1.2	Progress beyond state-of-art	1	2	3	4	5	6	7	8	9	10
1.3	The Applicants have a good understanding of the competitive environment they will realise their idea in	1	2	3	4	5	6	7	8	9	10
2	<i>Potential impact of the solution</i>										
2.1	Positive impact on targeted audience	1	2	3	4	5	6	7	8	9	10
2.2	Respect of the social sustainability, environmental sustainability, data ethics and privacy	1	2	3	4	5	6	7	8	9	10
2.3	Effectiveness of the exploitation measures proposed	1	2	3	4	5	6	7	8	9	10
2.4	Market opportunity	1	2	3	4	5	6	7	8	9	10
3	<i>Growth plan during and BEYOND the Innolabs support period</i>										
3.1	Marketing strategy fitting to business plan	1	2	3	4	5	6	7	8	9	10
3.2	Revenue model is solid	1	2	3	4	5	6	7	8	9	10
3.3	Development barriers (legal/market/users' acceptance, etc.) well identified and mitigation measures proposed	1	2	3	4	5	6	7	8	9	10
3.4	Investment potential	1	2	3	4	5	6	7	8	9	10
4	<i>Sort-term implementation plan for the Innolabs support period (the upcoming 9 months)</i>										
4.1	Clear and realistic objectives	1	2	3	4	5	6	7	8	9	10
4.2	Soundness of milestones	1	2	3	4	5	6	7	8	9	10
4.3	Feasibility of the work plan	1	2	3	4	5	6	7	8	9	10
4.4	Added value from Innolabs support is clearly explained and is adequate to the situation	1	2	3	4	5	6	7	8	9	10
5	<i>Fit with Innolabs priorities</i>										
5.1	Proposal in line with the Innolabs priorities and call challenges	1	2	3	4	5	6	7	8	9	10
5.2	Cross-sectoral approach to the benefit of healthcare	1	2	3	4	5	6	7	8	9	10
6	<i>Team and competitive advantage</i>										
6.1	Management capability	1	2	3	4	5	6	7	8	9	10
6.2	Competitive advantage	1	2	3	4	5	6	7	8	9	10
7	<i>Overall impression of the idea and the presentation</i>										
7.1	Overall impression of the idea and the presentation	1	2	3	4	5	6	7	8	9	10
	FINAL MARK										

Figure 4: 1st Open Call Evaluation Criteria

Marking Scheme:

0	The pitch fails to address the challenge proposed or cannot be judged due to missing or incomplete information	
1 - 2	Very poor	Criteria is addressed in an unsatisfactory way
3 - 4	Poor	There are serious weaknesses related to the criterion in question
5 - 6	Fair	The criterion are addresses broadly, but there are important weaknesses that need to be corrected

7 - 8	Good	The criterion is addressed well although several improvements are possible
9 - 10	Excellent	All significant aspects of the criterion in question are addressed successfully. Any possible defect found is minor.

Figure 5: 1st Open Call Marking Scheme

8. Administrative Duties

Selected SMEs will become INNOLABS Sub-Grantees.

Contracts with the Sub-Grantees will be managed by INNOLABS coordinator, Norway Health Tech. The administrative tasks for the Sub-Grantee, including activity reporting obligations and related documents will be provided during the negotiation and contracting phase.

Sub-Grant Agreement Preparation Process

Selected teams from Open Calls applicants will be requested to sign a Sub-Grant Agreement. The main objective of the Sub-Grant Agreement preparation is to validate financial and technical operational capacity from the SMEs teams, and to establish some minimum ground rules for receiving support from the INNOLABS project.

Teams will have to submit proof of:

- Legal existence: registration, tax certificates
- Financial statements: P&L, Balance sheets (from previous year). In case is their first year and their lack of previous balance sheet, it won't be asked any further information.
- Bank Account information
- Founders IDs
- Existence of an Internal Consortium Agreement between the Sub-Granted Project participants (A Consortium Agreement Template can be found at https://www.innolabs.io/private/download/2nd_Open_Call_Additional_Documentation.rar)

All documentation for grant preparation is to be submitted electronically via email. The INNOLABS consortium may request translation of documents submitted in a language that cannot be processed by the consortium partners. Languages that can be processed: English, French, German, Spanish, Catalan, Italian, Polish, Greek, Portuguese, Norwegian, Danish, Swedish).

