



INNO4COV-19

Grant Agreement No. 101016203



## Open Call for Proposal

# GUIDELINES FOR APPLICANTS

Application submission starts on: 2 November 2020

1st Cut-off is: 30 November 2020

2nd Cut-off is: 30 April 2021

***Only one cut-off date left to submit your application!***

*Due to the high number of applicants in the first call, and giving the emergency action in finding solutions to tackle COVID-19, the second and third cut-off of the INNO4COV-19 Open Call were merged in a single date. Final cut-off: 30th April 2021 (17h00 CET)*

[WWW.INNO4COV19.EU/OPEN-CALL/](http://WWW.INNO4COV19.EU/OPEN-CALL/)



## Project Contractual Details

Project Title:	Boosting Innovation for COVID-19 Diagnostic, Prevention and Surveillance
Project Acronym:	INNO4COV-19
Contract No.:	101016203
Project Start Date:	October 1, 2020
Duration:	24 months





## Document History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>
1.0	16.10.2020	Initial version	INL
2.0	26.10.2020	Final version	INL
3.0	18.11.2020	Updated version – Services mapping added	INL
4.0	18.01.2021	Updated version – Cancellation of the 3 <sup>rd</sup> cut-off	INL
5.0	10.03.2021	Updated version – Additional information on the evaluation process	INL



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## Executive Summary

The Guide for Applicants contains the basic information needed to guide you in preparing a proposal for submission to the INNO4COV-19 Open Call. It gives an introduction on how to structure your proposal. It also describes how to submit the proposal and the evaluation criteria.

INNO4COV-19 is a H2020 funded project (Grant Agreement No. 101016203) with the mission to create a “lab-to-fab” platform and a collaboration resource where companies and reference laboratories will find the tools for developing and implementing innovative technologies to tackle COVID-19 and future pandemics - from idea assessment to market exploitation. This work will be carried out as part of the European Union Coronavirus initiative and in strong collaboration with all the funded projects to accelerate the time to market for promising products.

INNO4COV-19 is set to assist at least 30 innovative technologies for combatting COVID-19 from several areas spanning from Medical technologies, Environmental Surveillance systems, Sensors, and Protection of Healthcare workers.

The INNO4COV-19 consortium is led by the International Iberian Nanotechnology Laboratory (Portugal) and is composed of 11 industrial and RTO partners.



## 1. Scope of the INNO4COV-19 Open Call

INNO4COV-19 Open Call aims to provide financial support to companies with the aim of accelerating the development and commercialization of innovative solutions to tackle COVID-19 that have already been validated in relevant environment (TRL6-7 or higher<sup>1</sup>) and that focus on one of the following technological domains:

### Innovative diagnostic and screening systems

Fast, cost-effective and easily deployable sampling, screening, diagnostic and prognostic systems, including new methods for screening of lungs, using for example AI or advanced photonics solutions, to detect the presence of the pathogen related parameters especially in an early stage of infection.

### Protective equipment for People and safer Public

Protection of healthcare practitioners and the general public improving for example the wetting and filtering properties of fabrics used for face masks; sensors, sterilisation, including robotics and AI solutions, for disinfection and social distancing in environments such as healthcare, public spaces and buildings.



### Environmental surveillance

Environmental surveillance (sewage, air, etc.) systems and data analytics as a sentinel for viral (re)emergence and spread in communities, based for example on optical biosensors or genetic detection.

### Sensors & Devices for Telemedicine and Telepresence

Low cost sensors, smart wearable devices and robotics/AI for telemedicine, telepresence and continuous remote monitoring of patient parameters.

The Call has been designed to provide funding of up to 100.000 EUR to support applicants in accessing competences and know-how, primarily through expert service acquisition and access to state-of-the-art technology facilities, as well as to cover expenses such as personnel costs, consumables or travel and subsistence.

The Call will be open from November 2020 to April 2021, and applicants will be able to apply anytime. Any submitted proposal will be evaluated in the nearest cut-off (deadline: 17:00 CET). The number of selected proposals depends on the available indicative budget envelope for each cut-off date.

	Cut-off Dates	Budget envelope
1 <sup>st</sup> cut-off	30 November 2020	1.800.000 EUR
2 <sup>nd</sup> cut-off	30 April 2021	1.200.000 EUR

<sup>1</sup> Definition of TRL according to the European Commission - [Annex G - G. Technology readiness levels \(TRL\)](#)

## 2. Rules and Conditions

All applicants will have to abide by all general requirements described in Sections from 2.1 to 2.12 of this Guide for Applicants in order to be considered eligible for the Open Call.

