

Project Acronym: MARKET4.0
Grant Agreement number: 822064 (H2020-NMBP-PLUG-2018-IA)
Project Full Title: A Multi-Sided Business Platform for Plug and Produce Industrial Product Service Systems



Annex 2: Guidelines for Applicants

v1.0

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The **MARKET4.0 Consortium** is the following:

No	Participant organisation name (Short name)	Country
1*	INTRASOFT INTERNATIONAL SA (INTRA)	BE
2	ENGINEERING (ENG)	IT
3	Industrial Data Space Association (IDS A)	DE
4	OBEO (OBEO)	FR
5	SEGULA Tecnologías España S.A.U (SEGULA)	ES
6	Openplus Systems B.V (OPENPLUS)	NL
7	Sciences Computers Consultants (SCC)	FR
8	Laboratory for Manufacturing Systems and Automation (LMS)	EL
9	Nederlandse Organisatie voor toegepast-natuurwetenschappelijk Onderzoek (TNO)	NL
10	POLITECNICO DI MILANO (POLIMI)	IT
11	Fundación TECNALIA Research and Innovation (TECNALIA)	ES
12	Technical Industrial Centre of the French plastics and composites industry (IPC)	FR
13	Brainport Industries (BRAINPORT)	NL
14	PRIMA INDUSTRY (PRIMA)	IT
15	Engineering Industries Association of Lithuania (LINPRA)	LT
16	KMWE / DutchAero (KMWE)	NL
17	N. Bazigos S.A (BAZIGOS)	EL
18	Association of Metaltechnology Industries (FMTI)	AU
19	INTRASOFT INTERNATIONAL SA (INTRA LU)	LU

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The MARKET4.0 project, co-funded from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 822064, foresees as an eligible activity the provision of financial support to third parties, as a means to achieve its own objectives.

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1 Introduction

This document provides a full set of information regarding the first Open Call for Proposals for the MARKET4.0 project. The Sub-Grantee Agreement model (Annex 4) remains also valid and must be additionally considered for the submission of a Proposal.

1.1 Background information on MARKET4.0 project

MARKET4.0 develops an open multi-sided digital platform for enabling production equipment and service providers to connect and work together with manufacturing companies. Creates technical and financial trust in manufacturing B2B collaboration.