9. Funding Scheme

The following payment scheme will apply to the Direct Funding:

- The first 10.000€ will be provided when the Sun-GA is signed and the company has participated to the Acceleration Kickoff event.
- Based on the positive evaluation of the mid-term report, another 5.000€ will be transferred.
- The remaining 10.000€ payment will be carried out following the formal approval of the final report and corresponding work validation by the KAM
- Payment of vouchers is detailed in section 11 below.

- Funds will be disbursed to the team leader (an SME) of a project. Teams will have to provide a breakdown of the distribution of funds among the SMEs in the team; only SMEs can be beneficiaries.

IMPORTANT: The Final Payment and the reimbursement of the innovation voucher may be done later than M10 as these will be pending on the disbursement of the funds by the European Commission to the INNOLABS consortium. Considering that the acceleration period ends in July 2019, last payments may take place up to beginning of 2020.

10. Results and Deliverables

Applicants must clearly indicate in their proposal, the expected achievements from participation in the INNOLABS Acceleration Programme. This information will be discussed and validated during the Sub-Grant negotiation, and used during the mid-term and final reviews, in order to receive the distributed payments.

No cost reporting will be necessary, but it will be compulsory to deliver a mid-term review and a final project report on project achievements, in order to receive subsequent payments.

11. Innovation Services Delivery Model

All the selected SMEs entitled to receive Innovation Services will be allocated to a KAM (Key Account Manager) who will mentor and guide them through the whole process.

The assigned KAM will evaluate each project team needs and will recommend the most suitable services, provided either by Consortium or external providers, to overcome each project challenges or difficulties.

The Innovation support services offered by the consortium and external providers are listed in section 3 will be managed in different ways:

- **Innovation Vouchers, services provided by external providers:**

All Services by external providers will be collected in a living catalogue, available in the INNOLABS private website. To receive these services, SMEs will need to:

1. Negotiate the exact type, duration, scope, cost and expected result of the services provided.
2. Submit a 2 pages request detailing the selected service to their KAM, whom needs to validate it before the service is contracted.
3. Once the service is provided, SMEs need to submit a Short report of results and impact achieved on the project, compared with the expected ones to the KAM for validation.

At the end of the acceleration period, Project Leaders submit a cost claim with a compilation of the services hired from external providers, accompanied by invoices. A template will be made available for this purpose.

Once the documents have been validated, the INNOLABS project coordinator will transfer the money to the SME.

For Sub-Granted SMEs, the maximum of 15.000€ in external providers' services is foreseen. If the selected service exceeds this, the difference will be covered by the SME.

If an SME decides to receive services by consultants or entities not included in the INNOLABS catalogue, they will need to present an extra document explaining their decision to the KAM. The extra-catalogue service provider will be reviewed by the Monitoring Committee and, if validated, subsequently included in the living catalogue.

Workshops may be organized to deliver services to a group of SMEs which have common interests and needs. This will be setup on an ad-hoc basis.

- **Additional Services provided by Consortium Services:**

Assigned KAMs will belong to one of the INNOLABS Consortium Partners entities. Its mentoring and guidance is considered as part of the Consortium Services. Based on the needs of the sub-granted projects the KAM will assist the SME to access services provided by INNOLABS consortium partners. A non-exhaustive summary of these services will include:

- Business Plan Drafting and Elaboration;
- Market analysis and technology evaluations
- Product and market development strategy and business scaling for target markets (local, EU regions represented in INNOLABS consortium and International)
- IRP strategy and freedom to operate analysis
- Coaching by experienced SME Owners and qualified coaches;
- EU funding consultancy, support in screening and national and EU funding landscape
- Partnering, networking and travelling to selected events
- Targeted support to access private capital market for product development and scale-up

Workshops may be organized to deliver services to a group of SMEs which have common interests and needs. This will be setup on an ad-hoc basis.

