

CALL ANNOUNCEMENT AND GUIDE FOR APPLICANTS - PHASE 2

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Document History

Version ¹	Issue Date	Stage	Content and Changes
1	31-05-2021	Preliminary	Guide for Applicants is a preliminary version pending legal review

¹ Integers correspond to submitted versions

EXECUTIVE SUMMARY

This deliverable presents the Call Announcement and the Guide for Applicants that have been created for Change2Twin and are part of WP4 “Financial support to third parties”.

The Call Announcement contains all the details regarding the Change2Twin Deployment Voucher first open call, providing the necessary information to be published on the Horizon 2020 Funding and Tenders Portal.

The Guide for Applicants establishes the general terms and conditions to participate on the Change2Twin Deployment Voucher first open call providing a detailed description of the evaluation criteria. The overall objective of the Guide for Applicants is to help applicants understand the selection process and at the same time, specify correctly what type of candidates Change2Twin is looking for. The Guide for Applicants is available on the website dedicated to for this open call in the FundingBox platform.

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CALL ANNOUNCEMENT

Announcement of an open call for recipients of financial support.

Call title: Change2Twin 1st Deployment Voucher Open Call

Full name of the EU funded project: Create and Harvest Offerings to support Manufacturing SMEs to become Digital Twin Champions

Project acronym: Change2Twin

Grant agreement number: 951956

Call publication date: 30/06/2021 - 09:00 CEST (Brussels time)

Call deadline: 30/09/2021 - 17:00 CEST (Brussels time)

Expected duration of participation: 11 months

Total EU funding available: Total planned budget for the call: 990 000 Euro
Maximum amount of financial support for each third party:
Up to 90 000 Euro

The applicants can submit a proposal through the following website: <https://change2twin-dv-opencall.fundingbox.com>

Submission & evaluation process: The selection of the open call proposals will be carried out in a three-step process. Step one will check the proposals against eligibility criteria. Step two will involve external evaluation to assess the proposal according to the criteria. Step three will involve the Change2Twin consortium in a Consensus Meeting. For further information see the Guide of Applicants.

Task description: The Change2Twin project is co-funded from the European Union's Horizon 2020 Research and Innovation Programme under Grant Agreement No 951956.

The main purpose of Change2Twin is to provide assessment and guidance to European manufacturing companies to boost their digitization potential by adopting digital twin technology.

For this Open call, we are looking for end-user SMEs and mid-caps interested in developing and implementing digital twin technology. Up to 11 manufacturing SMEs and midcaps will be selected to receive up to 90 000 Euro as a lump sum to cover the costs to deploy and implement technology and systems applicable to digital twins for manufacturing together with technical mentorship to support the experiment in each phase of its implementation from user requirements to design specification.

The ideal use case should use digital twin technology for one or several of the following purposes:

Virtual Design: Model-based system engineering, including analysis and design, ensuring that requirements are met and providing for seamless integration, test, verification and validation.

Customer Engagement: Interactive display of the system and its capabilities, for customers to understand how it meets their needs and how they will use it.

Commissioning: Checking the on-site implementation of a system against its design as captured in the digital twin to detect commissioning faults or anomalies.

Feedback to Engineering: Capturing usage characteristics with the digital twin to inform engineering of needs to change designs, or for future designs, or of operational risks.

Monitoring: Monitoring of a system's operation by the digital twin that is then able to, e.g., detect anomalies, performance degradation, etc.

Optimization & Best Quality: Process control with the digital twin to optimize a systems operation for best performance and efficiency.

Scheduling: Organization of workflows based on actual data and insights provided by the digital twin.

Diagnosis: Investigation of the cause or nature of a fault condition, situation, or problem in the physical system by reasoning on live data within the digital twin.

Preventive Maintenance: Maintenance and service of a physical system that lessens the likelihood of failures based on the observed and inferred system state as visible in the digital twin.

Smart Logistics: Logistic processes that adapt to live data of needs and options as visible in the digital twin.

Smart Systems: Systems that adapt to their dynamic environment, state, or tasks and potentially learn how to do that best. The digital twin is then a core part of the system's control.