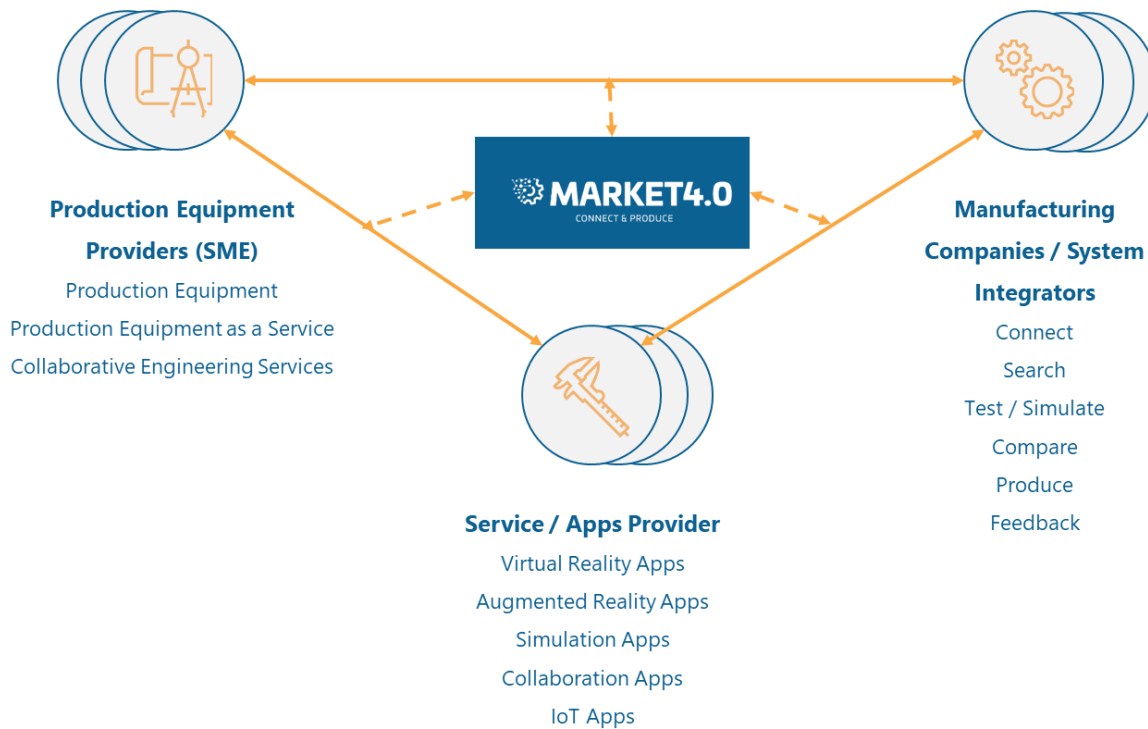


Figure 1: MARKET4.0 concept

MARKET4.0 platform will enable new business, based on value-adding interactions among the production equipment and service providers and their customers while at the same time provides an open and participative infrastructure for these interactions and sets the governance conditions on them. MARKET4.0 provides a sustainable business environment as it creates revenues for all participating stakeholders. By making the MARKET4.0 platform accessible to all contributors and users (through its open, vendor-agnostic architecture), SMEs, and large companies across the entire manufacturing value chain will benefit. Individual users of the platform such as production equipment SMEs get revenues for selling production equipment and

services to more customers, while final customers get value but improving time-to-market for of their products by “plug&produce” solutions. Software and simulation service providers acquire revenues for the use of their services either from production equipment providers or final end-users.

More information in: <http://market40.eu/>

1.2 MARKET4.0 open calls approach

One of the main objectives of the MARKET4.0 open calls is to increase the MARKET4.0 ecosystem and alliance building. Through financial support to third parties, the MARKET4.0 platform will be populated with production equipment and services data by relevant production equipment suppliers as well as the MARKET4.0 platform will be enriched with offerings in terms of applications and services.

Open call-1 asks for two types (type A and type B) of projects as explained hereafter.

Type A: Requests for projects addressing production equipment supplier companies that want to connect to the MARKET4.0 marketplace in one of the three domains (metal, plastics and high-tech), by installing and configuring IDS connectors and using domain-specific apps in order to populate with their data the MARKET4.0 platform. Proposals are expected from consortia consisting of at least three partners different partners such as production equipment companies together with software companies that undertake the implementation of the IDS connection part and could also offer additional services or apps to the MARKET4.0 marketplace. The production equipment supplier should be in one of MARKET4.0 domains (metal, plastics or high-tech). Type A projects will be funded with fixed lump-sums of 100 K€ fro the whole project.

Type B: Requests for projects offering services and/or apps in order to extend the functionalities of existing production equipment domains (metal, plastics, and high-tech). In this type, the consortium consists of at least two partners such as software or technology provider company for offering additional application(s) or service(s) on top of the MARKET4.0 platform. It is expected that the applicants already have some solution in place and will receive funding for integrating their solutions through the MARKET4.0 platform. Type B projects will be funded with fixed lump-sums of 50 K€ for the whole project.

The first open call aims to fund the following number of projects:

- Ten (10) type A projects
- Four (4) type B projects

Allocating total funding of 1.200 K€ to open call -1.

The above projects’ mix is subject to changes depending on the number of proposals to be submitted and favorably evaluated.

1.3 Timeline – open call #1

Submission to the second Open Call will be enabled on the 1st of March 2020 and will end on the 28th of May 2020, 17:00 CET (Brussels time). Below are presented the current tentative dates for the different phases. The opening and closing dates can be subject to change in case of any modifications in the project’s schedule.

