



GUIDELINES

FOR

APPLICANTS

LAUDS EXPLORATION

oc1-2024-laudsexp-01

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## 1. INTRODUCTION

This document provides the relevant information regarding the Open Calls for proposals for the LAUDS Factories project.

Through the #1 Open Call | LAUDS Exploration, the LAUDS Factories project aims to fund and support Experiments focused on the collaboration and co-creation relationship between artists/creative people and technology providers and end-users, following the spirit of the New European Bauhaus.

The main objective is for hybrid teams, composed by technology providers and artists/designers/creatives/architects, to explore and work with LAUDS factories to enhance their usability and uptake, aligned with the wider scope, challenges and specific applicable conditions.

### 1.1. Background information on LAUDS Factories project

Societal transformation and appropriate innovation governance models along with new technical solutions are seen as important pillars in solving environmental problems. Today, seeds of this societal and industrial transformation exist. Digital communities gather around open-source innovative projects, makers create collectives of professionals, artists and tinkerers in third places to co-create solutions while designing global and manufacturing local. SMEs, looking for more sustainable new business models, are inventing circular and sense-making businesses in various territories. An agile co-creation based on “do no significant harm” principle is a known development practice that can be expanded to the whole manufacturing chain. The transition to a low carbon, resource efficient, circular and sustainable bioeconomy, with its technological potentials and proven applications and initiatives like the New European Bauhaus offers solutions to the challenges society is facing today. Transformation processes towards a climate positive society call for finding new ways and patterns of decentralised, local and urban manufacturing within existing ecosystems. Small, versatile factories, close to innovators and customers allow various types of customised products to be produced in regions close to the consumer that create a virtuous cycle based on design-produce-use-repair-recycle loops.

Such factories can enable the production of customised products in small series at a cost comparable to mass-produced products, helping to promote new skills and new job opportunities, and create activity in the local area, with the subsequent economic benefits to the community. By bringing production inside the local market, small factories can reduce transportation costs and time, increase resilience by cutting the supply chains and making it easier for customers to access the products they need and subsequently reduce the required resources of the production process, which aligns with the sustainability goals of many modern consumers and those envisioned by the EU.

LAUDS factories is an innovative concept aiming at creating small, versatile factories in local and urban areas to co-create and produce customised products in small series. The project aims to incorporate innovative and active resiliency capabilities at production and supply chain levels, as part of a green, circular, and digital transformation. The project seeks to create an



increased personalised experience for customers, enhance their satisfaction and loyalty to local manufacturing businesses and, more generally, to boost local development of open and decentralised manufacturing ecosystems.

## 2. GENERAL INFORMATION

### 2.1. Terms and definitions

This section describes the relevant terms that are used in the open call documentation. Unless otherwise stated, the definition of a term is the one stated in this section.

#### 2.1.1. Entities and Committees

*Table 1 - Definitions of entities and committees*

Term	Definition
LAUDS consortium	Group of legal entities that are cumulatively responsible for implementing the LAUDS Factories project as defined in the Grant Agreement number 101135986.
Applicant	Group of entities that intends to submit or has submitted a proposal to the funding program.
Beneficiary	Group of entities that has submitted a proposal to the funding program, has been accepted for funding and has signed or is in the process of signing a sub-grant agreement.
External evaluator	An expert who has been invited by LAUDS to assist in the evaluation of the proposal submitted to the funding program. Experts cannot have conflicts of interest and are bounded by their own confidentiality agreement.

#### 2.1.2. Funding Program

*Table 2 - Definitions of the funding program*

Term	Definition
LAUDS funding program	Program under which the present open call is run. It is defined by the documents and templates provided by the LAUDS consortium as defined in section 4.1.1. The funding program considers several phases: open call for proposals, evaluation, sub-grant agreement (SGA) preparation and signing, and implementation (for selected beneficiaries).
Proposal phase	Period when applicants can submit proposals to the open call. Each open call has a fixed deadline that is automatically enforced.



Evaluation phase	Period when the consortium evaluates and ranks the applications. At the end of the phase, all proposals are notified of the results of the evaluation.
SGA preparation and signing phase	Period when the selected proposals and the consortium complete the administrative procedures to sign the sub-grant agreement and prepare administrative documents.
Implementation phase	Minimum of 6 months period and Maximum of 12 months period, varying according to the submitted proposal, when the work is performed by the beneficiary. At the end, the project is subject to a formal evaluation made by an internal evaluation team to assess if the project is meeting its objectives.