The proposed use cases must increase the digital maturity of the end user, and the project should eventually provide clear lessons learned to be shared with the manufacturing community in Europe.

Further information:

For further information about Change2Twin project, please visit the following website: <https://www.change2twin.eu>

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1 BASIC INFO ABOUT CHANGE2TWIN

Change2Twin is a European project financed by the European Commission looking for end-user **SMEs and mid-caps from the manufacturing sector** willing to develop and implement digital twin technology. Change2Twin builds on the following high-level characterisation of a digital twin: “A digital twin is a digital replica of an artefact, process or service that is so accurate that it can be the basis for decisions. The digital replica and physical world are often connected by streams of data. Change2Twin will address digital twins of artefacts, processes and services associated with manufacturing.”

If you are a manufacturing SME or mid-cap from the EU, H2020 associated countries or the UK, Change2Twin offers you a unique opportunity to digitize your business with a digital twin and thus become more competitive in the market.

The [Change2Twin Consortium](#) is led by SINTEF AS and is composed of 18 partners from 9 European countries (Norway, Austria, Poland, Netherlands, Italy, Switzerland, France, Germany, and Spain).

We invite you to join us at our [Helpdesk space](#) to ask your questions and solve your doubts. For further information about Change2Twin project, please visit our [website](#) or send us an email to opencalls@change2twin.eu.

2 WHAT DO WE OFFER?

Change2Twin will select up to 11 applications that will take part in an **11 month support programme** to adopt digital twinning technology to improve competitiveness in a manufacturing SME or midcap. The beneficiaries will receive:

- **Up to 90 000 Euro as a lump sum** to cover the costs to deploy and implement technology and systems applicable to digital twins for manufacturing.
- **Technical mentorship** to support the Digital Twin deployment in each phase of its implementation from user requirements to design specification.

The Deployment Voucher support programme is divided in two stages:

- **Stage 1 - Inception.** During 2 months the technical partners will help you define the user requirements of your Digital Twin. Additionally, the framework of the experiment will be communicated and agreed with you.
- **Stage 2 - Implementation.** During 9 months you will receive the necessary support to focus on the implementation of the Digital Twin technology.

It is important to consider that the Deployment Voucher is also open to companies that did not receive or did not apply for the support of the [Assessment Voucher](#). In that case, the applicant to this open call can prepare a project proposal to develop and implement a digital twin according to the description in Section 3.

Applicants can submit a proposal through the following website: <https://change2twin-dv-opencall.fundingbox.com/>. The call will open on the 30th of June 2021 at 09:00 CEST and will close on the 30th of September 2021 at 17:00 CEST.

3 ELIGIBILITY CRITERIA

3.1 WHO ARE WE LOOKING FOR?

We are looking for end-user manufacturing² SMEs³ and mid-caps⁴ located in [the Member States of the European Union and its Overseas Countries and Territories \(OCT\)](#), in [Associated Countries to H2020](#), or in the United Kingdom.

Companies applying to this open call will ideally have already reached a digitisation level⁵ of 3, which means that they preferably already use dashboards and data from important business processes, such as production, are made available by the use of sensors. The minimum level of digitization for companies that apply to the open call is 2, in which digital systems in the organisation are largely connected to each other and exchange data to provide business application and software with relevant information. For more information on digitization levels please read the FAQs.

3.2 IDEAL PROJECT

The goal of your project must be the **development and implementation of technology and systems applicable to digital twins** for manufacturing. Please note that we are looking for the **implementation of Digital Twin technologies in end-user manufacturing SMEs and midcaps**, not in technology providers.

The digital twinning technology should be used for **one or several of the following purposes**:

- **Virtual Design.** Model-based system engineering, including analysis and design, ensuring that requirements are met and providing for seamless integration, test, verification and validation.
- **Customer Engagement.** Interactive display of the system and its capabilities, for customers to understand how it meets their needs and how they will use it.
- **Commissioning.** Checking the on-site implementation of a system against its design as captured in the digital twin to detect commissioning faults or anomalies.
- **Feedback to Engineering.** Capturing usage characteristics with the digital twin to inform engineering of needs to change designs, or for future designs, or of operational risks.
- **Monitoring.** Monitoring of a system's operation by the digital twin that is then able to, e.g., detect anomalies, performance degradation, etc.
- **Optimization & Best Quality.** Process control with the digital twin to optimize a systems operation for best performance and efficiency.
- **Scheduling.** Organization of workflows based on actual data and insights provided by the digital twin.