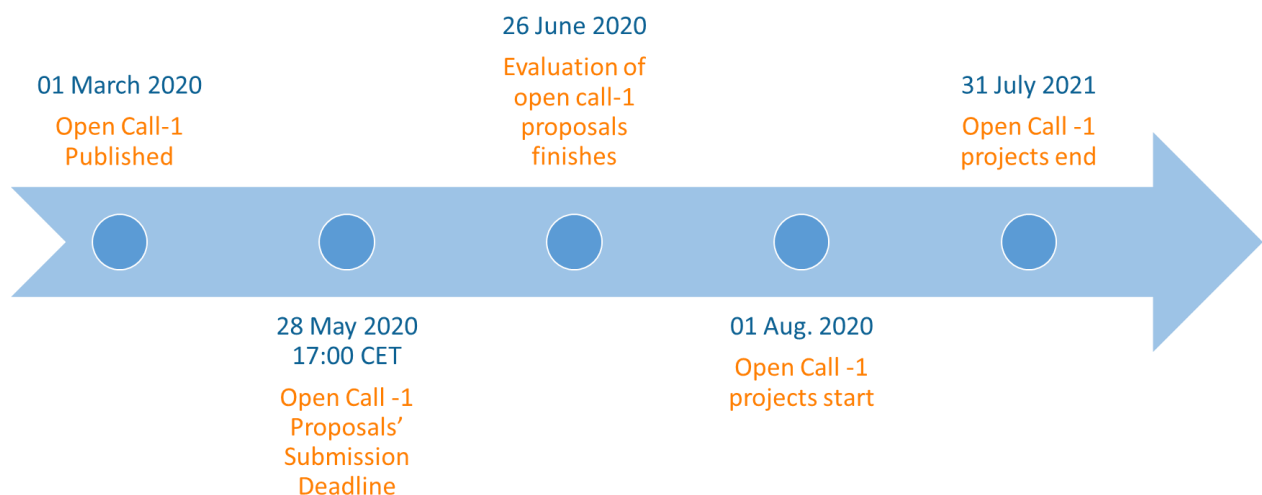


Figure 2: MARKET4.0 Open Call-1 timeline

2 General information

2.1 Means of submission

The F6S platform (<https://www.f6s.com/market4.0opencall1/apply>) will be the entry point for all proposals in phase 1. Submissions received by any other channel will be automatically discarded.

Documents required in subsequent phases will be submitted via a dedicated channel, which will be indicated by MARKET4.0 consortium during the execution of the sub-granted project.

2.2 Language

English is the official language for MARKET4.0 open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the

MARKET4.0 programme. This means any requested submission of the deliverable will be done in English in order to be eligible.

2.3 Documentation formats

Any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.

2.4 Origin of the funds

Any selected proposer will sign a dedicated Sub-Grantee Funding Agreement with the members of the MARKET4.0 consortium. The funds attached to the Sub-Grantee Funding Agreement come directly from the funds of the European Project MARKET4.0, and are, therefore, funds owned by the European Commission, whose management has been led to the project partners in MARKET4.0 via European Commission Grant Agreement Number 822064.

As can be seen in the Sub-Grantee Funding Agreement template (Annex 4), this relation between the sub-grantees and the European Commission through MARKET4.0 project carries a set of obligations to the sub-grantees with the European Commission. It is the task of the sub-grantees to accomplish them, and of the MARKET4.0 consortium partners to inform about them.

3 Proposal Eligibility Criteria

MARKET4.0 ecosystem invites consortia for both type A and B projects to connect to MARKET4.0 platform in order to offer production equipment products and services that target several manufacturing sectors (metal processing, plastics processing, and high-tech products). The consortia are encouraged to consist of the following types of organizations (however it is not mandatory that all types of organizations are members of a consortium expect for SME/Midcap as indicted in the leigibility rules of the following chapter):

- Production equipment suppliers: SMEs/midcaps that provide production equipment products and services. Please note that the digitalization of SMEs/midcaps is a focus on MARKET4.0
- Technology providers: SMEs/midcaps software or technology provider companies that offer additional application(s) or service(s) on top of the MARKET4.0 platform.
- Manufacturing companies (e.g. (e.g. Original Equipment Manufacturers, Tier-1 suppliers, Tier-2 suppliers, Tier-3 suppliers, in different sectors such as automotive, aerospace, white goods etc) that produce products and parts. These companies could be customers of the production equipment supplier(s). Large companies are allowed.

- Research/non-industrial legal entities (i.e. research centres, universities, Competence Centres), with relevant expertise that can provide innovative solutions to the MARKET4.0 platform together with the industrial partners.
- Industrial Associations that have access to several industries in the manufacturing domain ¹.

3.1 Applicants & Consortium Eligibility

A consortium is considered eligible if it complies with all the following rules:

- i. All consortium members are legal entities established and based in one of the EU Member States or an H2020 Associated country as defined in H2020 rules for participation².
- ii. Consortium members can be:
 - a. Production equipment providers or technology providers in the manufacturing sector
 - b. Manufacturing companies (e.g. Original Equipment Manufacturers, Tier-1 suppliers, Tier-2 suppliers, Tier-3 suppliers, in different sectors such as automotive, aerospace, white goods etc)
 - c. Research/non-industrial legal entities (i.e. research centres, universities)
 - d. Industrial associations.
- iii. Consortia can only be led by an SME or midcap industrial partner
- iv. The overall budget allocated to SMEs or midcaps is greater than 50% of the total budget of the project.
- v. The minimum number of consortium members is three (3) for Type A sub-projects and two (2) for Type B sub-project.

Experiments must have a clear European dimension, facilitate production equipment marketplace based innovation and contribute towards European Union digitization, with a clear economic and societal importance. As such cross-national/cross-border consortia are highly recommended but it is not an eligibility criterion.

