



## Annex 3: Guidelines for Applicants

This annex represents the detailed information, rules, and procedures for participation in the Open Call | LAUDS Replication. It addresses who is eligible to participate, where to submit a proposal and what information must be included, how the evaluation process is carried out, the implementation of awarded sub-projects, and additional responsibilities when participating in the programme.



# LAUDS Factories

## GUIDELINES

## FOR

## APPLICANTS

LAUDS REPLICATION

OC2-2025-laudsrep-01

CALL COORDINATOR:

**INOVA+**



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**TABLE OF CONTENTS**

<b>1. INTRODUCTION.....</b>	<b>4</b>
<b>2. GENERAL INFORMATION .....</b>	<b>4</b>
2.1. Terms and definitions .....	4
2.2. Means of submission.....	5
2.3. Language .....	5
2.4. Documentation formats .....	5
2.5. Data protection .....	5
2.6. Origin of the funds .....	5
<b>3. ELIGIBILITY CRITERIA .....</b>	<b>6</b>
3.1. Applications' eligibility .....	6
3.1.1. <i>Types of applicants</i> .....	7
3.1.2. <i>Eligible Countries</i> .....	7
3.1.3. <i>Conflict of interest</i> .....	7
3.2. Proposal multiple submissions.....	8
3.3. Financial eligibility.....	8
3.4. Other Conditions.....	8
<b>4. OPEN CALL: SUBMISSION AND SELECTION PROCESS .....</b>	<b>9</b>
4.1. Proposal preparation and submission.....	9
4.1.1. <i>Open call publication and documentation</i> .....	9
4.1.2. <i>Proposal preparation</i> .....	10
4.1.3. <i>Proposal submission</i> .....	11
4.2. Proposal evaluation and selection .....	12
4.2.1. <i>Step 1: Eligibility verification</i> .....	12
4.2.2. <i>Step 2: Individual Evaluation Report</i> .....	12
4.2.3. <i>Step 3: Ranking of proposals</i> .....	13
4.2.4. <i>Step 4: Consensus meeting</i> .....	13
4.2.5. <i>Step 5: Proposals selection</i> .....	14
4.3. Redress process.....	14
4.4. Subprocess negotiation and onboarding .....	15
4.4.1. <i>Step 1: Sub-grant agreement preparation</i> .....	15
4.5. Step 2: Sub-grant Agreement signature .....	16
<b>5. EXPECTED OUTPUTS OF SELECTED EXPERIMENTS .....</b>	<b>16</b>
<b>6. OTHER RESPONSIBILITIES OF BENEFICIARIES .....</b>	<b>17</b>
6.1. Conflict of interest.....	17
6.2. Data protection and confidentiality .....	17
6.3. Promoting the action and giving visibility to the EU funding.....	17
<b>7. CONTACT INFORMATION .....</b>	<b>19</b>

## 1. INTRODUCTION

This document complements the **LAUDS OC#2 Call for Proposals** document, providing additional information and guidance for interested individuals and entities to prepare proposals for the *Open Call #2 | LAUDS Replication* of the LAUDS Factories Project.

## 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.

Term	Definition
OC#2 or OC#2   <i>LAUDS Replication</i>	Second Open Call for Experiments under the project <b><i>LAUDS Factories, focused on LAUDS Replication.</i></b>
LAUDS Factories	Refer to the Project <i>LAUDS Factories - Local Accessible Urban Digital and Sustainable Factories: New European Bauhaus Approach to Open and Decentralised Urban Manufacturing.</i> <a href="https://cordis.europa.eu/project/id/101135986/en">https://cordis.europa.eu/project/id/101135986/en</a>
LAUDS Partners or 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 (OC#2).
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.
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 9 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/lauds-call-2-replication>) will be the entry point for the submission of all proposals to this open call. Any proposal submitted through other channels will be automatically rejected.

## 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.

Moreover, 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 must be submitted electronically in PDF format without restrictions for printing. Documentation must respect the guidelines provided (e.g. for formatting).

## 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<sup>1</sup> 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 selected 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 Factories<sup>2</sup> 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.