²Manufacturing companies refers to SMEs or mid-Caps registered, under national law, to perform business activities under a Code related with the manufacturing sectors.

³An **SME** will be considered as such if it complies with the European Commission's [Recommendation 2003/361/EC](#). As a summary, the criteria defining an SME are:

- Headcount in Annual Work Unit (AWU) less than 250;
- Annual turnover less or equal to €50 million or annual balance sheet total less or equal to €43 million.

Note that the figures of partners and linked enterprises should also be considered as stated in the SME user guide.

⁴**'Middle-capitalization company'** or **'mid-cap'** means an enterprise that is not a SME and that has up to 3 000 employees, knowing that the staff headcount is calculated in accordance with [Articles 3 to 6 of the Annex to Commission Recommendation 2003/361/EC](#).

⁵ Change2Twin applies the [Acatech Industrie 4.0 Maturity Index](#) to assess the digitalization level of companies.

- **Diagnosis.** Investigation of the cause or nature of a fault condition, situation, or problem in the physical system by reasoning on live data within the digital twin.
- **Preventive Maintenance.** Maintenance and service of a physical system that lessens the likelihood of failures based on the observed and inferred system state as visible in the digital twin.
- **Smart Logistics.** Logistic processes that adapt to live data of needs and options as visible in the digital twin.
- **Smart Systems.** Systems that adapt to their dynamic environment, state, or tasks and potentially learn how to do that best. The digital twin is then a core part of the system's control.

The proposed project must increase the digital maturity of the end user, lead to proven business benefits for the SME using DT technologies, and the implementation should eventually provide clear lessons learned to be shared with the manufacturing community in Europe.

3.3 WHAT TYPES OF ACTIVITIES CAN BE FUNDED?

For beneficiaries of the [Assessment Voucher](#), the Deployment Voucher can be used to **implement one or more of the recipes delivered by the certified Digital Innovation Hub (DIH)** to develop and implement a digital twin. This recipe will already contain a list of compatible and tested technological components.

If you did not receive support from the [Assessment Voucher](#), you will be able to use the Deployment Voucher to **implement a digital twin solution** using either the Change2Twin Marketplace to select the components or including other technologies which are not available there yet. The Change2Twin Marketplace provides a curated set of end-to-end solutions for manufacturers, where you can find the right digital solutions needed to implement a digital twin.

3.4 HOW TO APPLY?

When applying to Change2Twin open call, please also note that:

- Your project should have a clear European Dimension meaning that it should eventually provide lessons learned to be shared with the manufacturing community in Europe.
- We will evaluate **only** proposals submitted through the online form <https://change2twin-dv-opencall.fundingbox.com/> before the **deadline** (30 September 2021, 17:00 CEST).
- The application form must include a budget estimation of how the grant will be spent for the implementation of the digital twin technologies. More information on how to complete the budget is provided in the FAQs.
- You have to verify the completeness of the form, as it won't be possible to add any further information after the deadline. After the proposal is submitted, you will be able to modify the form until the deadline.
- You can submit only one proposal to this open call. If more than one proposal is identified, only the last proposal which has been submitted in order of time will be evaluated.
- Your proposal must be written in **English** in all mandatory parts in order to be eligible. Only parts written in English will be evaluated.