### 2.1 Type of beneficiary

The accepted applicants for INNO4COV-19 Open Call are **companies and consortia of companies** developing solutions, ensuring that:

- They are legally recognised (have 'legal personality') and need to have to qualify for H2020 funding;
- The organisations or consortia applying should not have had convictions for fraudulent behaviour, other financial irregularities, unethical or illegal business practices;
- The participating organisations should not have been declared bankrupt or have initiated bankruptcy procedures;
- They are not under liquidation or is not an enterprise under difficulty according to the Commission Regulation No 651/2014, art. 2.18.
- They are not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of either national or EU authority,

In case of selection for funding, official documents issued by the relevant national authorities to prove compliance with these conditions should be provided as part of the contracting process with the INNO4COV-19 project.

### 2.2. Eligible Countries

Applicants from the following countries are eligible to receive funding through this Open Call:

- Member States (MS) of the European Union (EU), including their overseas departments;
- The H2020 Associated Countries

UK entities remain eligible for grants and procurement procedures as if the UK was a member state for the entirety of the Horizon 2020 framework programme, being this is also applicable to financial support to third parties according to Article 204 FR (cascading grants).

## 2.3. TRL and Technological Areas

Proposals should address technologies which are currently demonstrated to be between TRL6-TRL7 or higher, and that fall into one of the following areas:

- Fast, cost-effective and easily deployable sampling, screening, diagnostic and prognostic systems, which may include, for instance, new methods for screening of lungs, using for example AI or advanced photonics solutions, or methods to detect the presence of the pathogen related parameters especially in an early stage of infection.
- Environmental surveillance (sewage, air, etc.) systems and data analytics as a sentinel for viral contamination, (re)emergence and spread in communities, based for example on optical biosensors or genetic detection.
- Low cost sensors, smart wearable devices and robotics/AI for telemedicine, telepresence and continuous remote monitoring of COVID-19 patient parameters.
- Protection of healthcare practitioners and the general public improving for example the wetting and filtering properties of fabrics used for face masks; sensors, sterilisation, including robotics and AI solutions, for disinfection and social distancing in environments such as healthcare, public spaces and buildings.

Applicants are requested to select **only one technology domain in which their proposal fits**. If more than one technology domain applies, select the domain that most closely describes the intended use of the product. If the selected technology domain is not considered aligned with the concept of the proposal, the application will be deemed as non-eligible.

**Proposals that fail to demonstrate a TRL between 6 and 7 will be deemed as non-eligible.**

## 2.4. Project duration

Projects are expected to have a maximum duration of 1 year. Exceptions may occur if sufficiently justified, as long as the end of the project is set until the 31st of August 2022.

## 2.5. Financial support

The Open Call provides a maximum financial support of up to 100.000 EUR per third party beneficiaries with 100% funding rate.

Based on the appropriateness of the budget provided that is judged by the evaluators and the consortium, a lump sum for the support will be calculated. This lump sum will be paid in separate instalments which will be linked to the acceptance of milestones agreed.



The European Commission will monitor that INNO4COV-19 beneficiaries and the third-party beneficiaries comply with the conditions for financial support to third parties. In this regard, third-party beneficiaries shall allow the European Commission, the European Anti-fraud (OLAF) and the Court of Auditors to exercise their powers of control on documents, information, even stored on electronic media.

## **2.6. Eligible costs**

The financial support includes only the following type of costs:

- Personnel resources needed to implement the project (e.g. define technology challenge, discuss implementation options, develop specific activities, validate results, etc.);
- Consumables, components and materials for product/technology development;
- Necessary travel, accommodation and subsistence costs for meetings and validations;
- Support services for product/technology development/validation (examples listed below);
- Overheads (15% of the total costs excluding subcontracting).

In order to be eligible for funding, costs must meet the following criteria:

- be incurred by the third-party beneficiary during the duration of the action, with the exception of costs relating to final reports and audit certificates;
- be indicated in the estimated overall budget of the action attached to the grant agreement;
- be necessary for the implementation of the action which is the subject of the grant;
- be identifiable and verifiable, in particular being recorded in the accounting records of the third-party beneficiary and determined according to the applicable accounting standards of the country where the third-party beneficiary is/are established and according to the usual cost accounting practices of the third-party beneficiary;
- comply with the requirements of applicable tax and social legislation;
- be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.



