



ERA-NET INCOMERA

2nd Transnational Call 2016

Innovation and Commercialisation in the NMP
Thematic

EVALUATION GUIDELINES



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INTRODUCTION

INCOMERA is an ERA NET project (European Research Area Network). The objective of the ERA-NET programme is to foster coordination of research and innovation policies between consortium partners. This ERA-NET project brings together a number of 22 funding agencies from 13 countries and regions for a duration of 4 years. Among the 22 agencies, 12 agencies will participate to the 2nd transnational call 2016 (See part 2.7 funding rules).

Its objective is to fund projects to allow validated technologies or processes to be further developed for industrialisation. Results should be commercially exploited at the end of the project. INCOMERA focuses on nanotechnologies, materials and new production technologies. INCOMERA will support industrial projects for SMEs which carry out activities like performance validation (technical and cost), system prototyping, end-user qualification....

In that context, the INCOMERA consortium aims at offering support for innovation activities to SMEs.

That evaluation guidelines targets the experts who will assess the proposals which will be submitted under the INCOMERA call and be considered as eligible after a check carried out by each involved funding agency and the Call Secretariat.

It is important to note that IVACE will chair the Call Secretariat, manage the evaluation process of project proposals and prepare the ranking list after evaluation. But the final decision for funding remains in the hands of the respective national and regional agencies according to their available budget.

1. CALL ANNOUNCEMENT

Referring to the scope and objectives of the INCOMERA project, it is of importance to have a clear view of the most significant concepts underpinning INCOMERA:

1.1 Objectives and topics

The scope concerns : **nanotechnologies, materials and production processes**. The core objective of the 'Nanosciences, Nanotechnologies, Materials and new Production Technologies (NMP)' theme is to improve the competitiveness of European industry and generate the knowledge needed to transform it from a resource-intensive, to a knowledge intensive industry.



NMP research also aims to strengthen the competitiveness of the European industry by generating 'step changes' in a wide range of sectors, and implementing decisive knowledge for new applications between different technologies and disciplines.

Funding the NMP research theme will benefit to new, high tech industries and higher-value, knowledge based traditional industries, with a special focus on the appropriate dissemination of research results to SMEs. The transformation of the European industry into a knowledge-intensive one is essential in order to produce high added value products, which in turn is crucial to create new companies. This transformation should also take into account customer requirements as well as growth, environment, health and other societal expectations.

Emphasis will be given to the following activities:

- **Nanosciences and nanotechnologies** - studying phenomena and manipulation of matter at the nanoscale; -applying it to the manufacturing of new products, the improvement of production processes and/or the creation of new services.
- **Materials** - using the knowledge of novel and smart materials for new products and processes. Materials can be polymeric (e.g. films) or metal or ceramic based, can be structured (e.g. textiles) or layered (composites) or can involve treatments of materials (e.g. coatings).
- **New production** - creating conditions for continuous innovation and for developing generic production 'assets' (technologies, organisation and production facilities as well as human resources), while meeting safety and environmental requirements. INCOMERA will fund activities to develop production processes from a laboratory environment to close to market pilot scale.
- **Integration of technologies** for industrial applications - focusing on new technologies, materials and applications in niches markets.

These technologies are often key enabling technologies (KET) for addressing many societal challenges. Relevant applications of these KETs can be found in challenges such as: Health and Well-being, Green Transport, Food Security, Secure Societies, Clean Energy and Environment.

The sector of nanotechnologies, materials and production processes is also defined as HighTech Systems and Materials. It is often one of the key sectors in regional smart specialisation strategies (S3).



1.2 Activities to be funded

1.2.1 Expected types of projects

The proposals expected to be submitted in INCOMERA are typically:

- **Projects funded by the European Union under FP6 or FP7.** For example, a project with partners from different countries (Member States or Associated) was financed under FP6. At the end of the project, the research reached TRL 4. Some partners (out of the initial) from 2 different countries want to continue the research up to a functional demonstrator. Those partners, out of countries/regions participating to the INCOMERA Call 2016 (see Annex D), can submit a project.