- All mandatory sections of your proposal must be completed. The data provided should be actual, true, complete and should allow assessment of the proposal. Additional material, not specifically requested in the online application form, will not be considered for the evaluation. We will check the information provided in your application during the external evaluation phase and Sub-Grant Agreement preparation phase.
- We will take into consideration the existence of potential **conflict of interest** among you and one or more Consortium partners.
- Consortium partners, their affiliated entities, employees, board members and permanent collaborators cannot take part in the Change2Twin programme. All cases of potential conflict of interest will be assessed case by case.
- Legal entities cannot receive more than €100,000 via open calls from H2020 I4MS and SAE projects. In case that the applicant has received funding, but under the mentioned threshold (100,000 euros) from above mentioned sources applicants are expected to modify their budget accordingly, if possible, considering the project and attributed tasks, respecting the no "double funding rule"⁶.
- We don't accept entities that are under liquidation or are an enterprise under difficulty according to the Commission Regulation No 651/2014, art. 2.18, or that are excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority.
- Your project should be based on your original work or your right to use the IPR must be clear. Going forward, any foreseen developments must be free from third party rights, or those third-party rights must be clearly stated.

4 HOW WILL WE EVALUATE YOUR PROPOSAL?

Our evaluation process is transparent, fair and equal to all our participants. We will evaluate your project in the different phases described in this section. For this open call, we are looking for the best fit for our project and since we are much more concerned with quality than quantity, we suggest that you put effort into how you present your project in the best possible way, providing as much detail as you can, to support us while evaluating your application and identify the main key points and how it fits with the overall Change2Twin scope.

4.1 ELIGIBILITY CHECK

The eligibility check will be done on all proposals that are submitted before the deadline. All criteria are listed in Section 3 in this Guide for Applicants. The projects that do not comply with those criteria will be excluded and marked as ineligible. We will inform you about the results of the eligibility check.

4.2 EXTERNAL EVALUATION

In this phase, each project will be evaluated by 2 external and independent evaluators from the digital twin technology field. Your project will be evaluated within the following awarding criteria:

⁶ Double funding means the situation where the same costs for the same activity are funded twice through the use of public funds. It is a fundamental principle underpinning the rules for public expenditure in the EU that no costs for the same activity can be funded twice from the EU budget.

(1) EXCELLENCE will evaluate:

Ambition. Applicants should explain why they are applying to this open call. Why do they want to implement a digital twin and how does it connect to their business and its KPIs. This information will be used to evaluate your project's alignment with Change2Twin's goals.

Applicants should answer the following questions:

- What KPIs are important for your future business operations?
- Which purpose for digital twinning do you think offers more advantages?
- What part of your company has the greatest potential for improvement?

Innovation. The applicants should provide information about the current production process(es) that they want to improve. In addition, they will be asked to perform a self-assessment of their current level of digitization following the definitions provided in the FAQs. Other questions to address in this section are:

1. Which systems or services need to become smart and why?
2. Do you aim at autonomous behaviour or at supporting human operators or users?

Soundness of the approach and credibility of the proposed methodology.

(2) IMPACT will analyse:

Market opportunity. The applicants have to demonstrate a clear idea of what they want to do and whether the new/improved process has market potential, e.g. because it solves a problem for a specific target customer or any other significant competitive advantage. You must address questions like:

How can you improve your offer through digitisation?

What aspects can you improve and what aspects would your customers like to see improved?

Business impact:

1. Which parts of your business will benefit most and why?
2. How essential is the envisioned digital twin technology to (future) core processes or products?
3. Do you aim at an improvement of existing products or services or at new market opportunities, e.g., with the introduction of smart systems?

Time-critical information use:

1. Where are the envisioned advantages of near real-time insights provided by envisioned digital twins?
2. Are your business processes and people prepared to act on live data or near real-time insights?
3. How costly is any failure to act in time and who bears these costs?

(3) IMPLEMENTATION will consider:

Team. The applicants have to demonstrate their management and leadership qualities, their ability to take a concept from ideas to implementation, their capacity to carry through their ideas and understand the dynamics

of the market they are working on. The team should be balanced and cross-functional, with a strong background and skill base.