3.2 Financial Eligibility

The following financial eligibility criteria apply:

- i. The budget per experiment may be a fixed lump sum of either €50.000 or €100.000.

¹ Examples of such organizations that participate within MARKET4.0 consortium are: LINPRA, Brainport Industries and FMTI.

² Association to Horizon 2020 is governed by Article 7 of the Horizon 2020 Regulation. The list of associated countries is available at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cp/h2020-hi-list-ac_en.pdf

- ii. The total funding of the non-industry and/or non-profit partners (if any) cannot exceed the 40% of the entire experiment budget,
- iii. An organization's funding from MARKET4.0 Open Calls procedure cannot exceed €100.000.

3.3 Number of proposals per applicant

The following additional eligibility criteria apply:

- i. Industrial organization may participate, either as coordinator or as a consortium member, only with one (1) proposal at each MARKET4.0 open call³.
- ii. Multiple participations is a disqualify factor. In case an industrial organization participates in more than one proposal per open call, all associated proposals will be automatically excluded from the evaluation process.
- iii. Industrial organizations may participate in a maximum one (1) accepted sub-project.
- iv. Industrial organizations or research institutions that have been already awarded a sub-contract in Open Call 1 are automatically excluded from participating in an Open Call 2 proposal.

4 Open Call submission and selection process

MARKET4.0 will issue two open calls. The open call process will be as follows:

4.1 Open Call Submission

The Open Call submission will follow the steps that are listed in this section:

4.1.1 Open Call publication

Each open call will be published on the dates shown in section 3. Each open call will be supported by:

- Annex 1: Open Call text, which provides the scope and objectives of the open call,
- Annex 2: Guidelines for Applicants, this document.
- Annex 3: Proposal Template, an online application form, available at F6S platform (<https://www.f6s.com/market4.0opencall1/apply>)
- Annex 3.1: Proposal Supplement, a word document provided information on proposal schedule, timing, funding breakdown and costs justification, Ethical & Security details
- Annex 4: Sub-grant Agreement Template, which provides a template of the sub-grant agreement that the successful applicants will be requested to sign.

³ Organizations that have applied proposal in Open Call #1 but were not selected and do not participate in accepted sub-project in Open Call #1 are eligible for participation in proposals for Open Call #2.

- Annex 5: Consortium and honour Declaration, which provides the consortium leader participant, the consortium members and the budget distribution per partner.
- Annex 6: Administrative data form/ SME Declaration, which evaluates the status of the SMEs participating in an open call.
- Annex 7: Bank account information, which collects information on coordinator bank account for which MARKET4.0 payments will be made. This will be asked before payments and it is not required during the proposal application phase.

Frequently Asked Questions & answers published at the community feed (<https://www.f6s.com/market4.0opencall1/discuss>).

Please download the relevant files and read them carefully before you submit your proposal. For the 1st Call for proposals, the submission deadline is **28th May 2020 at 17:00 CET (Brussels Time)**.

4.1.2 Applicants Registration

Interested applicants should register at the MARKET4.0 F6S page (<https://www.f6s.com/market4.0opencall1/apply>). This will be the central interface for managing the experiment applications for the remainder of the open calls.

4.1.3 Proposal Preparation

Please follow the steps:

1. For the proposal preparation, the applicants are requested to apply online and answering to all mandatory questions (with no exception): <https://www.f6s.com/market4.0opencall1/apply>. All questions related to the application and proposal preparation have to be made within the F6S portal online (<https://www.f6s.com/market4.0opencall1/discuss>) in order to insure transparency and equal treatment between applicants. Individual emails with questions will be accepted in market40opencalls@market40.eu but both the questions and the answers will be published in the discussion forum. However, proposal applicants are strongly recommended to use the Online Q&A forum to post questions. Such questions made cannot be used for any redress activities. Emails with questions from proposal applicants that are sent to individual MARKET4.0 partners or F6S personnel will not be answered.
2. Applicants that do not accept the terms and conditions and do not sign and upload to the F6S platform the completed **Annex 5: Consortium and honour Declaration and Annex 6: Administrative data form/SME Declaration** (for SMEs only) will not be eligible.
3. Be concrete and concise, questions have characters limitation. Please examine all the open call documents and attend the various online and physical events promoted by the MARKET4.0 projects (<http://market40.eu/>).
4. It is highly recommended to submit your proposal before the deadline. If the applicant discovers an error in the proposal, and provided the call deadline has not passed, the applicant may request the F6S MARKET4.0 team to re-submit the proposal (for this purpose

please contact us at support@f6s.com). However, MARKET4.0 is not committed that resubmission in time will be feasible in case the request for resubmission is not received by the F6S MARKET4.0 team at least 48 hours before the call deadline.