- **Projects funded at a national/regional level through national funds or regional funds.** For example, a consortium of partners had submitted a project in MANUNET. At the end, the research reached TRL 5 and the whole consortium, who belongs to countries/regions participating to the INCOMERA Call 2016 (see Annex D), want to continue the research up to TRL 6. Then they can submit in INCOMERA.

- **A project idea.** For example, a SME wants to develop a prototype but needs the competence of a large company. If both belong to countries/regions participating to the INCOMERA Call 2016 (see Annex D), then they can submit a project in INCOMERA.

1.2.2 Technology Readiness Levels

INCOMERA uses the methodology of Technology Readiness Levels (TRL) to assess whether proposals do indeed aim at crossing the bridge from validation of a proof of concept in a laboratory environment to a pilot-line and/or demonstrator.

The proposers are explicitly invited to use the TRL Methodology to assess:

- The status of the starting point of their project
- The objective of the project
- The activities to carry out during the project

The application of the TRL methodology shall be evaluated by the evaluators to consider funding for proposals. Proposals not applying the TRL methodology shall fail on this criterion.

The TRL methodology has been developed initially as a method to assess progress in technology development for NASA. The methodology is now also used by the European Commission to define funding instruments and it distinguishes between fundamental research (TRL 1-4), applied research (TRL 5-7) and pre-industrial or pre-commercial activities (TRL 8-9). We advise to consult a note of EARTO (<http://www.earto.eu/news.html>) to have a good grasp of the TRL methodology.

The TRL is often visualised as a thermometer or ladder with nine steps. This is an example of such a representation that is used as a reference for INCOMERA:

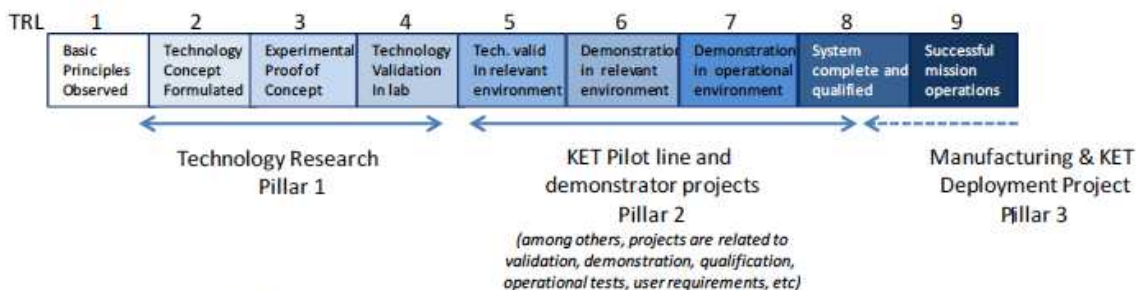


Figure 1: Technology Readiness Levels and types of activities that INCOMERA will support

In this scheme, proposals should pick up results at TRL 4 and bring them at least to TRL 6. Only some regions/countries shall fund TRL 7.

What activities are relevant to be funded (this list is not exhaustive):

- The development and testing of materials, processes or systems under realistic conditions;
- The modelling of material or process properties to understand parameters and their interaction for the development of a knowledge base and design rules;
- The development of models to enable customisation or adjustment to specific end-users and the validation of customisation processes;
- The development of a pilot line to test production under controlled conditions. However for investments in equipment specific funding rules apply;
- The development of demonstrators for functional tests with (stratified) samples of end-users. Also clinical tests in vivo may apply, when animals or humans are involved specific guidelines apply.

The proposals should explain the TRL status, objectives and activities of the different project components in a synoptic way, preferably a table.