## 2.2. Means of submission

The LAUDS Open Call page (<https://ec.europa.eu/eusurvey/runner/OC-2024-LAUDSEXP-01>) will be the entry point for the submission of all proposals to this open call (*oc1-2024-LAUDSEXP-01*). Any proposal submitted through other channels will be automatically rejected.

Any documentation that is required and requested by the LAUDS consortium should be submitted via a dedicated channel that will be indicated by the consortium during the execution of the sub-granted projects.

## 2.3. Language

English is the official language for the LAUDS open calls. Submissions done in any language other than English will not be eligible or evaluated.

English is the only official language during the whole implementation of the LAUDS funding program. This means that any requested submission of documentation and deliverables will be done in English to be eligible.

## 2.4. Documentation formats

Any documentation requested in any of the phases of the open call and projects' implementation must be submitted electronically in PDF format without restrictions for printing. For "Technical Annex", formatting guidelines must be respected as defined in the document.

## 2.5. Data protection

The reply to any call for proposals involves the recording and processing of personal data (such as name, e-mail, and address). Such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the LAUDS consortium.



It should be noted that LAUDS requests the minimum information needed to deliver the evaluation procedures or the implementation of the funding program. The “Annex: Bank account information” and “Annex: Sub-grant Agreement template” are provided for reference and will only be requested if the applicant is accepted to the program.

## 2.6. Origin of the funds

Selected applicants will sign a dedicated sub-grant funding agreement with the LAUDS consortium. The funds attached to the sub-grant agreement come directly from the funds of the European project LAUDS and therefore remain property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in LAUDS via European Commission GA no. 101135986.

As detailed in “Annex: Sub-grant Agreement template”, this relation between the subgrantees and the European Commission (EC) through the LAUDS project carries a set of obligations to the subgrantees with the EC. It is the task of the sub-grantees to achieve them and of the LAUDS consortium partners to inform about them.

## 3. ELIGIBILITY CRITERIA

The following eligibility criteria, related to the applicants, funding, and proposals apply.

### 3.1. Applicants' eligibility

All applicants must meet the requirements described in this section to be eligible for the LAUDS Open Call:

1. Submissions will ONLY be accepted through the page dedicated to the LAUDS Exploration Open Call: <https://ec.europa.eu/eusurvey/runner/OC-2024-LAUDSEXP-01>.
2. Fit within the target audience as indicated in section 3.1.1.
3. Are based in EU Member States or Horizon Europe associated countries as indicated in section 3.1.2.
4. The application and all requested documents are provided only in English language.
5. The proposal description is provided according to the guidelines in the “NAME OF THE DOCUMENT”
6. The application must include a budget overview for the implementation of their proposal (to be submitted using the oc1-2024-LAUDSEXP-01\_ApplicationForm\_Budget Template).

The detailed eligibility criteria as described in the sections below apply:



### 3.1.1. Types of applicants

The LAUDS Open Call will fund projects implemented by a consortium composed of a minimum of 2 (two) legal entities that are considered eligible under Horizon Europe rules. The following type of entities are invited to submit their innovative or application ideas:

- Technology providers of digital and emerging technologies (for-profit legal entities, including start-ups, SMEs and midcaps) established in an eligible country, section 3.1.2. A beneficiary is qualified as an SME as defined in the EU recommendation 2003/361<sup>1</sup>.
- Artists<sup>2</sup>/designers/creatives/architects from all artistic fields.

*Note: Preference will be given to artists/designers/creatives/architects who have previously engaged in collaborations/practices with science and technology and digital and emerging technologies.*

The following additional conditions apply:

- Each consortium applying to the call must include at least one technology provider and one artist /designer/creative/architect.
- The participating organisations should not have been declared bankrupt or have initiated bankruptcy procedures.
- The organisations applying should not have convictions for fraudulent behaviour, other financial irregularities, and unethical or illegal business practices.
- There should not be any conflict of interest with any of the LAUDS partners (beneficiaries), as detailed in Section 3.1.3.