Examples of support services for product/technology development/validation:

Example of support services	BioKeralty	BIOEF	FEP	iMM	INL	JOA	LEITAT	Obelis	TCD	UniBO	VITO
First evaluation of the project/product based on Health Technology Assessment (HTA) and Healthcare system needs											
Technology scanning to identify redundancies/synergies											
Assess the needs of the companies and channel the request of specific services that could not be addressed by the INNO4COV-19 network to recognised international agents											
Access to demonstration, testing and pilot production and related engineering activities in the focused technological domains											
Material modelling and characterization											
Toxicity, Tolerance, Nanosafety and In Vitro Preclinical Studies											
Access to clinical samples and Biobanks											
Plan, design and results analysis of Clinical Studies (including Ethical advice)											
Links to clinical networks											
Assistance in Qualification of Manufacturing Facilities (IVD - Diagnostics, Sensors, masks,...)											
Regulatory strategy building, assistance and support in the adapted European regulation											
Business development support, including partnering and access to financing (e.g. investors)											
Market Assessment											
Mentoring, coaching and advice on Intellectual Property Rights											
Support services towards application to CE marking											



## 2.7. Language

English is the official language for INNO4COV-19 project open calls. The proposal must be in English in all its mandatory parts in order to be eligible. English is also the only official language during the whole length of the third-party grant process. This means that all communication will be in English and all deliverables will only be accepted if in English.

## 2.8. Multiple submissions

Any legal entity will be able to apply with as many projects as wished, but no project can be funded twice by INNO4COV-19. In addition, no single party may receive more than 100.000 EUR per Open Call.

## 2.9. Absence of conflict of interest

Applicants shall not have any actual or/and potential conflict of interest with the INNO4COV-19 selection process and during the whole project implementation. All cases of conflict of interest will be assessed case by case. INNO4COV-19 consortium partners, its affiliated entities, employees and permanent co-operators cannot become a recipient of financial support via the open call. This would be in breach of the European Commission's rules.

## 2.10. Ethical Issues

INNO4COV-19 complies with the fundamental ethical issues particularly those outlined in the "European Code of Conduct for Research Integrity".

All applicants have to submit a self-assessment ethics questionnaire, available in the Proposal Template, to confirm that their proposal does or does not have ethical issues. If you have to answer "Yes" to any of the questions in the template, you may contact INNO4COV-19 Helpdesk for guidance, if needed. The INNO4COV-19 consortium may check during the evaluation of a proposal if this declaration is in line with the contents of the proposal itself and reserves itself the right to contact the companies for clarification and eventually take necessary steps depending on the ethical issues. If a project passes the second stage, the applicants will commit to send any relevant approvals and documentation, and certainly before the experimental part raising ethics issues commences. If an applicant declared that their project proposal may have ethical issues, an ethics review will be carried out. INNO4COV-19 consortium will identify and invite external experts on ethics to participate in the evaluation. Proposals that fail to properly address ethical issues or inadequately deal with privacy aspects will be rejected.

For more information on ethical issues, please consult the documentation provided by the [European Commission](#).





## 2.11. Data protection

INNO4COV-19 complies with the European policies regarding data protection and privacy. Each applicant is responsible to respect European policies regarding data protection and privacy in particular to be GDPR compliant.

All data that are involved (collected, generated, stored) or processed into an awarded project must be GDPR compliant and therefore completely anonymized beforehand. The INNO4COV-19 Coordinator, International Iberian Nanotechnology Laboratory (INL), will act as Data Controller for data submitted on the application for these purposes. Please note that minimum information will be requested, restraining it to the minimum data needed to deliver the evaluation procedure or the activities envisaged in the proposal. Please refer to [www.inno4cov19.eu](http://www.inno4cov19.eu) to check the INNO4COV-19 data privacy policy and security measures.

## 2.12. Other

Each applicant must ensure that:

- The Project is based on original work and any foreseen developments are free from third party rights, or they are clearly stated.
- The Project is not excluded under the provisions of article 19 of Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 (ethics).