1.2.3 Intellectual Property Rights

INCOMERA funds projects that develop clearly described exploitable results from past projects. The INCOMERA call for proposals emphasises the importance of IPR in project proposals. This focus on IPR serves several purposes. Formal IPR forms an indication of novelty of a technology and the description of for instance a patent gives a basis for the evaluators to judge the progress beyond the state of the art. IPR such as a patent represent an investment and are thus a proof of commitment of the patent holder that it represents potential economic value. IPR should demonstrate that the consortium has the right to exploit the novelty. Patents are expected as an outcome of the project as a basis for further market exploitation of the technology.

Proposals have to clearly demonstrate that:

1. The project is novel and is based on a recognised novel invention tested as a proof of concept in a laboratory. The proposal has to convincingly demonstrate



novelty and excellence and show the potential to move forward beyond the state of art in a given market area. The clearest indication of this is a patent or a publication. In the case of a patent this should be underpinned by a prior art search by a patent expert. In the case of a publication, this should be underpinned by a peer reviewed process leading to a conference paper or an article in a scientific journal. If a new technology is not described by an article or in a publication, other proofs have to be given. This can be a review by an external party, a jury report for an award. The proof of novelty should be anterior to the opening date of this call for proposals.

2. The consortium has the right to exploit the knowledge in a project. This is an important aspect since it is a prerequisite to carry out a project and to exploit the results. Those results should themselves be partially or completely patentable. The consortium shall have to demonstrate one of the following:

- (partners in) the consortium has a right on a patent as being applicants or holders, or they should be author (as a person or organization) of a publication).
- (partners in) the consortium has a right granted by the patent holder in the form of a license or a franchise to apply a technology in a product/process or market.
- The consortium may assert that the knowledge that is the basis of the project is already in the public domain. This can be best supported by publications that show the “freedom of use’. A proposal supported by publications of partners is of course stronger.

2. EVALUATION PROCEDURE

2.1 Submission of Applications

The INCOMERA application process will be a one-step procedure.

The proposals must be submitted through the INCOMERA on-line submission system by the partner acting as coordinator, available at www.incomera.eu. In addition the corresponding regional/national funding application form may be requested by the respective funding organisations according to their respective programme rules.

2.2 The Evaluation Process

The proposals will be evaluated following this procedure:

- The Call Secretariat (See sub-section 2.2.1) will check the eligibility of each proposal (See Sub-Section 2.2.2);
- The Call Secretariat will send the eligible proposals to funding agencies for a eligibility check (See sub-section 2.2.2) → The proposals not passing the eligibility check will be out of the process.



- The Call Secretariat will then manage and monitor a centralised evaluation with an independent expert panel (see sub-section 2.2.3) which will be in charge of reviewing proposals according to a pre-defined list of criteria (see Section 4).

2.2.1 The Call Secretariat

The INCOMERA Call Secretariat (CS) will be the central basis for activities related to the implantation of the call. The CS is responsible for the proposals reception and transmission to the panel members. The confidentiality of all projects will be ensured through specific confidentiality agreements with the panel members and establishment of strict procedures for proposals reception.

Composition

- Chaired by the Valencian Institute of Business Competitiveness (IVACE); IVACE (task leader);
- Made up of the Regional Council of Nord-Pas de Calais, Sviluppo Toscana S.p.A, SPW-DGO6 (Wallonia) and UEFISCDI (Romania)
- All the call participating funding agencies may be hearsay by particular and relevant questions, especially the call meetings.

For more details about the Call Secretariat, see ANNEX A.

2.2.2 The Eligibility check

i. At INCOMERA level, consortia proposing a collaborative proposal must fulfil the following eligibility criteria :

- Application form submitted in the Electronic Submission System in English before the deadline given in the call conditions ;
- **Consortia of at least 2 independent partners from 2 different countries participating to the Call**
- It is recommended that minimum of 40% of the overall budget is allocated to SMEs
- Project duration: Max. 24 months ;
- Budget restriction: no more than 70% of the budget of the project is financed by one funding agency.

ii. At regional/national level, each concerned beneficiary must meet the requirements of the local funding agency he depends on:

- Eligibility of the applicants ;
- Matching of the project content with the strategic agenda ;
- Corresponding regional/national funding programmes ;
- Presence of requested documents if required.