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<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02016R0679-20160504>

<sup>2</sup> <https://cordis.europa.eu/project/id/101135986> ; <https://lauds.eu/>

As detailed in “Annex: Sub-grant Agreement template”, this relation between the subgrantees and the European Commission (EC) through the LAUDS Factories 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. Applications' eligibility

All applicants **must** meet the requirements described in this section to be eligible for the LAUDS OC#2:

1. Submissions will **ONLY** be accepted through the page dedicated to the LAUDS Replication Open Call: <https://ec.europa.eu/eusurvey/runner/lauds-call-2-replication>.
2. Fit within the target audience as indicated in *section 3.1.1*.
3. Applicants and Experiment 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 before the OC#2 submission deadline, respecting the guidelines provided (e.g. for formatting) and only in English language (*see section 4 for more details*). Application is composed of the following:
  - Application Online form (<https://ec.europa.eu/eusurvey/runner/lauds-call-2-replication>);
  - Technical Annex (using template provided: oc2-2025-LAUDSREP-01\_TechnicalAnnex);
  - Budget overview for the implementation of the proposal (using template provided: oc2-2025-LAUDSREP-01\_Budget\_Template).
5. Applicants accept the terms and conditions of the LAUDS OC#2.
6. The proposal is within the scope of LAUDS OC#2 objectives as described in the “Call for Proposals” and addresses one of the challenges presented in the “Catalogue of Challenges”.
7. The duration of the proposed Experiment is limited to a minimum of six (6) months and a maximum of nine (9) months.

The additional eligibility criteria as described in the sub-sections next apply too:

### 3.1.1. Types of applicants

To be eligible, proposals must be presented by a hybrid team composed of a minimum of **2 (two) legal entities** that are considered eligible under Horizon Europe rules. Hybrid teams shall be composed of at least the following two type of entities:

- **Technology providers of digital and emerging technologies:** for-profit legal entities, including start-ups, SMEs and midcaps. A beneficiary is qualified as an SME as defined in the EU recommendation 2003/361<sup>3</sup>.
- **Artists<sup>4</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 hybrid team applying to the call must include at least one technology provider and one artist /designer/creative/architect. Other entities can be involved in the consortium if relevant to the project.
- 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.

If selected, Applicants will be asked to submit documentation supporting their legal status and financial capacity during the sub-grant agreement signing phase.

*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

Only Applicants 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>5</sup>.

### 3.1.3. Conflict of interest

Applications will not be accepted from individuals or entities who are partners (beneficiaries) or linked-third parties in the LAUDS Factories consortium or who are formally linked in any way to the partners/linked-third parties of the LAUDS Factories consortium, and their employees and permanent

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<sup>3</sup> [EC recommendation for Small and Medium- sized Enterprises \(SMEs\) 2003/361/](#).

<sup>4</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>5</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation\\_horizon-atom\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-atom_en.pdf)

collaborators. Any entity with a previous link to a LAUDS Factories beneficiary (e.g., spin-off), will not be accepted, unless a minimum of 2 years 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 interest 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 multiple submissions

The LAUDS Replication Open Call is a competitive funding programme. Applicants (group of legal entities) can submit multiple applications. In these cases, applicants need to submit one application form per Experiment proposal. However, only one proposal can be awarded per applicant.

### 3.3. Financial eligibility

The following financial conditions apply for proposals to be eligible:

- The total requested grant per proposal for LAUDS Replication Experiments **cannot exceed €27.000.**
- The selected Experiments will receive a grant that will cover a maximum of 100% of the budget of the submitted proposals.
- Applicants must submit a budget overview for the implementation of their Experiment, including the expected costs concerning Staff Costs; Travel Costs; Equipment/Tech Consumables Costs (depreciation) and, whenever required, Subcontracting Costs. Following the standard flat rate applicable in the Horizon Europe programme, a flat rate of 25% for overheads will be applied.

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).

All payments will be subject to tax and other reductions according to the laws of all involved countries.

