



Eindhoven Engine Work Plan OpenCall 2021

Version January 27th, 2021

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The Eindhoven Engine Work Plan document describes all relevant aspects of the Eindhoven Engine OpenCall 2021. This includes the process descriptions that are specific to the Eindhoven Engine OpenCall 2021, while adhering to the Eindhoven Engine BlueBook describing the General Regulations.

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Please note: All information regarding 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 the rights and obligations of the consortium and Eindhoven Engine BV. The consortium cannot claim any rights on the basis of any information from 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. A model Grant Agreement can be found on the Eindhoven Engine 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 2021

The key parameters that characterize the OpenCall 2021 are summarized below:

OpenCall 2021 parameter	Value
Available Regio Deal budget	2 M€
Absolute maximum funding	500 k€ / project
Relative maximum funding	Regio Deal funding cannot be more than 1/7 th of the total project cost
Notification deadline for OpenCall 2021	Thursday April 15 th , 2021 at 17:00 hrs CEST
Application deadline for OpenCall 2021	Thursday May 13 th , 2021 at 17:00 hrs CEST
Submission method	Submission of ZIP file by email
Submission e-mail address	office@eindhovenengine.nl

Project selection notification date	June 25 th , 2021
Possible earliest project starting date	July 1 st , 2021
Latest possible end date*	December 31 st , 2025
Reporting document frequency*	Yearly
Face2face review meeting frequency*	Yearly

*: can possibly be deviated from in the Grant Agreement

B. The process for OpenCall 2021

B.1 Before application: proposal preparation process

B.1.1 Call Publication

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

The call page contains references to the following documents:

- Eindhoven Engine Work Plan OpenCall 2021 (*this document*)
- Eindhoven Engine BlueBook with the General Regulations
- Eindhoven Engine WhiteBook
- Notification form (to be submitted before the notification deadline)
- Application form (to be signed by the prime applicant and by all project partners (and enablers))
- Proposal template (in Microsoft Word)
- Budget template (in Microsoft Excel)
- Frequently Asked Questions about the OpenCall (both general and financial FAQs)

Furthermore, a model Grant Agreement is published on the Eindhoven Engine website.

B.1.2 Proposal Notification

In order to be invited to apply to the Eindhoven Engine OpenCall 2021 a Notification Form has to be provided to the Eindhoven Engine before the notification deadline (on April 15th, 2021 at 17:00 hrs CEST). Timely and complete notification will lead to an “invitation for application” notice from the Eindhoven Engine office.

B.1.3 Proposal Application

Application in the Eindhoven Engine OpenCall 2021 can only be done on invitation (to be obtained through timely proposal notification) and is done by submission of a zip file that contains a complete set of proposal documents (see below for checklist).

Rules for project applications in the OpenCall 2021:

- Projects must adhere to the Eindhoven Engine General Regulations.
- Projects must be within the scope as described in the Eindhoven Engine WhiteBook.
- The project 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 (before the submission deadline) to the Eindhoven Engine Office via the e-mail address office@eindhovenengine.nl.
- Proposals will be evaluated according to the evaluation criteria, as listed below.

Co-financing

- Please note that upon submission of the application the required co-financing must be substantiated with formal (signed) documents (e.g. a commitment letter or a funding decision). A budget sheet corresponding to those formal documents / allocations must also be supplied. Only in case PPS-allowance is listed as co-financing, is it sufficient to submit the application. In case the requested PPS allowance is unexpectedly not granted, this must be reported immediately to Eindhoven Engine. Any conditionally granted subsidy from Eindhoven Engine can then be withdrawn. The feasibility of the innovation project will then be discussed jointly with the applicant.

In exceptional cases it is possible to submit a project proposal without conclusive co-financing and under the condition that the coordinator guarantees the required co-financing will be supplied. However, this must be in accordance with Eindhoven Engine regulations. In such case Eindhoven Engine can, at its sole discretion, decide if such guarantee is sufficiently proven. In case the coordinator of a consortium wants to provide such guarantee, this must be indicated upon proposal notification.

B.2 After application: eligibility check and proposal evaluation

All information concerning submitted proposals will be treated as 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 regarding completeness and eligibility on the basis of the general requirements 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 Evaluation Expert Team for evaluation.

B.1.2 Proposal evaluation by the Expert Evaluation Team

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

Scoring:

The Evaluation Expert Team will evaluate the eligible proposals and will assess to what extent the proposal addresses the seven criteria of this OpenCall 2021 (see table below with all criteria and sub-criteria). For each of the sub-criteria, a score will be given by the expert team in the range of 0 to 5. Subsequently, an overall score will be given for each of the seven criteria, ultimately resulting in a ranking of all proposals.