*Note: Third parties receiving Financial Support from LAUDS through the open call will not become part to the LAUDS Factories Grant Agreement. The LAUDS Factories Grant Agreement will not need to be amended to include the selected beneficiaries.*

### 3.1.2. Eligible Countries

Entities established in any of the following countries are eligible to participate in the LAUDS Open Call:

- The Member States (MS) of the European Union (EU), including their outermost regions.
- Horizon Europe associated countries: according to the updated list published by the EC<sup>3</sup>.

### 3.1.3. Conflict of interest

Applications will not be accepted from entities who are partners (beneficiaries) or linked-third parties in the LAUDS consortium or who are formally linked in any way to the partners/linked-third parties of the consortium. Any entity with a previous link to a LAUDS beneficiary (e.g.,

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<sup>1</sup> [EC recommendation for Small and Medium- sized Enterprises \(SMEs\) 2003/361/](#).

<sup>2</sup> An Artist refers to either an SME, a Slightly Bigger Company or a Mid-Cap registered under NACE Code '9003 Artistic creation' or a self-employed individual (freelancer) who undertakes artistic activities as a profession/job occupation, such as a performer, a designer, a composer, an architect, a writer, etc

<sup>3</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation\\_horizon-euratom\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf)



spin-off), will not be accepted, unless a minimum of 2 years (as of the 1 January 2024) has passed since the termination of the link.

Applicants must not have any current and/or potential conflict of interest with the LAUDS Factories Open Call selection process and during the whole program. Applicants must formally and immediately notify the LAUDS Project Coordinator of any situation constituting or likely to lead to a conflict of interests and take all the necessary steps to rectify this situation.

All cases of conflict of interest will be assessed case by case. Applicants must take all measures to prevent any situation where the impartial and objective evaluation and implementation of the project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

If a conflict of interest is discovered and confirmed at the time of the evaluation process, the proposal will be considered as non-eligible and will not be evaluated.

### 3.2. Proposal submissions

The LAUDS Exploration Open Call is a competitive funding programme. Applicants (group of legal entities) can submit multiple applications, but only one of them can be funded within the open call.

### 3.3. Financial eligibility

The following financial conditions apply for proposals to be eligible:

- The total budget per proposal for LAUDS Exploration Experiments may not exceed €40.000.
- The total amount requested must represent 100% of the total project costs.
- All proposals must provide a budget overview for the implementation of their proposal, including the expected costs concerning Staff Costs; Travel Costs; Equipment/Tech Consumables Costs (depreciation) and, whenever required, Subcontracting Costs.

For approved projects, the funds will be paid in three lump sums: one at the beginning of the project (40% with the sub-grant agreement signature), the second with an interim assessment (40%) and at the end of the project pending the achievement of agreed milestones and deliverables (20% with expected outcome).

### 3.4. Other Conditions

Each applicant must confirm:

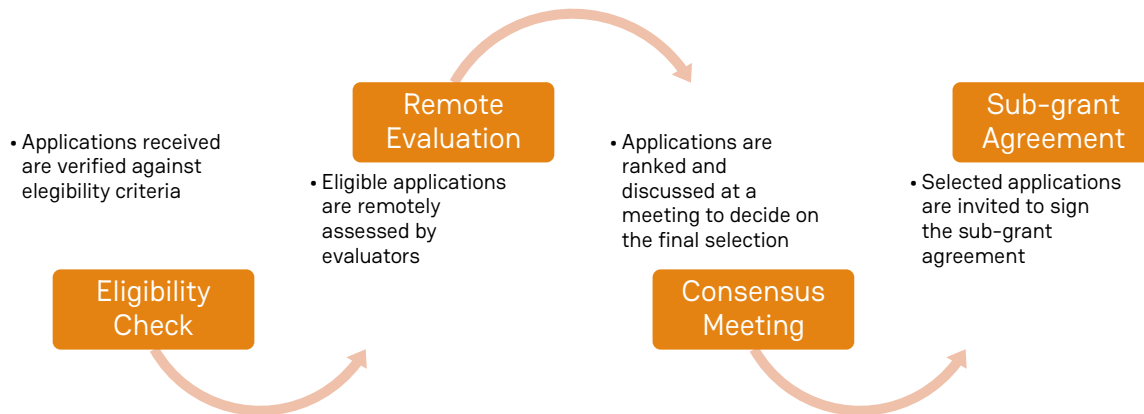
- It is not under liquidation or is not an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18.
- The proposed project is based on original ideas and, going forward, any foreseen developments are not limited by third party rights, or are clearly stated if they are limited.
- The project is based on work that has not been developed and offered as a commercial product or solution.