### 3.4. Other Conditions

Each applicant must confirm:

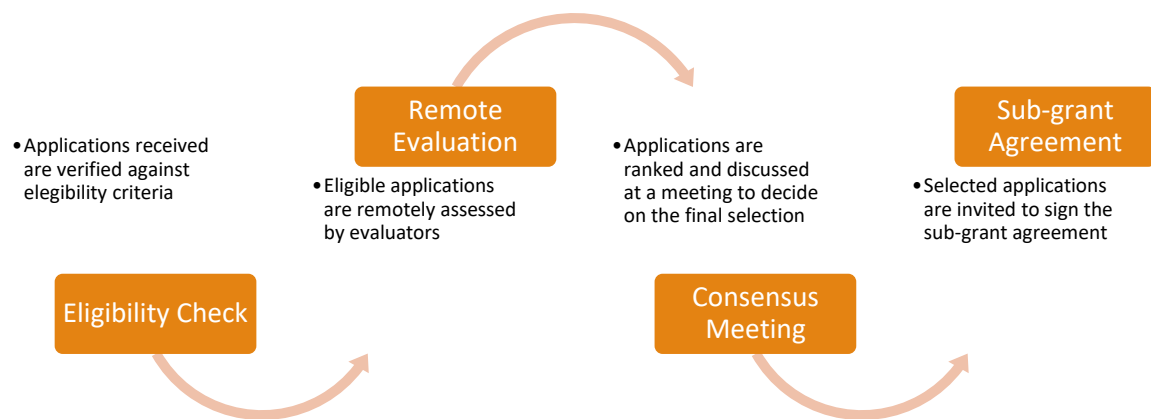
- It is not under liquidation or is not an enterprise under difficulty according to the Commission Regulation No 651/2014, art. 2.18.



- The proposed project is based on **original ideas** and, going forward, none of the developments foreseen will be limited by third party rights, or are clearly stated in the proposal description if they are limited (including how they will be handled during the project).
- 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 OC#2 are submitted in a single stage and evaluated in two steps, as presented below:

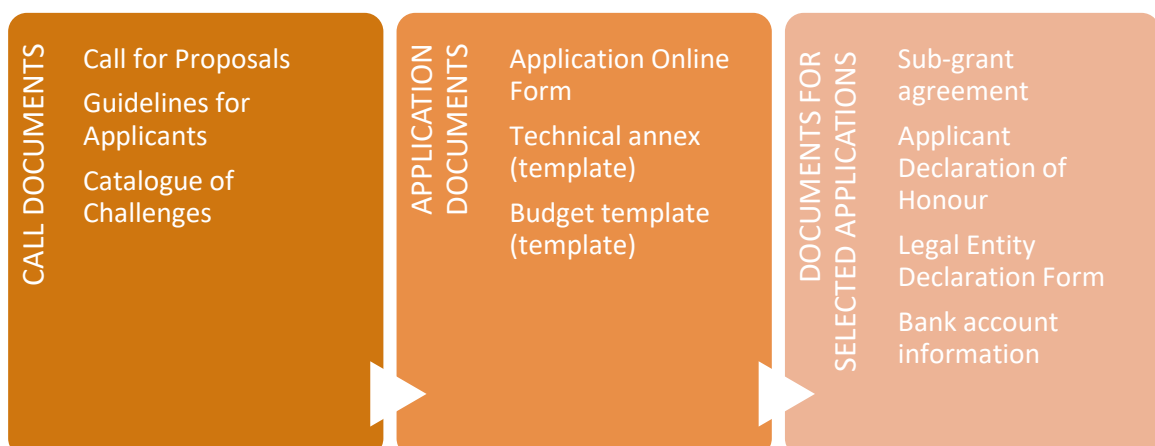


##### 4.1. Proposal preparation and submission

The submission of proposals to the LAUDS Replication 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/open-calls/2>



### **#CALL DOCUMENTS:**

- **Call for Proposals**, which provides a full set of information regarding the Open Call, including the scope, objectives, and challenges to be addressed in the LAUDS Replication 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 DOCUMENTS:**

- **Application Form**, an online application form, available at <https://ec.europa.eu/eusurvey/runner/lauds-call-2-replication>.
- **Technical annex (template)**, a Word template that indicates all the technical information that should be provided as part of the project proposal. It includes the following sections:
  1. Status of the project
  2. Project concept and objectives
  3. Project activities, outputs and cooperation
  4. Innovation potential and impact
  5. Project exploitation and scale-up, including communication and dissemination measures
  6. Team competences and expertise
  7. Additional pages for sketches / reference images (if any)
- **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.