Notice: If one user needs to submit applications from multiple SMEs, then he/she needs to create as many F6S profiles as applications that will be submitted. For this purpose the user will need to reach out to F6S support team (support@f6s.com) who will help to set it up. This contact has to be made at least 5 working days before submission.

It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.

4.2 Open Call Evaluation

4.2.1 Proposals reception

Submissions will be done ONLY F6S platform on <https://www.f6s.com/market4.0opencall1/apply>. A full list of proposers will be drafted containing their basic information for statistical purposes and clarity (which will be also shared with EC for transparency).

The application reception will close at **17:00 CET (Brussels time) on 28th May 2020**. There will not be deadline extensions unless a major problem caused by the F6S platform and not by the proposers, makes the system unavailable.

4.2.2 Evaluation

4.2.2.1 Stage 1 - Eligibility

Automatic filtering to discard non-eligible proposals will follow the shortlist. Eligibility criteria check will verify:

- a. All consortium entities are eligible for EC funding under the rules of H2020 [Y/N]
- b. The minimum number of consortium members is three (3) for Type A sub-projects and two (2) for Type B sub-project. [Y/N]
- c. The consortium members are in one of the following categories: a) Production equipment providers or technology providers in the manufacturing sector, b) Manufacturing companies (e.g. Original Equipment Manufacturers, Tier-1 suppliers, Tier-2 suppliers, Tier-3 suppliers, in different sectors such as automotive, aerospace, white goods etc), c) Research/non-industrial legal entities (i.e. research centres, universities) and d) Industrial associations. [Y/N]
- d. The consortium coordinator is an SME (or midcap) [Y/N]
- e. The overall budget allocated to SMEs or midcaps is greater than 50% of the total budget of the project [Y/N]

- f. The participation rules as expressed in section 3.1 “Applicants & Consortium Eligibility” are followed [Y/N]
- g. The participation rules as expressed in section 3.2 “Financial Eligibility” are followed [Y/N]
- h. The participation rule as expressed in section 3.3 “Number of proposals per applicant” is followed [Y/N]
- i. The proposal is written in the English Language [Y/N]
- j. All required documentation: Annex 5: Consortium and honour Declaration and Annex 6: Administrative data form/ SME Declaration is submitted correctly [Y/N]

Proposals being marked as non-eligible will get a rejection letter including the reasons (a to j) for being catalogued as non-eligible. No further feedback on the process will be given.

4.2.2.2 Stage 2 – External remote evaluation

Remotely and within F6S platform, 2 external evaluators will score and comment on each proposal according to the following evaluation criteria:

- **Excellence** [1-5; min.3]: adequacy and progress with respect to the state of practice in plug&produce of production equipment and services will be evaluated.
- **Impact** [1-5; min.3]: the foreseen degree in which goals stated in the addressed open call objectives will be achieved, the potential to develop a ready-for-the-marketplace solution, business scalability, exploitation plan, commercial milestones. Additional bonus points will be given to proposals that include industrial partners with the role of final end-user of the solutions offered via the marketplace (e.g. manufacturing companies such as OEMs that are customers of the production equipment manufacturer)
- **Implementation** [1-5; min.3]: the adequacy between objectives, integration with MARKET4.0 marketplace, technical capacity to achieve TRL 6-9, technical milestones and allocated resources is taken into account as well as the overall organization of the work.

After evaluation proposals will be ranked. Only the top proposals (double number of expected proposals to be selected) will proceed to the next stage.

4.2.2.3 Stage 3 – Consensus meeting & notification

The evaluators will have a consensus meeting to finalize their evaluation reports. Then the European Commission will be informed for the short-listed proposals and the consortia members.

At the end, all applications will be informed about their scores and evaluation summary. MARKET4.0 will publish the stage that each proposal achieved and selection/ non-selection. To the successful applicants, it will follow the Contracting phase, where financial and legal validation of the proposers and signature of a binding agreement for the implementation of the application/ related technology will be performed.

4.3 Projects Negotiations

After MARKET4.0 conclusion of the Open Call evaluation, the MARKET4.0 team together with the MARKET4.0 coordinator will start negotiations with the proposals' coordinator that have been evaluated in the shortlist. Negotiations will go via administrative and financial checking (and potentially into technical negotiations) based on evaluators' comments. On a case by case approach, a face to face meeting in coordinator's premises may be needed for clarification.

