

Eindhoven Engine Work Plan OpenCall 2019

June 6th 2019

Contents

The Eindhoven Engine Work plan document describes all relevant aspects of the Eindhoven Engine OpenCall 2019. This includes the process descriptions that are specific to the Eindhoven Engine OpenCall 2019, while adhering to the Eindhoven Engine BlueBook describing the General Regulations.

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Please note: All information of Eindhoven Engine BV is given to the consortium in good faith. If a consortium's proposal is selected for funding then the consortium is to sign a Grant Agreement with Eindhoven Engine BV. The Grant Agreement is the only document that stipulates rights and obligations of the consortium and Eindhoven Engine BV. The consortium cannot claim any rights on the basis of any information by Eindhoven Engine BV which precedes the signing of the Grant Agreement, nor does the submission of a proposal create any right to project funding by Eindhoven Engine. The Grant Agreement can be found on the website.

All information given to Eindhoven Engine by the consortium in the proposal phase will be treated as confidential (if so marked) and used solely for the purpose of proposal evaluation.

A. Characteristics of the OpenCall 2019

The key parameters that characterise the OpenCall 2019 are summarized below:

OpenCall 2019 parameter	Value
Available RegioDeal budget	2 M€
Absolute maximum funding	500 k€ / project
Relative maximum funding	RegioDeal funding cannot be more than 1/7 th of the total project cost
Submission deadline for Open Call 2019	19 September 2019 at 17:00 hrs CEST
Submission means	submission of ZIP-file by e-mail
Submission e-mail address	office@eindhovenengine.nl

Project selection notification date	11 October 2019
Possible project starting date	15 October 2019
Reporting document frequency	Quarterly (to be agreed upon in the Grant Agreement)
Face2face review meeting frequency	Yearly (to be agreed upon in the Grant Agreement)

B. The process for OpenCall 2019

B.1 Before submission; proposal preparation process

Publication of the call is done at the Eindhoven Engine website on the call page.

The call page contains references to the following documents:

- Eindhoven Engine Work Plan OpenCall 2019 (in PDF) (*this document*)
- Eindhoven Engine BlueBook with the General Regulations (in PDF)
- Eindhoven Engine WhiteBook (in PDF)
- Proposal template (in Microsoft Word)
- Budget template (in Microsoft Excel)
- Application form (to be signed by the prime applicant and by all project partners)

Rules for project application in the OpenCall 2019:

- Projects must adhere to the Eindhoven Engine General Regulations
- Applications must comply with the requirements as laid down in Article 6 of the Commission Regulation (EU) No 651/2014 of 17 June 2014 (incentive effect)
- Projects must be within scope as described in Eindhoven Engine WhiteBook
- Proposal must be described using the [Eindhoven Engine proposal template](#)
- All documents that constitute the complete proposal description must be gathered in a ZIP-file and submitted by e-mail (before the submission deadline) to the Eindhoven Engine Office at e-mail address office@eindhovenengine.nl
- Proposals will be evaluated according to the evaluation criteria as listed below

B.2 After submission: eligibility check and proposal evaluation

All information concerning submitted proposals will be treated confidential by Eindhoven Engine.

B.2.1 Eligibility check by the Eindhoven Engine

After the submission of the project proposal, the proposals will be checked on eligibility with the general requirements as described in the Eindhoven Engine BlueBook. This eligibility check will be performed by the Eindhoven Engine Office Team. Only proposals that meet all eligibility criteria will be forwarded to the Eindhoven Engine Expert Group for evaluation.

B.1.2 Proposal evaluation by the Expert Group

The proposal evaluation process will be done by the Eindhoven Engine Expert Group, a balanced team of independent experts with relevant experience in assessing innovation projects. The evaluation process consists of four steps: scoring, ranking, selection and notification.

Scoring:

The Expert Group will evaluate the eligible proposals and will assess to what extent the proposal addresses the criteria of this OpenCall 2019 (see table below). For each of the criteria a scoring will be given by the Expert Group in the range of 0 ... 5. Please note that a scoring will be given for each of the seven criteria classes separately. No mathematical combination of those scores will be made (such as summation or averaging) and hence *there are no weight factors*.

Please see the table below for evaluation criteria that the project proposals will be assessed to and the semantics of the different possible scores.