2.2.3 Panel of Experts

In order to ensure that only proposals of the highest quality are selected for funding, we rely on independent experts (evaluators) for the evaluation of proposals.

How are the evaluators selected?

The INCOMERA Call Secretariat appoints independent evaluators for each proposal from the database of external and independent experts selected through a Call for Experts.

Evaluators have a scientific/technological and/or business background linked to the innovation cycle with a high-level of expertise in the relevant fields of research and innovation.

Organisational structure:

Panel of experts (PE): is a panel of internationally recognised scientific and business experts responsible for the evaluation of submitted full proposals. (PE) members will not submit or participate in proposals within this call, and must sign declarations of confidentiality and declare any conflict of interest.

Evaluation panel (EP): Each proposal will be assessed by an evaluation panel made up of two experts who will have to reach a common consensus and fill in one Evaluation Summary Report (ESR).

Consensus panel (CP): a consensus panel composed of two additional experts with both academic and economic profiles will mediate with the first assigned experts to reach a consensus.

Call secretariat excludes experts with conflict of interest exists, if an expert:

- was involved in the preparation of a proposal.
- derive some benefit, directly or indirectly, if a proposal is accepted.
- has a close family or personal relationship with any person representing an applicant.
- is a director, trustee or partner or is in any way involved in the management of an applicant.
- is employed or contracted by one of the applicants or any named subcontractors.

Following the assignment of experts, the evaluation proceeds as follows:

1. Individual evaluation. The Call Secretariat sends the proposal to two experts, one with an academic background, one with business background. Both experts will have to sign a confidentiality agreement (see Annex B) and to declare not having any conflict of interest on



assigned full proposals. Each expert carries out an evaluation and prepares an evaluation summary report (ESR - Annex D) with comments and scores according to the criteria available in section 5 “Assessment Guide”. For each criterion, scores from 1 to 5 are awarded. Half scores are possible. Experts commit to justify and detail sufficiently assigned scores, in line with the criterion/criteria explanation.

2. Common evaluation. The individual experts then form an ‘evaluation panel’ to come to a common view and agree on comments and scores. Both experts have to communicate their individual assessment and confront it via the EPSS in order to reach a consensus and to fill in one ESR.

3- Validation by the Call Secretariat. If the Call Secretariat considers a report as unclear or comments do not fit with scores, experts could be asked to review and/or complete their assessment. If the evaluation panel cannot reach a common view, the consensus ESR will set out both the majority view and the dissenting views.

4. In case of disagreement among experts, a consensus panel composed of two additional experts with both academic and economic profiles will mediate with the first assigned experts to reach a consensus. If not, a new evaluation procedure will be undertaken.

5. As a final outcome, the Call Secretariat will compile the ranking list of all full proposals above the thresholds for submitting to funding agencies and final decision.

This ranking list consists of:

- A list of proposals proposed for funding (the final funding decision remains in the hands of the respective national and regional agencies according to their available budget.);
- A list of proposals that do not pass the thresholds or have been found to be ineligible.

6. Final Communication. The Call Secretariat will communicate the final results to each coordinator by sending a generic email without any comments and justification for non-retained proposals. Nevertheless, some funding agencies are legally bound to provide final ESR to applicants who formally ask for.

3. EVALUATION CRITERIA, SCORING AND THRESHOLDS

For each criterion, your proposal will be given **scores** of 0 to 5 (half marks are possible), as follows:

- 0 — the proposal fails to address the criterion or cannot be assessed due to missing or incomplete information (unless the result of an ‘obvious clerical error’)
- 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 with a number of shortcomings;
- 4 — **Very good**: the proposal addresses the criterion very well but with a small number of shortcomings;
- 5 — **Excellent**: the proposal successfully addresses all relevant aspects of the criterion; any shortcomings are minor.