## 3. Proposal Submission

### 3.1 Overall process

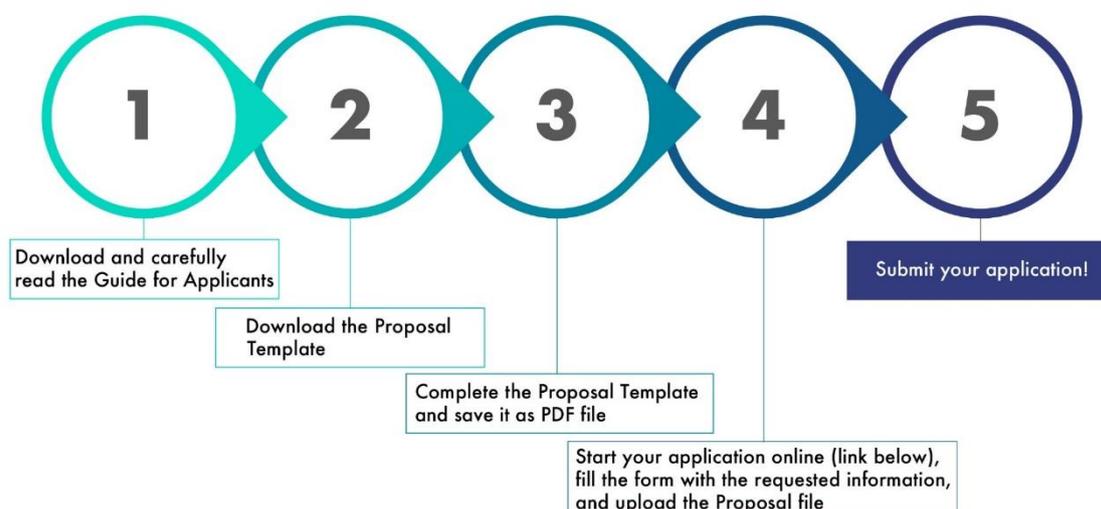
Proposals for the INNO4COV-19 Open Call are submitted in a single stage through the F6S platform, available at <https://www.f6s.com/inno4cov-19opencall/apply>.

A complete proposal comprises two components:

- Application electronic form with general information on the project and administrative data;
- Proposal description document, written in English and submitted under PDF format through the electronic form.

Only proposals submitted through the F6S platform and within the Call duration will be accepted. Proposals submitted by any other means will not be considered nor evaluated. Only the documentation included in the application will be considered by evaluators.

If you are interested in applying to the Open Call, please follow the steps listed below:



<https://www.f6s.com/inno4cov-19opencall/apply>

The information provided should be actual, true and complete, and should allow the assessment of the proposal. The regular functioning of the F6S platform limits to one application submission per F6S user in each call. If an F6S user wishes to submit more than one application, for example on behalf of different SMEs, the F6S user should request support from the F6S support team (support@f6s.com) at least 10 days prior to the open call deadline.





## 3.2 Proposal description language and length

Applicants should download the Proposal Template from the Open Call website (as a Microsoft-Word file) and follow the structure provided. The proposal has to be written in English and submitted under a PDF format. Proposals in any other language or format will not be considered eligible.

Although there is no page limit, applicants should ensure that maximum length for each section is not exceeded.

## 3.3 Other

Do not wait until the last minute to submit the final version of your proposal. Failure of your proposal to arrive on time for any reason, including communication delays, is not acceptable as a delay circumstance. The time of receipt of your submission as recorded by the portal system will be definitive.

A receipt of a successfully submitted proposal will be issued to the email address used at the time of proposal registration. The sending of an acknowledgement of receipt does not imply that the proposal has been accepted as eligible for evaluation.

In order to get additional support during the preparation of the proposal, such as further clarification on the type of support, feedback on certain aspects of a proposal, applicants are strongly encouraged to contact the INNO4COV-19 Helpdesk ([info@inno4cov19.eu](mailto:info@inno4cov19.eu)) and to participate in the webinars.