- It is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national and EU authority.

## 4. OPEN CALL: SUBMISSION AND SELECTION PROCESS

Proposals submitted to the LAUDS Exploration Open Call are submitted in a single stage and evaluated in two steps, as presented below.



### 4.1. Proposal preparation and submission

The submission of proposals to the LAUDS Exploration Open Call will follow the steps listed in this section.

#### 4.1.1. Open call publication and documentation

The open call is supported by the following documentation, which can be found at LAUDS Factories website: <https://lauds.eu/>:

- Call for Proposals #1, which provides a full set of information regarding the Open Call, including the scope, objectives, and challenges to be addressed in the LAUDS Exploration open call.
- Guidelines for Applicants, which provides an overview of the rules and procedures to participate in the open call, the evaluation process, and other general provisions.
- Catalogue of Challenges, which provides a presentation of the LAUDS Factories and the challenges proposed to be addressed by the hybrid teams.
- Application Form, an online application form, available at <https://ec.europa.eu/eusurvey/runner/OC-2024-LAUDSEXP-01>.
- Technical annex (template), a Word template that indicates all the technical information that should be provided as part of the project proposal.



- Budget template (template), an Excel file to present a simplified estimation of costs for the implementation of the proposed project that should be provided as part of the project proposal.
- Sub-grant agreement template, which provides a template of the subgrant agreement that the successful applicants will be requested to sign.
- Applicant Declaration of Honour, which declares that all conditions of the open call are accepted by the legal representative of the entity/ies.
- Legal Entity Declaration Form, which evaluates the status of the legal entities participating in the open call.
- Bank account information, which collects information about the bank account to which payments will be made.

Applicants are encouraged to read and download all relevant files before proceeding with the submission. The deadline for submissions to the LAUDS Exploration Open Call is 29 July 2024 (17:00 CET).

#### 4.1.2. Proposal preparation

Applicants must consider the following steps when preparing their proposal:

1. For the proposal preparation, applicants are required to apply online and answer all mandatory questions (with no exception) of the application form at <https://ec.europa.eu/eusurvey/runner/OC-2024-LAUDSEXP-01>.
2. Applicants that do not accept the terms and conditions and that do not upload to the submission platform the following documents will not be eligible:
  - Technical annex
  - Budget template
3. Be specific and concise. Questions in the online form have character limitations.

Selected Experiments are expected to deliver the following outcomes: 1) one challenge-focused report describing the developed production process including a blueprint of the proposed solution (where relevant); and 2) one final report on the collaboration with the LAUDS Factory. The LAUDS Factories project will be providing the respective templates to the selected teams.

It is strongly recommended that applicants submit their proposal well before the deadline.

If the applicant discovers an error in the proposal, and if the call deadline has not passed, the applicant may request the LAUDS team to re-submit the proposal (for this purpose please contact [lauds.opencall@inova.business](mailto:lauds.opencall@inova.business)). However, LAUDS Factories do not guarantee that a resubmission will be feasible in due time in case the request for resubmission is not received by the LAUDS team at least 48 hours before the open call deadline.

It is strongly recommended that applicants do not wait until the last minute to submit their proposal. The failure to submit a proposal on time, for any reason, including network communications delays or working from multiple browsers or multiple browser windows, is not



acceptable as an extenuating circumstance. The time of receipt of the application as recorded by the submission system will be definitive.

#### 4.1.3. Technical Annex

The Technical Annex is composed by the following sections:

- Title (*75 characters*)
- Abstract (*750 characters*)
- Project Objectives and Activities (*5000 characters*)
- Innovation potential and impact (*4000 characters*)
- Team Competences and Expertise (*1750 characters*)

The Technical Annex template is available at LAUDS Factories website: <https://lauds.eu/> to prepare a proposal. Follow the instructions provided and pay particular attention to the following criteria:

- The length of each section of the Technical Annex must not exceed the limit of characters.
- The first page with the instructions must be deleted when saving the proposal to PDF.
- The template provided must not be modified and the formatting must be kept (LAUDS standard style: Arial font, size 10, line spacing 1).