Evaluation criteria of Eindhoven Engine OpenCall 2019

#Class	#Crit	Class	Criterion	Remarks
1	Summary			
	1.1		One-page description	Public summary
	1.2		Problem statement and market value chain	What is the problem (in the market context)
	1.3		Project innovations and technology value chain	What is the solution (in the technology context)
2	Innovation			
	2.1		State-of-the-Art analysis	What is there today?
	2.2		Positioning in the scope of the Eindhoven Engine WhiteBook	Why does the project contribute to the Eindhoven Engine goals as described in the WhiteBook ?
	2.3		Proposed technical innovation and novelty in relation to the State of the Art	Why is it new?
	2.4		Expected project outputs	What will be the results?
	2.5		Quantified objectives and quantification criteria	How can the project's performance be measured?
3	Targeted impact			
	3.1		Market analysis	What are characteristics of the market?
	3.2		Market access	How can the project reach the market?
	3.3		Impact of the project on the overall goals of Eindhoven Engine	Why will it contribute to Eindhoven Engine?
	3.4		Impact of the project on societal needs	Why will it contribute to societal needs?
	3.5		Dissemination	How will the project results be disseminated (in the course of the project)
	3.6		Exploitation	How will the industrial partners exploit the project results (after completion)
4	Consortium overview			
	4.1		Cooperation added value: business level	How can the project partners help each other's business?
	4.2		Cooperation added value: technology level	How can the project partners constitute a viable product?
5	Implementation			
	5.1		Project structure and main milestones	How is the project structured?
	5.2		Deliverables	What are the results that the project is committed to produce?
	5.3		Function and benefit of the co-location	How will co-location be done and why does it help?
	5.4		Role of students in the project	What will students be contributing?
	5.5		Risk management	What are the risks and how will they be addressed?

6	Financials		
	6.1		Project cost per partner <i>What will the project cost</i>
	6.2		Requested funding <i>How will the project be financed?</i>
	6.3		Rationale for funding <i>Why is funding requested from Eindhoven Engine?</i>
7	Writing quality		
	7.1		Readability <i>Is the document well readable?</i>
	7.2		Focus and conciseness <i>Is it concise and to-the-point?</i>

Please note that the project proposal template follows the same structure as the criteria.

Score	Qualification	Semantics
0	Absent	The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information
1	Poor	The criterion is inadequately addressed, or there are serious inherent weaknesses
2	Fair	The proposal broadly addresses the criterion, but there are significant weaknesses
3	Good	The proposal addresses the criterion well, but a number of shortcomings are present
4	Very good	The proposal addresses the criterion very well, but a small number of shortcomings are present
5	Excellent	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor

Threshold:

Proposals that score 0 (“Absent”) on one or more criteria and proposals that have *multiple* criteria with a score of 1 (“Poor”) are below threshold and will not be taken into account for the ranking.

Ranking:

After scoring the proposals to the different criteria a ranking is made of all eligible proposals above the threshold. This ranking will be made by the Expert Group by looking at the seven separate criteria scores and making a trade-off between them by expert judgement. No mathematical combination will be leading in this process and no weight factors will be used.

Selection:

After the ranking has been made, the Expert Group will select the proposals in ranking order until the available RegioDeal budget of this call (2 M€) is exhausted. A grant agreement will be offered to the consortia of the selected proposals only. All consortia will receive an Evaluation Summary Report with the findings per criterion and the overall judgement.

Notification:

All consortia of the submitted proposals will be notified of the outcome of the evaluation process. The list of selected proposals will be published on the Eindhoven Engine WEB-site. Information about the rejected proposals will remain confidential.

B.3 After project start: project progress monitoring

Project progress reporting

Once the project has started and is up and running regular reporting of the progress the project is making is required. This includes both technical and financial progress reporting.

Project related reporting

- Written progress reporting (technical and financial)
 - A yearly technical and financial report
 - Every 3 months a brief technical update
 - Must comply with the demands of Brainport Regio Fonds
 - Template for reporting to be provided by Eindhoven Engine Office
 - Progress reports will be assessed by the Eindhoven Engine Office:
Accepted or Rejected
- Yearly face2face review meeting
 - Presentation by project leader and team
 - Preferably with demonstrations
 - Feedback from reviewers

A [progress report template](#) will be provided in due time (i.e. before the first reporting deadline).

C. Consortium agreement

- A project consortium agreement (PCA) signed by all participating parties is required.
- The PCA must set a legal framework for the project and is the agreement within the consortium on aspects like confidentiality, liability, intellectual property, publication rules, etc.
- The signed PCA should be available latest six weeks after the start of the project and is required from the Eindhoven Engine Grant Agreement.

D. Checklist for project proposal submission

Before submission, please check the completion of your proposal by using the checklist below:

Item	Remark	Format	Check
Signed application form	signed by prime + all partners	PDF	
Completed project proposal	according to template	Word	
Completed project budget	with tab per partner	Excel	
Combining all docs in a ZIP-file		ZIP	
ZIP file sent to Eindhoven Engine ?	to office@eindhovenengine.nl	mail	✓