The maximum overall score is therefore 20.

The evaluation criteria and the corresponding thresholds are the following:

	Criteria	Explanation of the criteria	Score	Explanation	Threshold
1	Link to the state of art and progress beyond it	Innovative character towards foreseen results & Technological foreseen results	1-5	1=Poor 2=Fair 3=Good 4=Very good 5=Excellent	3
2	Consortium Strength	Quality and relevance of partners & transnational added value	1-5	1=Poor 2=Fair 3=Good 4=Very good 5=Excellent	3
3	Activities and budget in relation to TRL	Work plan, tasks division and clear goals	1-5	1=Poor 2=Fair 3=Good 4=Very good 5=Excellent	3
4	Quality and time-frame of the exploitation plan	Realism of forecasted activities to the expected market and market accessibility (IPR – dissemination)	1-5	1=Poor 2=Fair 3=Good 4=Very good 5=Excellent	3

- Each criterion scored out of 5;
- Individual threshold of 3;
- Overall Threshold of 12.

4. ASSESSMENT GUIDE

Criterion 1: Link to the state of art and progress beyond it

Criteria a	Excellent project	Points allocations	Score
Innovative character in relation to the state-of-art	<ul style="list-style-type: none"> The results of the project aiming at product, process or service represent a radically new application of existing technology or of the technology developed in the project The innovation will be a basis for a product, process or service which is superior to alternative solutions which could meet the same market opportunities The innovation evolves from using the results of R&D at the cutting edge of technology 	The innovation is based on the latest research results and technological developments, is new and is superior to comparable solutions.	5
		<ul style="list-style-type: none"> The innovation should result in a product, process or service that is better than comparable solutions and it brings visible development to existing industries 	3
		<ul style="list-style-type: none"> The innovation is unlikely to lead to a new or significantly improved product, process or service 	0

Criteria b	Excellent project	Points allocations	Score
Contribution to advancement of knowledge or technology	<ul style="list-style-type: none"> The R&D activities in the project will contribute to important leaps in the performance of the technology itself The technological results represent new solutions The technology will be at the forefront of the technological area in question 	<ul style="list-style-type: none"> The technological achievements represent important leaps and new solution(s). The achievements form the basis for new industries or a step change in the current infrastructure. 	5
		<ul style="list-style-type: none"> The technological achievements represent a limited advance 	3
		<ul style="list-style-type: none"> The technological achievements will make only a minor contribution in the area in question 	0

Criterion 2: Consortium Strength

Criteria a	Excellent project	Points allocations	Score
Added value generated by transnational cooperation	<ul style="list-style-type: none"> The transnational consortium has a clear added value versus comparable national projects. The project creates through collective R&D activities a strong foundation for sustainable competitiveness Collective activities in the project will result in an enhancement of the skills and knowledge levels of the participants The project gives access to networks of scientific / technological and / or organizational character of importance for the growth and competitiveness of the SMEs in the sector The project opens the way for good-will and image creation that could not be obtained in traditional ways 	<ul style="list-style-type: none"> The project has clear transnational added value for the SMEs by giving access to unique and complementary scientific and technological expertise of importance for a high quality execution of the project workplan 	5
		<ul style="list-style-type: none"> The Project gives access for the SMEs to sufficient complementary scientific and technological expertise for a good execution of the project workplan 	3
		<ul style="list-style-type: none"> The consortium creates little added value for the SMEs; the project is unlikely to lead to any important tangible or intangible outcome in addition to the main project achievements 	0
Criteria b	Excellent project	Points allocations	Score
Excellence of the involved partners / Project	<ul style="list-style-type: none"> The main participant and/or project manager has all the relevant experience, including experience of multi-partner projects Each participant carrying out R&D has sufficient, qualified technical personnel and the adequate 	<ul style="list-style-type: none"> A project manager with a proven track record will lead the project. Very substantial managerial/coordination skills are available throughout the partnership. Each participant carrying out R&D has sufficient, qualified personnel, systems and facilities available 	5