#### 4.1.4. Budget template

The Application Form - Budget Template is available at LAUDS Factories website: <https://lauds.eu/>. Applicants should use it to prepare the proposal and upload it (in PDF format) in the corresponding field in the online application.

#### 4.1.5. Proposal submission

Submissions will be done exclusively via <https://ec.europa.eu/eusurvey/runner/OC-2024-LAUDSEXP-01>. Any submission not done via this channel will not be eligible.

A full list of applicants will be prepared containing their basic information for statistical purposes and clarity, which will be also shared with EC for transparency.

The deadline for submission of proposals is 29 July 2024, 17:00 CET (Brussels time).

### 4.2. Proposal evaluation and selection

#### 4.2.1. Step 1: Eligibility verification

An initial eligibility verification will be done to filter out and discard non-eligible proposals. Proposals must meet ALL the following eligibility criteria, which will check the following:

- a. The proposing group of entities (consortium) are eligible for funding according to the rules expressed in section 3.1 [Y/N].
- b. All required sections of the proposal have been completed [Y/N].
- c. The proposal is aligned with the defined open call challenges [Y/N].
- d. The proposal is written in the English Language [Y/N].
- e. All required documentation is submitted correctly [Y/N]:



- Application form [Y/N].
- Technical annex [Y/N].
- Budget template [Y/N].

Proposals marked as non-eligible (for not meeting one or more of the eligibility criteria) will get a rejection letter with a justification. No additional feedback on the process will be given.

4.2.2. Step 2: Individual Evaluation Report

Proposals considered eligible will move on to the evaluation phase. The evaluation will be done remotely by senior experts from LAUDS partners organizations and external independent experts.

The proposals will be scored based on the criteria below (Table 3).

Table 3 - LAUDS EXPLORATION Open Call evaluation criteria

Evaluation Criteria (EC)	Description
EC1. Technical approach & Art-Tech congruency	<ul style="list-style-type: none"> <li>• Soundness of concept, quality of objectives and innovative elements of the proposal. Alignment with the LAUDS project objectives. Synergy between artists/designers and technology providers will be assessed.</li> </ul>
EC2. Innovation potential and impact	<ul style="list-style-type: none"> <li>• Originality and novelty of presented ideas. Economic, environmental and social impact of the proposed contribution.</li> </ul>
EC3. Technical capacities	<ul style="list-style-type: none"> <li>• Demonstration of competences and skills of the project team and its capacity to carry out the activities of the proposal.</li> <li>• Complementarity of partners.</li> </ul>
EC4. Cost-benefit	<ul style="list-style-type: none"> <li>• Adequacy of budget requested against the proposed workplan.</li> </ul>

Each criterion will be scored between 0 and 5. Half point scores are not given. For each criterion under examination, score values will indicate the following rationale:

Table 4 - LAUDS EXPLORATION Open Call scoring rationale

Score	Rationale
0 - FAIL	The proposal fails to address the criterion or cannot be judged due to incomplete or missing information.
1 - POOR	The criterion is inadequately addressed or there are serious inherent weaknesses.
2 - FAIR	The proposal broadly addresses the criterion, but there are significant weaknesses.
3 - GOOD	The proposal addresses the criterion well, but several shortcomings are present.



4 – VERY GOOD	The proposal addresses the criterion very well, but a small number of shortcomings are present.
5 - EXCELLENT	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The final score (including for each criterion) is the average of the scores provided by evaluators. The threshold for each criterion is three (3). This indicates that if a proposal scores less than 3 in any criterion the proposal is automatically rejected. Innovation potential and impact criterion is given a weight of 1.5 to determine the final ranking.

Each evaluator will record his/her individual assessment of each proposal using an Individual Evaluation Report (IER).

#### 4.2.3. Step 3: Ranking of proposals

At the end of the remote external evaluation process all proposals will be ranked in lists. The criteria for the ranking of the proposals will be semi-automatic following the rules below:

- Rule 1: Proposals will be ranked based on their overall score (sum of scores for criteria 1 to 4).
- Rule 2: After applying Rule 1 and if there are proposals in the same position, priority will be given to proposals that have the highest score on EC1. Technical approach & Art-Tech congruency.
- Rule 3: After applying Rule 2 and if there are proposals in the same position, priority will be given to proposals that have the highest score on EC3. Technical capacities.
- Rule 4: After applying Rule 3 and if there are proposals in the same position, priority will be given to proposals that have applications with relevant social and environmental impact.
- Rule 5: After applying Rule 4 and if there are proposals in the same position, priority will be given to earlier submitted proposals, which shall be selected first.