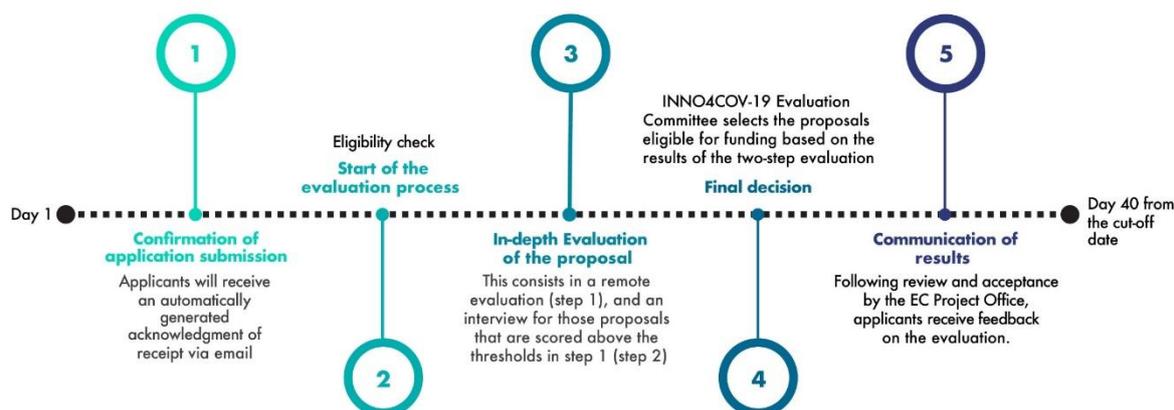


## 4 Proposal Evaluation and Selection

### 4.1 Overall process

The selection of the open call proposals will be realised in a three-stage process and will start immediately after the submission. Stage one will consist of general eligibility check against the rules and conditions established in Section 2 of this document. Proposals considered eligible will pass to stage two immediately after the call cut-off date, which will comprise the in-depth evaluation according to four criteria (described in 4.3) by an Evaluation Committee. The applications will be ranked according to the overall score in descending order and, on a third stage, the results will be submitted to the INNO4COV-19 Project Management Committee for review and decision.

The overall selection process is as follows:



Prior to making the decisions public, draft call results will be shared with the Project Officer (EC services). Feedback on the evaluation will be managed through INNO4COV-19 project Helpdesk and will be provided within 40 working days after the cut-off date. If any delays in the evaluation process occur for reasons outside the control of INNO4COV-19 Consortium, this will be promptly communicated to the Applicants via email.

### 4.2 General eligibility check

In order to be considered eligible for evaluation, a proposal needs to meet the following conditions:

- The online application form has been completed as required;
- The proposal description is written in English and complies with the structure provided in the Template;
- The proposal was submitted by the closing date;
- The eligibility criteria and rules set out in section 2 were met.



Proposals that do not fulfil all of the above conditions will not be considered for the next step of the evaluation process and will get a rejection letter including the reasons for being declared as non-eligible.

## 4.3 Experts Evaluation

Proposals will be evaluated by a panel composed of 3 members with wide expertise in the technological areas envisaged in INNO4COV-19. For each cut-off deadline, at least 4 evaluation panels will be composed. The selection decisions are based on a balance of objective criteria, experience and professional judgement of the evaluators.

The evaluation will comprise, in a **first step**, the in-depth analysis of the proposal by each evaluator against 4 criteria, as follows:

#	Name and Explanation	Weight Threshold/max.
1	<p><b>Impact of the innovative technology and the anticipated result</b></p> <p>Potential impacts of the proposed products or business cases must be based on actual and realistic scenarios. The anticipated solution must address a potential need that leverages the requested financial support. The third party applicant must provide information for communication to the public so that the community can follow its progress.</p>	<p>Weight 1</p> <p>Threshold 3/5</p>
2	<p><b>Excellence of the idea and approach</b></p> <p>The objectives of the application must be SMART (specific, measurable, assigned, realistic, time-bound) and must demonstrate a clear vision from the defined start to finish. The use of services needs to suit the objectives and support the path towards market deployment. Regulatory and certification strategy aspects should be addressed. TRL Level must be demonstrated to be, at least, between 6-7</p>	<p>Weight 1</p> <p>Threshold 3/5</p>
3	<p><b>Quality and efficiency of the implementation</b></p> <p>The selected services and the approach must address the technology challenge and/or the relevant development and commercialization challenges. The resource allocation needs to be appropriate. Regulatory aspects must be properly addressed.</p>	<p>Weight 1</p> <p>Threshold 3/5</p>
4	<p><b>Added value contribution from the INNO4COV-19 Platform</b></p> <p>It is highly recommended that each proposal already identifies which support is needed from the INNO4COV-19 Platform.</p>	<p>Weight 1</p> <p>Threshold NA</p>



Criteria 1,2 and 3 will be scored with the following scale:

- **0:** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information
- **1 (Poor):** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses
- **2 (Fair):** While the proposal broadly addresses the criterion, there are significant weaknesses;
- **3 (Good):** The proposal addresses the criterion well, although improvements would be necessary
- **4 (Very good):** The proposal addresses the criterion very well, although certain improvements are still possible
- **5 (Excellent):** The proposal successfully addresses all relevant aspects of the criterion in question.