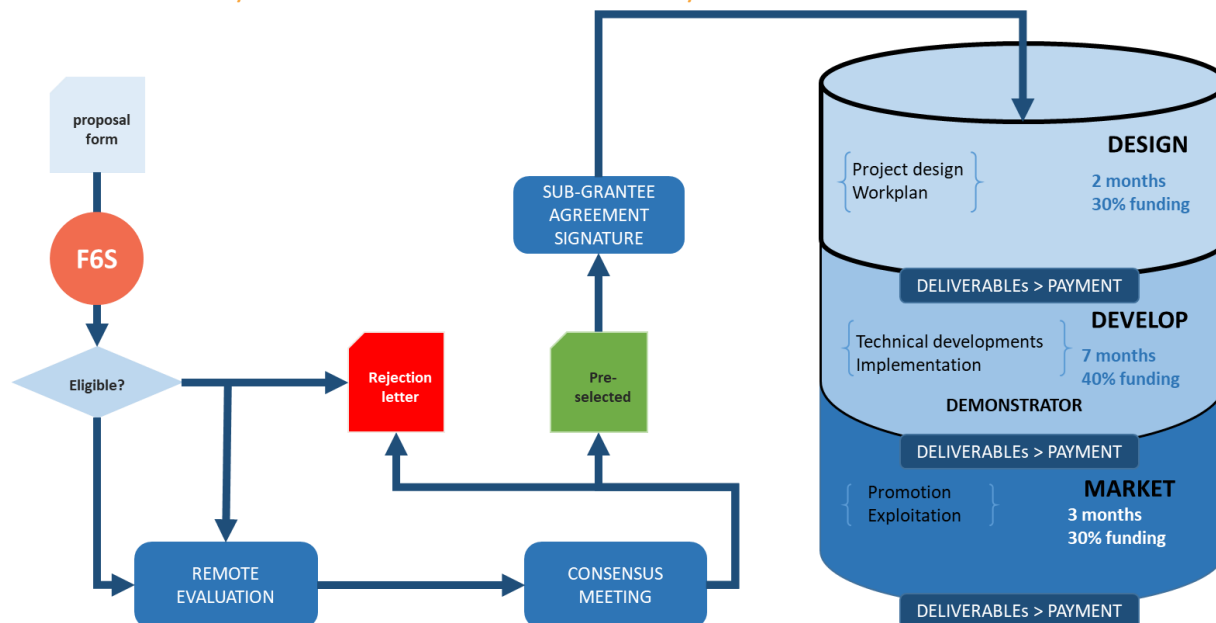
The objective of the negotiations is fulfilling the legal requirements between MARKET4.0 consortium and every beneficiary of the call. The items covered will be:

- Inclusion of the comments in the Evaluation Summary Report of the proposals and mapping to the Sub-grant agreement (contract).
- To validate the status information of the SME beneficiaries the following documents will be required:
 - SMEs declaration: signed and stamped. In the event the applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided
 - Status Information Form. In case this is not a start-up, it includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company. In case it is a start-up, legal document of the official founding date.
 - Legal existence. Company Register, Official Gazette or other official documents per country showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
 - In cases where the number of employees and/or the owner is not clearly identified: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional, association records, etc. In case it is a start-up, legal document of the official founding date and declaration of ownership.
- Bank account information: The account where the funds will be transferred will be indicated via a specific form signed by the SME, individuals and the bank owners. The holder of the account will be the SME or all the individuals (the coordinator of the group on its own, if allowed by the other team members).
- Sub-grantee funding agreement: Signed between the MARKET4.0 Consortium represented by its coordinator (INTRASOFT) and the Budget Holder (LMS) and the beneficiary(ies).

It should be emphasized that the coordinator SME of the consortium should provide at negotiation time a valid VAT⁴. Failure to provide the VAT number at negotiation time will automatically result in proposal rejection.

The request, by MARKET4.0 consortium, of the above documentation will be done including deadlines. In general, the sub-project negotiation should be concluded within 2 weeks. An additional week may be provided by the MARKET4.0 coordinator in case of significant reasoning. In case negotiations have not been concluded within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited.

4.4 Summary of The Evaluation and Payment Process



5 Sub-Projects Execution

5.1 Coaches

Each sub-project will be assigned at least one coacher. The coacher will communicate with the sub-project on a regular basis and order to overview the progress and provide technical or business advice.