management	<ul style="list-style-type: none"> systems and equipment to participate as planned The proposed staffs from each participants have adequate managerially skills for implementing the project and all activities The participants have the managerial capacity to disseminate the results 	<ul style="list-style-type: none"> Adequate experience in project management is available within the partnership but the overall managerial resources are limited. At least one participant has managerial skills to exploit results 	3
		<ul style="list-style-type: none"> The proposed staffs of each participant have no relevant track record or experience. There is no overall coordinated structure within the partnership the RTD Staff qualifications and/or systems and facilities are inadequate 	0

Criteria c	Excellent project	Points allocations	Score
Quality of the consortium as a whole : complementarities and balance	<ul style="list-style-type: none"> There is a well-balanced division of workload and budget between the participants The participants possess necessary and complementary key qualifications to meet project objective and results All participants have strategic interests in achieving the results Successful completion of the project requires contribution from all participants Each participant has a well defined role in the project and there are no overlapping activities 	<ul style="list-style-type: none"> The partnership creates much synergy and adds considerably to the qualifications of each participant There is a clear extensive exchange of knowledge between the participants 	5
		<ul style="list-style-type: none"> The partnership creates a degree of synergy and at least some participants should raise their competencies 	3
		<ul style="list-style-type: none"> The partnership will create no synergy and there are no prospects for knowledge exchange / added qualifications 	0

Criterion 3 : Activities and budget in relation to TRL

Criteria a	Excellent project	Points allocations	Score
Effectiveness of the methodology	<ul style="list-style-type: none"> • Adoption of a problem-solving approach • Key issues to be addressed and project objective(s) are fully identified and formulated • The project activities are logically set out, well described and are relevant to the expected results • The project plan includes clearly defined activities with well-defined milestones and deliverables • Monitoring indicators are identified as quantitative measures that facilitate verification of progress during project implementation • The risks are identified and the methods to handle them are specified • The total project organisation is well defined and is appropriate to managing resources and activities in a successful way 	<ul style="list-style-type: none"> • The methodology is precisely formulated and all key aspects of the project planning have been taken account of, the activities of a participant are matched to its competences and capabilities. Milestones and deliverables are clearly identified and realistic and quantitative indicators will be available to fully assess 	5
		<ul style="list-style-type: none"> • A satisfactory methodology has been outlined, but not all aspects have been rigorously demonstrated. Milestones, deliverables and time schedule are included but some aspects are open to questions. The progress can be monitored but only at a general level 	3
		<ul style="list-style-type: none"> • The methodology is incoherent, and / or unrealistic, and / or incomplete. The proposal lacks milestones and deliverables or these are unachievable. 	0

Criteria b	Excellent project	Points allocations	Score
Adequacy and feasibility of the work plan	<ul style="list-style-type: none"> • The project has a clearly defined and measurable innovation goal. The proposed research methodology is adequate and feasible for the applicants to reach the innovation goal • The state of the art of technology is clearly 	<ul style="list-style-type: none"> • The project has a clearly defined and measurable innovation goal. The proposed research methodology is adequate and feasible for the applicants to reach the innovation goal within the available time schedule and resources of the project. 	5

	<p>described and a clear research strategy is defined to reach the project innovation goal</p> <ul style="list-style-type: none"> The work plan addresses to reach all the identified challenges and the planned objectives 	<ul style="list-style-type: none"> The innovation goal is rather vague with few quantitative elements. The proposed research strategy is not positioned as an adequate solution for the problem, starting from the state of the art and compared to available alternatives. 	3
		<ul style="list-style-type: none"> The innovation goal is unclear and success will be difficult to measure. A description of the state of the art or the research strategy is missing 	0