#### 4.2.4. Step 4: Consensus meeting

Evaluators will carry out a consensus meeting with the objective of gathering their evaluations, defining a common score for the proposals, and preparing evaluation reports.

The evaluators will then hold a consensus meeting to prepare a single consensus Evaluation Summary Report (ESR) for each proposal, representing opinions and scores on which the evaluators agree and which they will sign. The decision on the ranking list and on the selected applicants shall be sought by consensus, and whenever not feasible, by majority vote of 2/3.

#### 4.2.5. Step 5: Proposals selection

The #1 Open Call I LAUDS Exploration intends to provide support to at least six (6) Experiments, expecting to select two (2) proposals per each LAUDS Factories and at least one (1) proposal



per domain. Nevertheless, the LAUDS Factories project reserves the right to decide differently on this distribution based on the quality of the proposals received.

The evaluators during the consensus meeting will prepare two lists:

- List of the selected projects: identification of the applications selected for funding.
- Reserve list: identification of the applications to be selected for funding, if any of those listed is unable to proceed to the implementation.

All applicants will be informed about the result of their evaluation by email by 30 August 2024 (indicative date). The results will then be published on the information channels of the LAUDS project.

### 4.3. Redress process

Within three (3) working days of receiving (1) a Rejection Letter informing the proposal as noneligible or (2) an Evaluation Summary Report ranking the proposal below the selection borderline, an applicant may submit a request for redress if they believe the results of the eligibility checks have not been correctly applied, or if they feel that there has been a shortcoming in the way their proposal has been evaluated that may affect the final decision on whether to enter the funding program.

In such a case, an internal review committee from LAUDS will examine the applicant's request for a redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants. Requests for redress must:

- Be related to the evaluation process or eligibility checks.
- Clearly describe the complaint.
- Received within the time limit (three (3) working days) from the reception of (1) a Rejection Letter considering the proposal as non-eligible or (2) the Evaluation Summary Report.
- Sent by the entity's legal representative that has also submitted the proposal.

The committee will review the complaint and will recommend an appropriate course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated. Please note:

- This procedure is concerned only with the general evaluation and/or eligibility checking process. The committee will not question the scientific or technical judgement of the evaluators.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund the proposal or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on other criteria.
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

All requests for redress will be treated in confidence and must be sent to the LAUDS team at [lauds.opencall@inova.business](mailto:lauds.opencall@inova.business).



In the case where a proposal under the redress process is re-evaluated and the new evaluation score is higher, it will be compared with the proposal that has entered the funding programme with the lowest ranking. The comparison will use the ranking rules as detailed in Step 4 (section 4.2.3). In case the proposal under the redress process ranks higher than both proposals will be invited to enter the funding programme.

#### 4.4. Subprocess negotiation and onboarding

At the end of the evaluation phase, about six (6) Experiments will be selected. The other proposals will remain on a reserve list in case a selected proposal fails to sign the sub-grant agreement. All proposals will receive an acceptance or rejection letter together with an anonymized version of their proposal Consensus Evaluation Report.

##### 4.4.1. Step 1: Sub-grant agreement preparation

After the evaluation phase is concluded and the sub-projects are selected, the LAUDS consortium will start the SGA preparation phase in collaboration with the representatives of the sub-projects that have been awarded.

The objective of the SGA preparation is to fulfil the legal requirements between the LAUDS consortium and each beneficiary of the open call.

Request of the documentation:

- Proof of legal existence: Company(ies) register, official journal or other official document per country showing the name of the organisation(s), the legal address and registration number and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
- Proof of the SME/mid-cap condition is required:
  - If the applicant has been fully validated as an SME/mid-cap on the Beneficiary Register of the EC Participant Portal, the PIC number must be provided.
  - If the applicant has not been fully validated as an SME/mid-cap on the EC Participant Portal, the following documents will be required to prove the status as an SME/mid-cap:
    - a. SME/mid-cap declaration signed and stamped: If the beneficiary declares to be non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations is required.
    - b. Status Information Form, which 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.