12. Other Considerations

The maximum support that an SME can receive as a Sub Granted EU project is 60.000€ in total. This limit does not apply to prizes. This limitation has to be seriously taken into account during the team building process. If any of the partner is likely to breach this funding threshold, the whole team will be denied during the Evaluation Process.

Data Protection

INNOLABS partners are committed to protect and respect applicants' privacy. The personal data collected in the context of the present Open Call will be processed in accordance with The **General Data Protection Regulation (GDPR)** (EU) [2016/679](#). Applicants files will be retained in INNOLABS archives until the end of the project activities for which the applicants submitted a proposal idea. It is possible to exercise your access, rectify, cancel or opposition rights through the private profile of the entity (delete profile) or by contacting INNOLABS data controller by sending an email to info@innolabs.io.

Useful Documents:

All the Open Call Templates can be download as a package in the following link:

https://www.innolabs.io/private/download/2nd_Open_Call_Templates.rar

The Open Call Templates package contains all the following documents:

- Open Call Proposal Template
- Open Call Pitch Deck Template
- Open Call Declaration Honour Template

All relevant documentation for the Open Call can be download as a package in the following link:

https://www.innolabs.io/private/download/2nd_Open_Call_Basic_Documentation.rar

This Open Call Documentation package contains all the following documents:

- Open Call Fact Sheet
- Open Call Guide for Applicants

The Open Call Guide for Applicants itself can be downloaded at:

https://www.innolabs.io/private/download/1._INNOLABS_2nd_Open_Call_Guide_for_Applicants_v4.0.pdf

Questions?

Please check out the [FAQs](#) section in the INNOLABS website.

For further questions you can contact us by the contact form available at:

<https://www.innolabs.io/faqs-open-call.html>

The mere fact of participating in this Open Call means that the participants knows and fully accepts the present rules.

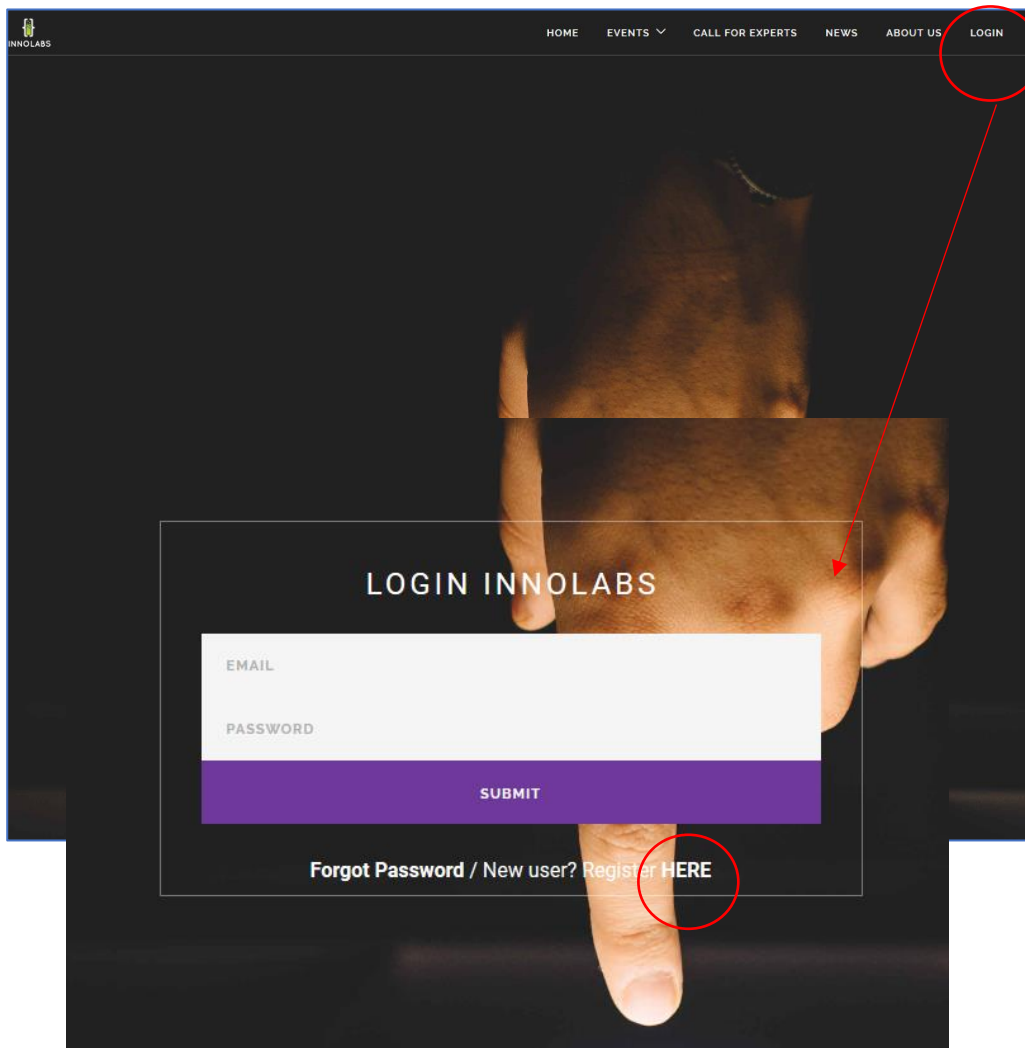
ANNEX I: INNOLABS Open Call Registration Guideline