### **#DOCUMENTATION FOR SELECTED APPLICATIONS:**

- **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.

#### **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/lauds-call-2-replication>.
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. Technical Annex and Budget shall be downloaded, completed, and uploaded in PDF format.
4. Applicants must respect the guidelines provided in the application documents (e.g. for formatting).
5. Applicants should submit one Application Form per project proposal. Multiple proposals are allowed but only one project can be awarded per beneficiary.
6. Be specific, clear and concise. Respect the character or page limitations.
7. Project proposals must be submitted by **15 September 2025 at 17:00 (Central European Time)**.
8. Queries about applications can be sent by email to [lauds.opencall@inova.business](mailto:lauds.opencall@inova.business) before 13 September 2025. We cannot guarantee that emails will be answered after this date. A FAQ (Frequently Asked Questions) section will be posted on the LAUDS Factories project website and updated regularly.

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

Submissions will be done exclusively at <https://ec.europa.eu/eusurvey/runner/lauds-call-2-replication>. 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 15 September 2025, 17:00 (Central European Time).**

Once the proposal is submitted, you will receive a confirmation e-mail. If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the submission system, you should immediately file a complaint via [lauds.opencall@inova.business](mailto:lauds.opencall@inova.business), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Applicants can edit their proposal until the OC#2 closure, as the system allows participants to change their contribution. In case you can not edit your application due a technical constraint, please contact LAUDS team at [lauds.opencall@inova.business](mailto:lauds.opencall@inova.business). No updates will be allowed after the OC#2 closure (15 September 2025, 17:00 CET). We highly recommend to avoid updates in the last 48 hours of the call

submission, as the system might not work properly due to the number of users. LAUDS Team does not take responsibility in case you can not submit your application in due 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 eligibility criteria**, as described in section 3.

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

Applications meeting the eligibility criteria 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 1 - LAUDS REPLICATION Open Call evaluation criteria**

Evaluation Criteria (EC)	Description
<b>EC1. Technical approach &amp; Art-Tech congruency</b>	<ul style="list-style-type: none"> <li>• Soundness of concept, quality of objectives and innovative elements of the proposal. Interaction with hosting LAUDS factories.</li> <li>• Quality and effectiveness of the work plan and outputs.</li> <li>• Synergy between members of the hybrid team will be assessed.</li> </ul>
<b>EC2. Innovation potential and impact</b>	<ul style="list-style-type: none"> <li>• Originality and novelty of presented ideas.</li> <li>• Relevance and credibility of the expected impacts of the proposed contribution, including at local, economic, environmental and social levels.</li> <li>• Quality of measures for exploitation and scale-up, including communication and dissemination actions.</li> </ul>
<b>EC3. Technical capacities</b>	<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>
<b>EC4. Cost-benefit</b>	<ul style="list-style-type: none"> <li>• Adequacy of budget requested against the proposed workplan.</li> </ul>

\* Innovation potential and impact criterion is given a weight of 1.5 to determine the final ranking.

Each criterion will be scored from 0 to 5, following the rationale below:

0	<b>Fail</b>	The proposal fails to address the criterion or cannot be judged due to incomplete or missing information.
1	<b>Poor</b>	The criterion is inadequately addressed or there are serious inherent weaknesses.
2	<b>Fair</b>	The proposal broadly addresses the criterion, but there are significant weaknesses.
3	<b>Good</b>	The proposal addresses the criterion well, but several shortcomings are present.

4	<b>Very Good</b>	The proposal addresses the criterion very well, but a small number of shortcomings are present.
5	<b>Excellent</b>	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

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, the final scores will be calculated. The final score of each application (including each criterion) is the average of the scores provided by evaluators.

Each criterion has a threshold, which is three (3). Any proposal receiving a score below 3 in any single criterion will be automatically rejected. Only proposals meeting or exceeding the minimum thresholds will advance in the competitive selection phase.

Proposals that successfully pass the threshold requirements will be ranked based on their overall score (sum of scores for criteria 1 to 4). Applications will be ranked in lists considering the following planned distribution:

- Two (2) proposals per three LAUDS Factories Hosts;
- One (1) challenge per two LAUDS Factories Hosts;
- A minimum of one (1) proposal from each domain.