Criteria c	Excellent project	Points allocations	Score
Adequacy and Balance of the project budget and other resources	<ul style="list-style-type: none"> Resources and costs related to each activity are identified The financing is broken down in sufficient detail to identify own contributions / external support for each participant Substantial purchase of materials and technical equipment, if required, are well motivated The project plan includes a realistic calculation of the manpower needed The budget is well-balanced among the consortium 	<ul style="list-style-type: none"> A clear breakdown of the budget is provided and evidence of own and external funding is clearly demonstrated. The budget is fully coherent with project activities and allocated resources. Purchases in material and equipment are well motivated. 	5
		<ul style="list-style-type: none"> The budget does not fully correspond to project activities and allocated resources. 	3
		<ul style="list-style-type: none"> No breakdown of the project budget and financing has been provided. There is no motivation for planned purchases of equipment or materials. 	0

Criterion 4: Quality and time-frame of the Exploitation plan

Criteria a	Excellent project	Points allocations	Score
Appropriateness of exploitation plan	<ul style="list-style-type: none"> The proposal includes an agreement on IPR distribution and exploitation There are a convincing commercialisation strategy by the different partners The proposal includes an outline of the future dissemination and marketing plan, with the needed details to evaluate their feasibility The quantification of the plan is enough to provide a view on the financial resources needed, and these are proportional to the partners involved in 	<ul style="list-style-type: none"> There is a full and clear exploitation plan, with the corresponding identification of products/services, markets and customers, a feasible commercialisation strategy, and all is possible for the partners 	5
		<ul style="list-style-type: none"> The exploitation plan is unclear, not full convincing, or there are doubts on the possibilities to be applied by the partners 	3
		<ul style="list-style-type: none"> There is no exploitation plan, even nor any commercialisation and exploitation strategy 	0

Criteria b	Excellent project	Points allocations	Score
Potential market for the project results	<ul style="list-style-type: none"> There is a clear market for the project results, with a clear potential for developing and growth The market is fully identified, as well as the different segments and target groups; there is a clear strategy to access these targets and segments with the products or services to be developed The market is in line with the strategy of the partners 	<ul style="list-style-type: none"> There is a clear market for the project results, totally identified in the proposal, and it is reachable by the participants 	5
		<ul style="list-style-type: none"> The market is partially unclear, their identification is not convincing, or there are doubt about their possibilities for the participants 	3
		<ul style="list-style-type: none"> The market have not existing, not identified, or there will be not reachable for the participants 	0

ANNEX A – THE CALL SECRETARIAT

The INCOMERA Call Secretariat (CS) will be the central basis for activities related to the implantation of the call. The CS is responsible for the proposals reception and transmission to the panel members.

An INCOMERA platform will allow all above mentioned functionalities thanks to an intuitive and interactive networking and evaluation tool:

- **Selection of experts.** The Secretariat will select the experts to act as evaluators for each one of the proposals invited, including the Consensus Panel. The Secretariat will contact all of them to be sure that they will participate in the process and, if yes, to collect their signed confidentiality agreement.
- **Proposals reception.** After the deadline for proposals step, the Call Secretariat will verify the integrity of the process and provide the coordinators with the corresponding Acknowledge of Receipt. This must be done automatically by the platform.
- **Proposals INCOMERA eligibility check.** The Call Secretariat will check that the proposals received meet the call requirements according to the one-stage submission procedure.
- **Proposals Agencies eligibility check.** The proposals accepted are sent to the corresponding agencies. The Call Secretariat gathers the eligibility decision of each funding.
- **Experts evaluation.** The Call Secretariat will assign the proposals to the experts nominated as evaluators, opening their access to the corresponding proposals in the platform.

If the experts are unable to agree on the evaluation summary report (ESR), the Secretariat will allocate an additional expert to evaluate the proposal and build up a consensus between the experts. The Secretariat will collect a single ESR for each proposal.

- **Evaluation Committee.** The Secretariat will prepare the initial ranking list and send it to the funding agencies jointly with the proposal's evaluation summary reports. A live meeting is scheduled, chaired by the Call Secretariat, to formally approve the ranking list and the forthcoming communication to the coordinators.