With respect to Criterion 4, applications that clearly identify the contribution expected from the INNO4COV-19 Platform will be assigned a score of 1. Applications that don't mention the need for support from the INNO4COV-19 Platform will be assigned a score of 0.

Proposals which fail to achieve a score of at least 3 for criteria 1, 2 and 3 cannot be funded (score threshold).

In the second step, applicants are invited to provide further information to clarify the project concept and impact and help the evaluation panel establish its final ranking list and scores. Starting with the highest-scoring proposal and in descending, sequential order, proposals are passed to the second step, until, as a batch, either the total amount of EU funding requested is as close as possible to twice the grant budget available, or all proposals eligible for funding have been accounted for. In addition, the actual threshold to pass to the second step will therefore be dynamic and depend on the volume of proposals received that pass all quality thresholds.

Priority will be given to projects that are framed within the technology domain of Environmental Surveillance and/or those related to the identification and detection of new SARS-Cov-2 variants

Each evaluator will independently decide on his/her evaluation result - either funding or not funding - after he/she is fully convinced, that the conditions for funding are met.

## 4.4 Consensus & Communication

The applications will be ranked according to the overall score in descending order and each Evaluation Committee will decide by consensus and based on the ranking results of the two-stage evaluation, being a joint decision for or against the proposal. The results will be submitted to the



Project Management Committee for review and decision. Prior to making the decisions public, draft call results will be shared with the Project Officer (EC services).

Feedback of the evaluation will be managed through INNO4COV-19 project Helpdesk. All proposals that were selected for the interview will receive a short evaluation summary report either accompanied with a rejection letter or an invitation to start the sub-grant agreement process.

## 4.5 Other

All proposals and related data, knowledge and documents are treated in confidence. The assigned evaluators of each Evaluation Committee have to sign a non-conflict and confidentiality agreement.

Appeal procedures will be available if, at any stage of the evaluation process, the applicant considers that a mistake has been made or that the evaluators have acted unfairly or have failed to comply with the rules of the INNO4COV-19 Open Call, and that her/his interests have been prejudiced. This procedure is only related with the evaluation and/or the general eligibility check process, and no scientific or technical judgment made by the qualified experts will be called into question.

Applicants may submit complaints through INNO4COV-19 Helpdesk, within three (calendar) days since the evaluation results are communicated, and should be drawn up in English. Anonymous complaints will not be considered. Any complaint should include: (i) contact details; (ii) the subject of the complaint; (iii) information and evidence concerning the alleged breach.

The INNO4COV-19 Consortium will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than ten days from the date of reception of the complaint, under the condition that all required information has been submitted by the complainant.



## 5 Additional information

### 5.1 Obligations of third-party beneficiaries

Each selected applicant will sign the Sub-Grant Agreement with the International Iberian Nanotechnology Laboratory (INL), on behalf of the INNO4COV-19 Consortium. The funds awarded under the Sub-Grant Agreement are provided directly from the funds of the European Project INNO4COV-19, and the INNO4COV-19 Consortium is managing the funds according to the Grant Agreement number 101016203 signed with the European Commission.

The INNO4COV-19 Sub-Grant Agreement will include the set of obligations that the third-party beneficiaries have towards the European Commission. It is the task of the third-party beneficiaries to satisfy these obligations and of the INNO4COV-19 consortium partners to inform the third-party beneficiaries about them.

In regard to **promoting the action and giving visibility to the EU funding**, 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.) must:

- display the EU emblem and the INNO4COV-19 logo;
- include the following text: “This project has indirectly received funding from the European Union’s Horizon 2020 research and innovation programme under project INNO4COV-19 (grant agreement No 101016203)”.

Specific guidelines for communication will be provided in the Sub-Grant Agreement.

### 5.2 Intellectual Property Rights (IPR)

There are no IPR obligations toward the European Commission (EC). All results and IPR generated within the projects are owned by the beneficiary that generates it. The Sub-Grant Agreement will introduce provisions concerning joint ownership of the results of the selected projects, if applicable. This will be assessed and negotiated case by case.





## 6 Contacts

In order to get additional support during the preparation of the proposal, such as further clarification on the type of support, feedback on certain aspects of a proposal, applicants are strongly encourage to contact the INNO4COV-19 Helpdesk ([info@inno4cov19.eu](mailto:info@inno4cov19.eu)) and to participate in the webinars and on-line version.

A list of Frequently Asked Questions (FAQ) is available at <http://www.inno4cov19.eu/open-call/>.