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

In case of a tie, the following rules will apply:

- **Rule 1:** Priority will be given to proposals that have the highest score on **EC1. Technical approach & Art-Tech congruency**.
- **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 **EC3. Technical capacities**.
- **Rule 3:** After applying Rule 2 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 4:** After applying Rule 3 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 LAUDS OC#2 intends to provide support to at least eight (8) Experiments, expecting to select two (2) proposals per 3 LAUDS Factories and one (1) proposal per 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 21 October 2025** (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 then both proposals will be invited to enter the funding programme.

#### 4.4. Subprocess negotiation and onboarding

At the end of the evaluation phase, about eight (8) 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.

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

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

A model template for the contract will be provided by the LAUDS Factories project.

## 5. EXPECTED OUTPUTS OF SELECTED EXPERIMENTS

Selected Experiments shall implement activities addressing the challenges, objectives and requests mentioned in the LAUDS OC#2 *Call for Proposals*. Experiments will be asked to deliver at least the following outputs:

Output identification	Timing for delivery
1) <b>one <i>challenge-focused report</i> describing the developed replication process including a blueprint of the proposed solution (where relevant);</b>	First draft: 1 month before Experiment ends. Final version: At the end of the Experiment, at the closure meeting.
2) <b>one <i>final report</i> on the collaboration with the LAUDS Factories Partners;</b>	First draft: 1 month before Experiment ends. Final version: At the end of the Experiment, at the closure meeting.
3) <b><i>Photos, videos and social media content reporting the process, outputs and events implemented within the experiment. At least 10 photos, 2 short videos; 3 key short stories for social media (Instagram and LinkedIn);</i></b>	Along the Experiment implementation.
4) <b><i>A visual LAUDS Blueprint Canvas to document and communicate the process. The Blueprint is developed with the support of the communication coaches of SUPSI;</i></b>	Along the Experiment implementation.
5) <b><i>Feedback on Experiment's impact through short surveys and interviews;</i></b>	During last month of the Experiment.
6) <b><i>Participation in one LAUDS Factories event promoted within the project LAUDS Factories.</i></b>	Planned to occur by September 2026 (to be confirmed when Experiment starts).

Templates will be provided to selected Experiments.



## 6. OTHER 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.

### 6.1. 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.

### 6.2. 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.

### 6.3. Promoting the action and giving 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 (OC2-2025-LAUDSREP-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>6</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.
- 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.

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<sup>6</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)

## 7. CONTACT INFORMATION

If, after reading the Guide for Applicants and the FAQs on the call webpage, you have further questions regarding the Open Call process, please send us an email at [lauds.opencall@inova.business](mailto:lauds.opencall@inova.business).

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).

\* In case of any technical issues, please include the following information in your message:

- your name and your email address;
- details of the specific problem (error messages you encountered, bugs descriptions, i.e. if a dropdown list isn't working, etc.);
- screenshots of the problem.

More info at the LAUDS Factories website: <https://lauds.eu/>

Apply via: <https://ec.europa.eu/eusurvey/runner/lauds-call-2-replication>

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

**LAUDS OC#2 CALL:**

CALL FOR PROPOSALS

GUIDE FOR APPLICANTS

CATALOGUE OF CHALLENGES

## LAUDS FACTORIES CONSORTIUM PARTNERS

TECHNISCHE UNIVERSITÄT BERLIN / GRENOBLE INP-UGA / G-SCOP LABORATORY / UNIVERSITE  
GRENOBLE ALPES / HSU – HELMUT-SCHMIDT UNIVERSITY / UNIVERSITY OF THE FEDERAL  
ARMED FORCES HAMBURG / UNIVERSITÉ DE LORRAINE / ZENTRUM FÜR SOZIALE  
INNOVATION GMBH / INOVA+, INNOVATION SERVICES, S.A / MAKER V-10 / STICHTING DYNE.  
ORG / BAUHAUS-UNIVERSITÄT WEIMAR / FAB CITY HAMBURG E.V. / HIWW UG / FABLAB  
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