1. Register at INNOLABS website:

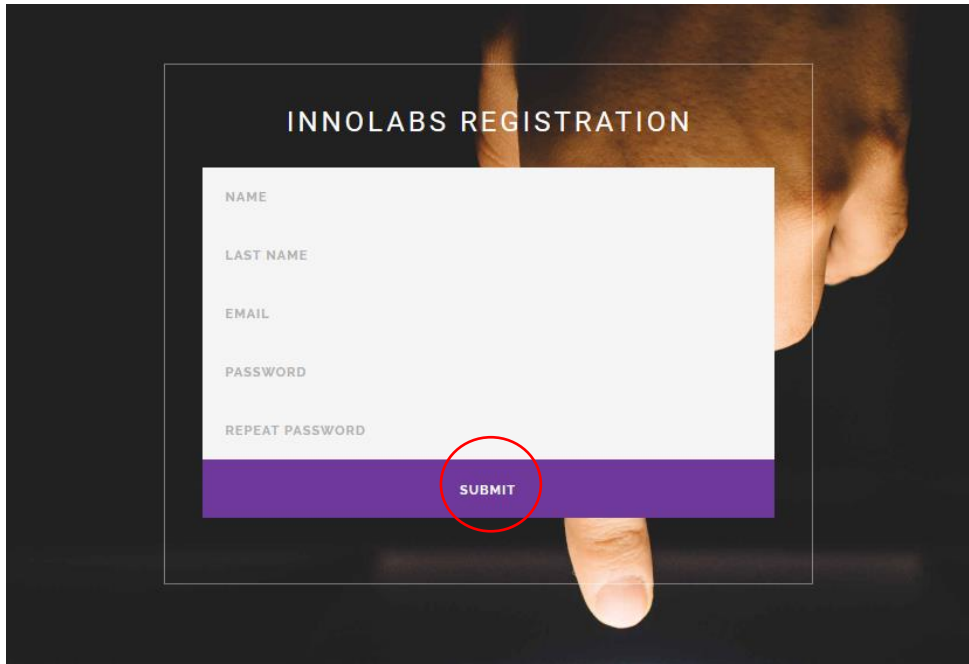
In this section, it is explained how to register your organization on the INNOLABS website. If you are already registered on INNOLABS website you can go directly to the next section (Apply for the 1st INNOLABS Open Call). Otherwise follow the steps described hereunder.