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

Evaluation criteria and sub-criteria of Eindhoven Engine OpenCall 2021

Crit	SubCrit.	Sub-criterion title	Remarks
1	Summary		
	1.1	One-page description	<i>Public summary of max. 250 words</i>
	1.2	Problem statement and market value chain	<i>What is the problem (in the market context)?</i>
	1.3	Project innovations and technology value chain	<i>What is the solution (in the technology context)?</i>
2	Innovation		
	2.1	State-of-the-Art analysis	<i>What exists today?</i>
	2.2	Positioning in the scope of the Eindhoven Engine WhiteBook	<i>How does the project contribute to the Eindhoven Engine goals, as described in the WhiteBook?</i>
	2.3	Proposed technical innovation and novelty in relation to the State-of-the-Art	<i>How is it new?</i>
	2.4	Expected project outputs	<i>Which general results will be enabled by this innovation?</i>
	2.5	Quantified objectives and quantification criteria	<i>How can the project's performance be measured?</i>
3	Targeted impact		
	3.1	Market analysis	<i>What are the characteristics of the market?</i>
	3.2	Market access	<i>How can the project reach the market?</i>
	3.3	Impact of the project on the overall goals of Eindhoven Engine	<i>How will it contribute to Eindhoven Engine?</i>
	3.4	Impact of the project on societal needs	<i>How will it contribute to societal needs?</i>
	3.5	Dissemination	<i>How will the project results be disseminated (in the course of the project)?</i>
	3.6	Exploitation	<i>How will the industrial partners exploit the project results (after completion)?</i>
4	Consortium overview		
	4.1	Cooperation added value: business level	<i>How can the project partners help each other's businesses?</i>
	4.2	Cooperation added value: technology level	<i>How can the project partners create a viable product?</i>
5	Implementation		
	5.1	Project structure and main milestones	<i>How is the project structured?</i>
	5.2	Deliverables	<i>What are the results that the project is committed to producing?</i>
	5.3	Function and benefit of the co-location	<i>How will co-location be done and how does it help?</i>
	5.4	Role of students in the project	<i>Which students are involved and what will they be contributing?</i>
	5.5	Risk management	<i>What are the risks and how will they be addressed?</i>
6	Financials		
	6.1	Project cost	<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 being requested from Eindhoven Engine?</i>
7	Writing quality		
	7.1	Readability	<i>Is the document 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:

There are two situations in which a proposal will be declared *below threshold*:

- Proposals that have a score of 0 (“Absent”) or 1 (“Poor”) or 2 (“Fair”) on one or more criteria
- Proposals that have a score of 0 (“Absent”) on a sub-criterion

Proposals that are *below threshold* will *not* be taken into account for the ranking.

Ranking:

After scoring the proposals on the different criteria, a ranking is made of all eligible proposals above the threshold. This ranking will be made by the Expert Evaluation Team by looking at the seven separate criteria scores and making a trade-off between them by expert judgement. No mathematical combination will be decisive in this process and no weight factors will be used. The Expert Evaluation Team can decide for certain proposals to call for a face2face meeting with a representative of the project proposal’s consortium. Such hearing is optional, to be decided by the Expert Evaluation Team.

Selection:

After the ranking has been made, the Expert Evaluation Team will select the proposals in ranking order until the available Regio Deal 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.

Declaration:

All consortia of the submitted proposals will be notified of the outcome of the evaluation process through declaration of the selected proposals. Apart from direct communication to the contact person of the consortium, the list of selected proposals will be published on the Eindhoven Engine website. 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 on the progress of the project 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
 - A brief technical update every 6 months
 - Must comply with the demands of Brainport Regio Fonds (Regional Funds)
 - Template for reporting to be provided by Eindhoven Engine Office
 - Progress reports will be assessed by the Eindhoven Engine Office: Accepted or Rejected
- Yearly face-to-face review meeting
 - Presentation by project leader and team
 - Preferably with demonstrations
 - Feedback from reviewers

A progress report template will be provided by Eindhoven Engine.

C. Consortium agreement

- A project consortium agreement (PCA) signed by the coordinator and all participating partners is required; enabler participants must sign an enabler statement form.
- 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 at the latest and is a requirement from the Eindhoven Engine Grant Agreement.

D. Checklist for project proposal submission

Please ensure to include all relevant documents in the ZIP-file to be sent, including project plan, budget file, application forms and proof of co-financing (such as commitment letters, grant agreements, ...)

Before submission, please check the completion of your proposal:

- Is the coordinator application form signed by the coordinator?
 - Have all contributing parties been registered as partner or enabler of the project?
 - Did all project participants fill out and sign their respective application form?
One coordinator, one of more partners (and possibly enablers)
 - Is the claimed co-financing proven by including of formal documents?
 - Have all necessary documents been signed by the right people?
 - Is the project plan document based on the template and complete?
 - Has the budget form been filled out for all partners?
 - Is there written proof of each part of the co-financing?
 - Have all documents been gathered in a ZIP-file?
 - Has the ZIP file been mailed to the Eindhoven Engine Office in time?
(if necessary services like WeTransfer can be used).
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For your convenience, you can use the checklist below (to set tick marks):

Item	Remark	Count	Format	Check
Signed application form coordinator	Application form of coordinator	1	PDF	
Signed application form partners	Separate declaration per partner	1..x	PDF	
Signed application form enablers	Separate declaration per enabler	0..y	PDF	
Completed project proposal	According to template	1	Word	
Completed project budget	All financial info of the project	1	Excel	
Evidence of co-financing	Grant assignments or guarantee or ...	0..z	PDF(s)	
Combining all docs in a ZIP file	All relevant documents	1	ZIP	
ZIP file sent to Eindhoven Engine?	To office@eindhovenengine.nl	1	Email	✓