- **Communication.** The Secretariat will communicate to the proposal coordinators the final results of the evaluation and invite the partners of the consortium to contact their corresponding agencies for the national / regional procedures.

ANNEX B – DECLARATION OF CONFIDENTIALITY

Declaration

The undersigned, declares with respect to the evaluation of the proposal with number entitled “.....”, to accept the nomination as referee and to send the report to the Call Secretariat by (date)

The evaluation complies with the confidentiality agreement presented hereunder.

Confidentiality Agreement

With respect to the access to confidential information, following points are agreed:

1. I declare to retain in confidence for a period of five years from the date of this agreement onwards all information received about the proposal. The information provided to me shall be used for evaluation purposes only and shall not be used for personal benefit or for the benefit of any possible third party. I declare not to disclose any information to third parties, not to reproduce and/or distribute any part of the information in any possible way and not to contribute to such acts in any possible way.
2. The “information” indicated in this agreement covers the description of the proposal, all information obtained through oral disclosure and all written information prepared by the INCOMERA Call Secretariat concerning the proposal.

I have no obligation with respect to certain aspects of the information which:

- (a) are known to me prior to accepting the nomination as referee;
- (b) are publicly accessible at the moment of information disclosure;
- (c) become publicly known after disclosure of this agreement without any wrongful act;
- (d) are rightfully received from a third party on a non-confidential basis.

3. I declare not to see any objection for an objective evaluation of the proposal because:

- a. I am unaware of the identity of the applicant or do not have any connection with the applicant incompatible with objective evaluation of the present proposal.
- b. My connection with the applicant consists of which I do not consider incompatible with my objective evaluation.

PAYM	Account Holder	<i>Name of the holder of the bank account...</i>
	IBAN	<i>IBAN number</i>
	Fiscal Number ID	<i>ID number or ID Fiscal number</i>

	Address	Street. Country
--	---------	-----------------

Date:

Signature:

Annex C – EC - Eligibility Check
(To be completed by regional and national funding agencies)

Project title	
Project acronym	
Applicant	
Budget	
Funding	

- The information contained in this proposal is correct and complete: Yes / No
- The applicant have the financial and operational capacity to carry out the proposed acti Yes / No
- The applicant is fully eligible in accordance with geographical criteria: Yes / No
- The proposed action is fully eligible in accordance with regional/national funding programme : Yes / No
- The proposed action is in line with the strategic agenda: Yes / No

Presence of requested documents if the case:	
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<i>Regional and national funding agency in charge:</i>	
<i>Contact Person:</i>	

Annex D – ESR individual – Evaluation Summary Report
(To be filled in by evaluators)

Project title	
Project acronym	
Coordinator	
Partners	
Budget	
Funding	

	Criterion		Criteria	Score	Score
1	Link to the state of Art and progress beyond it	a	- Innovative character in relation to the state-of-art		
		b	- Contribution to advancement of knowledge or technology		
Comments					

	Criterion		Criteria	Score	Score
2	Consortium Strength	a	- Added value generated by the international cooperation		
		b	- Excellence of the involved partners / Project management		
		c	- Quality of the consortium as a whole : complementarities and balance		
Comments					

	Criterion		Criteria	Score	Score
3	Activities and budget in relation to TRL	a	- Effectiveness of the methodology		
		b	- Adequacy and feasibility of the work plan		
		c	- Adequacy and balance of the project budget and other resources		
Comments					

	Criterion		Criteria	Score	Score
4	Quality and time-frame of the Exploitation plan	a	- Appropriateness of exploitation plan		
		b	- Potential market for the project results		
Comments					

Overall	/20
Comments	

Is the proposal recommended for funding? ¹	
Recommendations for the negotiation	

¹ The final funding decision remains in the hands of the respective national and regional agencies according to their available budget.