If you are a new user and you do not have access to the INNOLABS private website:

- I. Enter the following URL address in your web browser:
<https://www.innolabs.io/index.html>
- II. Click on the “LOGIN” button in the top-left corner of the screen.
- III. In the LOGIN INNOLABS screen displayed, click on the “Register HERE” link, as shown underneath.



- IV. In the INNOLABS REGISTRATION screen displayed, fill in all the fields in order to create your new INNOLABS account and click on the “SUBMIT” button.



- V. Automatically you will receive a confirmation e-mail with a link and a button. After clicking either of them you will be redirected to the INNOLABS LOGIN website.
- VI. After logging in at the INNOLABS website a “COMPLETE REGISTRATION” form will display. Please fill in all the mandatory fields, marked with a *, and click “SAVE”.



IF YOU WANT TO ACCESS YOUR PRIVATE AREA YOU MUST COMPLETE THE REQUIRED FIELDS WITH(*)

COMPLETE REGISTRATION

1. USER DATA

MR. ▼ YOUR NAME* YOUR LAST NAME* Email: yourEmail@email.email

2. ORGANISATION DATA

Organisation name (*): ORGANISATION NAME* Type of organisation (*): TYPE OF ORGANISATION* ▼

Organisation country (*)(**): ORGANISATION COUNTRY* ▼ Organisation address: ORGANISATION ADDRESS

Organisation telephone: ORGANISATION TELEPHONE Employees: NO. EMPLOYEES

Organisation website: ORGANISATION WEBSITE Social media accounts: SOCIAL MEDIA ACCOUNTS

DESCRIPTION (*)

You accept to subscribe to our newsletter.

(*) Required fields
 (**) Participants are restricted to EU member states and H2020 associated countries

SAVE

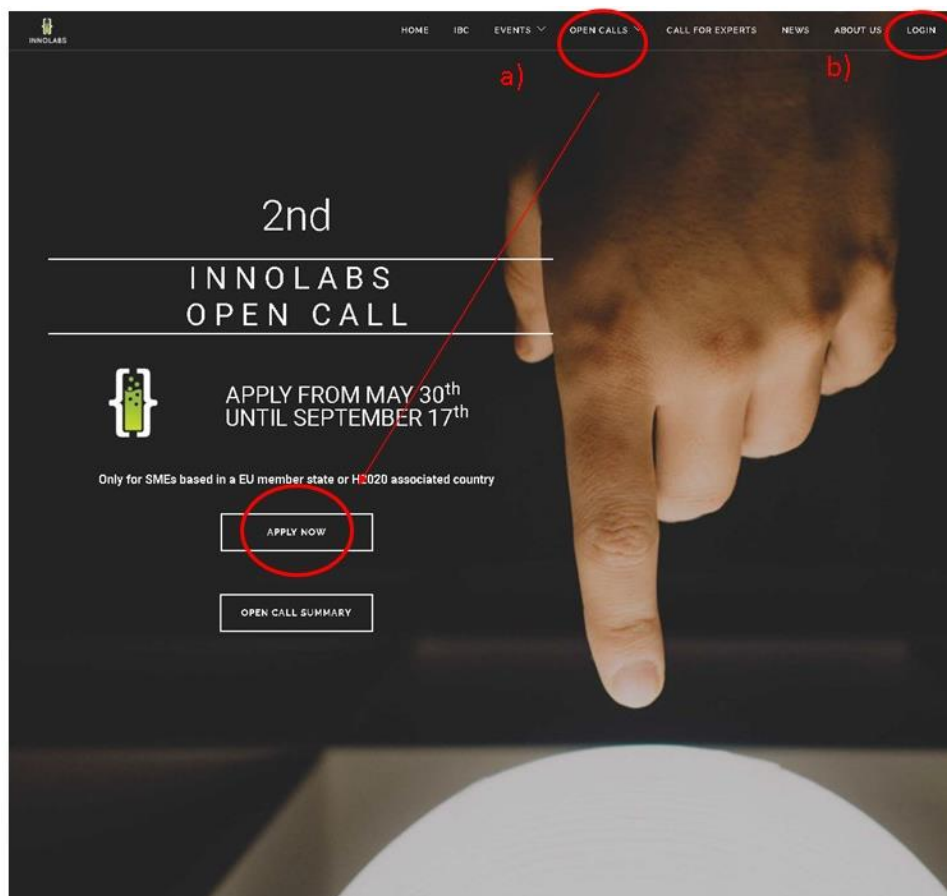
- VII. Once you have completed your registration and after your details validation, you will receive a confirmation email allowing to access the INNOLABS private website.