⁴ To be checked at European Commission services such as http://ec.europa.eu/taxation_customs/vies/

5.2 Reviews

Each project will go through 3 online reviews, each one highlighting the end of a phase. The reviews will be organized by the MARKET4.0 consortium headed by MARKET4.0 WP14 leader.

The sub-project coordinator should deliver at least one (1) week in advance all relevant deliverables, so that the reviewers will be able to read it. During the review, the sub-project consortium members should present their work, answer questions and demonstrate their sub-project. This procedure applies to both types of projects.

Review	Month
Design Review	M3
Develop Review	M7
Market review	M12

The duration of all sub-projects is fixed to 12 months period.

5.3 Payments

Payment is done against deliverables, meaning that:

1. Applicants present at proposal stage their budget distribution and align/distribute these to the deliverables.
2. Deliverable are provided according to the timeplan by the sub-grants and based on respective review assessment MARKET 4.0 will do a specific payment.

Details on the payment process are given in Annex IV - Sub-grant agreement template.

6 Responsibilities of consortia members

The sub-projects consortia members are indirect beneficiaries of European Commission funding. As such, they are responsible for the proper use of the funding and ensure that the recipients comply with obligations under H2020 specific requirements as described in Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020). The obligations that are applicable to the recipients include⁵:

⁵ The obligations described here are not binding and may be modified, refined or additional obligations may be inserted during the sub-project negotiation if needed.

6.1 Conflict of Interest

The 3rd parties (sub-contract consortium member) must take all measures to prevent any situation where the impartial and objective implementation of the sub-project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

They must formally notify the Commission (via the MARKET4.0 coordinator) without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The MARKET4.0 coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

If the sub-contract consortium member breaches any of its obligations, the sub-contract may be automatically terminated. Moreover, in case of costs are not explicitly included in the sub-project, they may be rejected. Finally, the cost of the deliverables, which are clearly specified in the sub-project and are accepted during a review process, becomes eligible. Deliverables that are not accepted will be re-evaluated at the next review. If this is the last review, the cost of these deliverables will not be paid to the sub-project.

6.2 Maintaining Confidentiality

During the implementation of the sub-project and for five years after the end of the sub-project, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at sub-contract signing time ('confidential information').

If a 3rd party requests, the Commission and the MARKET4.0 consortium may agree to keep such information confidential for an additional period beyond the initial four years. This will be explicitly stated at the sub-contract.

If the information has been identified as confidential during the sub-project execution or only orally, it will be considered to be confidential only if this is accepted by the MARKET4.0 coordinator and confirmed in writing within 15 days of the oral disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the Agreement.

The sub-project consortium may disclose confidential information to the MARKET4.0 consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

6.3 Promoting the action and give visibility to the EU funding

The 3rd parties (sub-contract consortium member) must promote the sub-project, MARKET4.0 project and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner and to highlight the financial support of the EC.

Unless the European Commission or the MARKET4.0 coordinator requests or agrees otherwise or unless it is impossible, 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.), and any infrastructure, equipment and major results funded by the grant must:

- (a) display the EU emblem
- (b) display the MARKET4.0 logo and
- (c) include the following text:

For communication activities: “This project has indirectly received funding from the European Union’s Horizon 2020 research and innovation programme, via an Open Call issued and executed under project MARKET4.0 (grant agreement No 822064)”.

For infrastructure, equipment and major results: “This [infrastructure][equipment][insert type of result] is part of a sub-project that has indirectly received funding from the European Union’s Horizon 2020 research and innovation programme via an Open Call issued and executed under project MARKET4.0 (grant agreement No 822064)”.

When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the Beneficiary is exempted from the obligation to obtain prior permission from the EC to use the emblem. Further detailed information on the EU emblem can be found on the Europa web page⁶.

Any publicity made by the Beneficiary in respect of the project, in whatever form and on or by whatever medium, must specify that it reflects only the author’s views and that the EC or MARKET4.0 project is not liable for any use that may be made of the information contained therein.

The EC and the MARKET4.0 consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the sub-project coordinator and all consortium members
- contact address of the sub-project coordinator and all consortium members
- the general purpose of the project
- the amount of the financial contribution foreseen for the project; after the final payment, the amount of the financial contribution actually received by the sub-project

⁶ https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en

- the geographic location of the activities carried out;
- the list of dissemination activities and/or of a patent (applications) relating to the foreground;
- the details/references and the abstracts of scientific publications relating to the foreground and, if funded within the sub-project, the published version or the final manuscript accepted for publication;
- the publishable reports submitted to MARKET4.0;
- any picture or any audiovisual or web material provided to the EC and MARKET4.0 in the framework of the project.