The request of the documentation by the LAUDS consortium will be sent to the beneficiary, including deadlines by which information and documentation should be sent. In general, the SGA preparation should be concluded within two (2) weeks. An additional week may be provided by the LAUDS Project Coordinator in case of a relevant reasoning.

In case of the beneficiary not sending the requested documents within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited to initiate the contract preparation.



#### 4.4.2. Step 2: Sub-grant Agreement signature

At the end of the Sub-grant Agreement (SBA) preparation phase, the SGA will be signed between the LAUDS consortium represented by its Coordinator (TU Berlin), the Host Organization (representing the LAUDS factory which will be determined according to the selected proposal) and the Beneficiary.

## 5. RESPONSIBILITIES OF BENEFICIARIES

The selected hybrid team are indirectly beneficiaries of EC funding. Therefore, selected hybrid team members must comply with obligations under Horizon Europe specific requirements. The obligations that are applicable to the recipients include those described next.

### 5.1. Conflict of interest

The beneficiaries 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 LAUDS consortium without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The LAUDS coordinator will verify if the measures taken are appropriate and may require additional measures to be taken by a specific deadline.

If the sub-contract consortium member breaches any of its obligations, the sub-contract may be automatically terminated.

### 5.2. Data protection and confidentiality

During implementation of the sub-project and for four 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 beneficiary requests it, the EC and the LAUDS consortium may agree to keep selected information confidential for an additional period beyond the initial four years. This will be explicitly stated in the sub-grant agreement.

If information has been identified as confidential during the sub-project implementation or only verbally, it will be confidential only if this is accepted by the LAUDS coordinator and confirmed in writing within fifteen (15) days of the verbal 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 LAUDS consortium and to the selected reviewers, who will be bound by a specific Non-Disclosure Agreement.





### 5.3. Promoting the action and give visibility to the EU funding

The beneficiary must promote the sub-project, the LAUDS Factories project and its results, by providing targeted information to multiple audiences in a strategic and effective manner and to highlight the financial support of the EC.

Unless the EC or the LAUDS coordinator agrees otherwise or unless it is impossible (requiring a valid justification), any promotion 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 sub-grant must:

- display the EU emblem.
- display the LAUDS Factories logo.
- include the following text:
  - For communication activities: “The [sub-project acronym] has received funding from the European Union’s Horizon Europe programme, via the LAUDS Open Call (*OC-2024-LAUDSEXP-01*) issued and executed under the LAUDS Factories project (Grant Agreement no. 101135986).”
  - For results publications: “This [insert type of result] is part of a sub-project that has received funding from the European Union’s Horizon Europe programme via an Open Call issued and executed under the LAUDS Factories project (Grant Agreement no. 101135986).”

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 page<sup>4</sup>.

Any publicity made by the beneficiary regarding the sub-project, in whatever form and or by whatever medium, must specify that it reflects only the author’s views and that the EC or the LAUDS Factories project is not liable for any use that may be made of the information contained therein.

The EC and the LAUDS consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information regarding the beneficiary/ies:

- The name of the beneficiary/ies.
- Contact address of the beneficiary/ies.
- The general purpose of the sub-project.

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<sup>4</sup> [https://european-union.europa.eu/principles-countries-history/symbols/european-flag\\_en#eu-emblem](https://european-union.europa.eu/principles-countries-history/symbols/european-flag_en#eu-emblem)



- The geographic location of the activities carried out.
- The list of dissemination activities relating to experiments.
- Any picture or any audio-visual or web material provided to the EC and LAUDS Factories project in the framework of the sub-project.

The beneficiary/ies shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and LAUDS does not infringe any rights of third parties.

Upon a suitably justified request by the sub-project coordinator on behalf of any sub-project member, the LAUDS consortium, if permission is granted 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. CONTACT INFORMATION

The LAUDS consortium will provide information to the applicants via LAUDS Factories website, 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 the LAUDS Factories website: <https://lauds.eu/>

Apply via: <https://ec.europa.eu/eusurvey/runner/OC-2024-LAUDSEXP-01>

LAUDS support team: [lauds.opencall@inova.business](mailto:lauds.opencall@inova.business)