2. Apply for the 2nd INNOLABS Open Call:

Applications for the 2nd INNOLABS Open Call have to be submitted electronically through the INNOLABS website: <https://www.innolabs.io/index.html>

There are two menu options to access the Open Call Application website:

- At the top of the home screen, in the menu bar, select the “Open Call” option and click on the “APPLY NOW” button. If you are already logged in you will access directly to the Open Call application screen, if not you will be asked to log in first.
- Log in at the INNOLABS website with your username and password to access the mane page of your private area. There you will find a reminder of the time left to apply for the 2nd Open Call and an “APPLY NOW” button.



Once you are logged in and after clicking the “APPLY NOW” button, you will be redirected to the 2nd Open Call application webpage.

In order to submit your application, you need to fill in the formulary, upload the documentation and click on the “Submit” button. Do not forget to mark one or both checkboxes in case is necessary:

- ✓ The “Fast Lane checkbox”, in case you want to access the 3-month Acceleration Programme.
- ✓ The “Ethical Issues checkbox” if your project involves any ethical issue.

At this screen, you can also upload all the required documentation:

- I. Proposal: A PDF document containing the 10 pages application. (5MB maximum)
- II. Pitch Presentation in PDF (5MB maximum)
- III. Declaration of honor signed and in PDF (5MB maximum)

2ND OPEN CALL

PROJECT DATA

Title: PROJECT TITLE

Selected Challenge: SELECTED CHALLENGE

Abstract: ABSTRACT

Partner: PARTNER

Fast Lane Programme (select this checkbox if you want to apply for the 3-month Acceleration Programme. You must prove your capabilities to execute the project in the established period of time).

Ethical Issues: (select this checkbox if your project involves any Ethical Issue).

1. Proposal (Download templates): (PDF format, Max:10MB)

2. **DOCUMENTATION** Presentation PDF (Download templates): (PDF format, Max:10MB)

3. Declaration of honor PDF: (PDF format, Max:5MB)

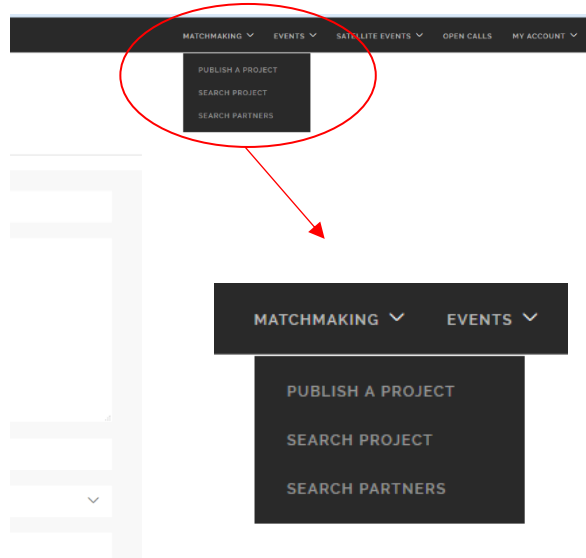
SUBMIT

Once the form is filled in and the documents uploaded, click on the “Submit” button.

You can modify your application details and documentations as many times as you want until the closing deadline.