The sub-project coordinator shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and MARKET4.0 does not infringe any rights of third parties.

Upon a duly substantiated request by the sub-project coordinator on behalf of any sub-project consortium member, the MARKET4.0, if such permission is provided by the EC, may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.

6.4 Financial audits and controls

The European Commission (EC) will monitor that MARKET4.0 beneficiaries and the sub-contract consortium members that comply with the conditions for financial support to third parties such as set out in Annex 1 of the MARKET4.0 grant agreement and may take any action foreseen by the grant agreement in case of non-compliance vis à vis the beneficiary concerned.

Moreover, the EC at any time during the implementation of the MARKET4.0 project and up to five years after the end of the MARKET4.0 project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud Office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

The sub-project consortium member shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorized by it, with a view to verifying that the grant agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.

The sub-project consortium member shall keep all sub-project deliverables and the originals or, in exceptional cases, duly authenticated copies – including electronic copies - of all documents relating to the sub-project contract for up to five years from the end of the project. These shall be made available to the EC where requested during any audit under the grant agreement.

In order to carry out these audits, the sub-project consortium member shall ensure that the EC's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the sub-project consortium member offices, to its computer data, to its accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

On the basis of the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the beneficiary concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to take into account observations conveyed or documents sent after that deadline. The final report shall be sent to the beneficiary concerned within two months of the expiry of the aforesaid deadline.

On the basis of the conclusions of the audit, the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

6.5 Sub-project Consortium Agreement

Each sub-project deliverable will be associated with a specific cost. This cost will be explicitly referred to the sub-contract and will include the total amount that each 3rd party of the project consortium will receive for the specific activity.

The payment from the MARKET4.0 project (Budget Holder) to the sub-project will take place via the sub-project coordinator organization. The MARKET4.0 has no other obligation to ensure or monitor that funding has actually reached the sub-contract consortium participant. The sub-project coordinator is responsible to distribute the funding to the consortium members based on the sub-contract that has been signed and the funding distribution per deliverable and per party.

As such, the sub-project consortium members should ensure the MARKET4.0 coordinator via Annex 5 "Consortium Honour Declaration" that a relevant consortium agreement has been signed, where:

- The sub-project coordinator ensures for the financial viability of each sub-project consortium member
- Each consortium member authorized the sub-project coordinator to act on its behalf
- Each consortium member authorized the sub-project coordinator to receive the sub-project funding from the MARKET4.0 coordinator and distribute it according to the sub-contract
- A decision-making procedure and conflict resolution schema among the consortium members is defined
- A proper IPR protection of the sub-project consortium members is ensured.

6.6 Sub-project Communication

The sub-project coordinator should:

- Provide any notice be in writing to the MARKET4.0 project coordinator
- Notify immediately any change of persons or contact details to the MARKET4.0 coordinator. The address list shall be accessible to all concerned.

7 Checklist

- 1) Does your planned work fit with the call for proposals? Check that your proposed work does indeed address one of the topics open in this call.
- 2) Does your proposal address production equipment marketplace needs?
- 3) Is your proposal eligible? The eligibility criteria are given in chapter 3 “Proposal Eligibility Criteria”. In particular, make sure that you satisfy the minimum participation requirements (entity from eligible countries)
- 4) Budgetary limits. Check that you comply with any budgetary limits as expressed in chapter 3 “Proposal Eligibility Criteria”. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- 5) Is your proposal complete? Have you completed all the mandatory questions?
- 6) Does your proposal fulfil questions requests/ comments? Proposals should be precise, concise and must answer to requested questions, which are designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- 7) Have you maximised your chances? There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points.
- 8) Have you submitted your proposal before the deadline? It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.
- 9) Have you provided the necessary annexes?

10) Do you need further advice and support during the proposal phase? You are strongly advised to communicate with the MARKET4.0 team via the MARKET4.0 blog <https://www.f6s.com/market4.0opencall1/discuss>.

Do not forget that it is mandatory the coordinating SME to have a valid VAT number during negotiation time.

8 Points of Contact

The MARKET4.0 consortium will provide information to the applicants only via the F6S blog, so that the information (question and answer), will be visible to all participants.

No binding information will be provided via any other mean (e.g. telephone or email).

More info at: <http://market40.eu/open-calls/>

Apply via: <https://www.f6s.com/market4.0opencall1/apply>

F6S support team: support@f6s.com

Online Q&A: <https://www.f6s.com/market4.0opencall1/discuss>

Individual emails: market40opencalls@market40.eu