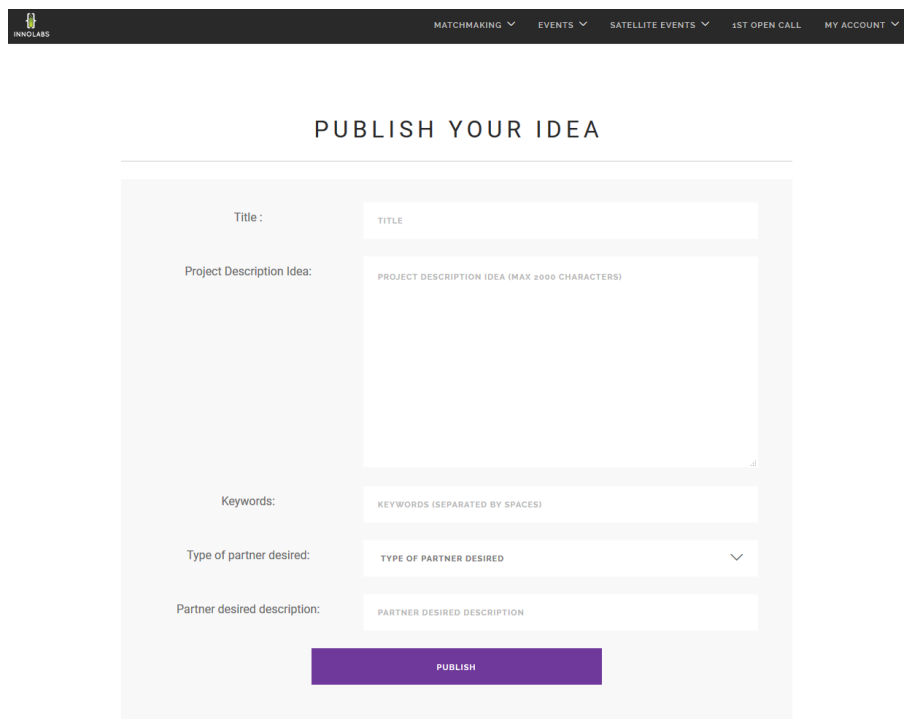
ANNEX II: INNOLABS Matchmaking Tool Guideline

After logging in to Access to the private site, you can find all the options available at the top-left corner. One of them is called “Matchmaking”, if you place your pointer upon this menu it will scroll down all the possible options:



PUBLISH YOUR IDEA

You can publish your idea by fulfilling all the requested details. This will give you the option to be found by other possible partners.

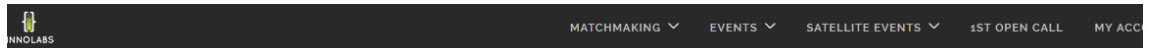
The image shows a screenshot of the 'PUBLISH YOUR IDEA' form in the INNOLABS website. The form is titled 'PUBLISH YOUR IDEA' and is set against a light gray background. It contains several input fields and a button. The fields are: 'Title' (with a 'TITLE' label), 'Project Description Idea' (with a 'PROJECT DESCRIPTION IDEA (MAX 2000 CHARACTERS)' label), 'Keywords' (with a 'KEYWORDS (SEPARATED BY SPACES)' label), 'Type of partner desired' (with a 'TYPE OF PARTNER DESIRED' label and a dropdown arrow), and 'Partner desired description' (with a 'PARTNER DESIRED DESCRIPTION' label). At the bottom of the form is a purple 'PUBLISH' button. The top of the page shows the INNOLABS logo and the same navigation bar as in the previous image.

SEARCH PROJECT / SEARCH PARTNER

You can directly search for a project /partner in order to set up the most suitable and competitive team to apply for the Open Call. This tool gives you the option to search through different parameters:

Projects can be sought by:

- Country
- Partner Desired
- Introducing a: Name or Key words

**SEARCH PROJECT**A search form with three input fields: 'COUNTRY', 'PARTNER DESIRED', and 'NAME OR KEYWORD'. A 'SEARCH' button is located below the fields. The form is set against a light gray background.

Partners can be sought by:

- Country
- Organisation Type

SEARCH PARTNER

COUNTRY ▾

ORGANISATION TYPE ▾

SEARCH

EUROB SPAIN

Other

Want to win.

MORE INFO