Resources. Demonstrate the quality and effectiveness of the resources assigned in order to get the objectives/deliverables proposed. The main questions to address in this section are:

- Describe the asset(s) or processes that the digital twin mirrors. Why did you select this/these?
- What sensors are needed to collect the data? What are the relevant data-sources? What is required to collect sensor/process data needed for this purpose? Describe what is already available and what needs to be added.
- What infrastructure is required to enable access to all the data needed for this purpose, e.g. connectivity, data storage, etc. Describe what is already available and what needs to be added.
- What products/services from solution providers will complete the necessary infrastructure? Please list the products/services, the providing company (if already selected) and the projected use.
- What is needed to realize the Digital Twin Core model? Describe the operational and engineering expertise needed to build the digital twin. Please differentiate the part that can be done in house and what needs to be purchased
- What is needed to make sure the Digital Twin is fit for purpose and stays reliable? Please describe how you will validate and test your digital twin to ensure trust.
- How will you set up business processes that use the information of the digital twin? How will you act upon the information provided by the digital twin? How will you monitor your KPIs?

More information on what information is required regarding resources and budget is available in the FAQs.

Transversal criteria such as ‘Environment and low carbon economy contribution’, ‘Equal Opportunities & Gender balance’ and ‘Social Impact’ will also be considered by evaluators when scoring the proposals.

The evaluators will score each award criterion on a scale from 0 to 5:

- 0 = Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information
- 1 = Poor – criterion is inadequately addressed or there are serious inherent weaknesses
- 2 = Fair – proposal broadly addresses the criterion, but there are significant weaknesses
- 3 = Good – proposal addresses the criterion well, but a number of shortcomings are present
- 4 = Very good – proposal addresses the criterion very well, but a small number of shortcomings are present
- 5 = Excellent – proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The threshold for individual criteria will be 3. The overall threshold, applying to the sum of the three individual scores, will be 10.

In case the scores of the evaluators differ by 3 points or more in at least 1 of the criteria, we will involve a third evaluator in the process to make sure all applicants are treated equally and fairly.

Each evaluator will produce an Individual Evaluation Report. The final score will be calculated as an average of the individual assessments provided by the Evaluators.

In case of ties, the following criteria will be used to rank the projects, in order:

- 1°. Excellence score.
- 2°. Implementation score.
- 3°. Impact score.
- 4°. Gender balance.
- 5°. Date of submission: earlier submitted proposals go first.

All proposals obtaining a score above the threshold, will pass to the next phase. Please note that we need time to process through all the proposals in this phase, so you probably won't hear back for a while.

EXTRA POINTS

For applications that are scored above the threshold:

- One additional point will be added to the overall score to experiments that are operating in sectors where **digital technologies are underexploited**. For the purpose of this open call, these sectors are: construction; basic metals & fabricated metal products; textiles, wearing apparel, leather; and beverages and food.⁷
- One additional point will be added to the overall score to experiments that show a cross-border approach. Meaning that one or more of the technology suppliers is from a different country than the beneficiary.

GENDER BALANCE

Beneficiaries must take all reasonable measures to promote equal opportunities between men and women in the implementation of the action. They must aim, to the extent possible, for a gender balance at all levels of personnel assigned to the action, including at supervisory and managerial level.

4.3 CONSENSUS MEETING

The Application Experiment (AE) Management Board, formed by the 10 core partners of Change2Twin⁸ and 2 external experts, will decide by consensus (minimum $\frac{2}{3}$ of majority votes) the 'List of finalists'. The discussion will be based on the ranking obtained as a result of the External Evaluation.

Whilst normally the highest ranked proposals will be selected for funding, the AE Management Board might have fair reasons for objecting to a specific third party, like the alignment with Change2Twin goals and scope, the ability to achieve the highest impact possible, commercial competition, as well as the existence of significant ethical concerns or a potential conflict of interest. In this case, the choice may pass to the next-ranked proposal.

The exact number of proposals approved will be decided based on the overall **quality** of the proposals.

⁷ The sectors where digital technologies are underexploited are those scoring below 10% in the digital intensity index included in the Digital Economy and Society Index (DESI) 2019: <https://ec.europa.eu/digital-single-market/en/integration-digital-technology-enterprises>

⁸ The complete composition of the 'AE Management Board' is listed in the Annex 2 of this Guide for Applicants.

4.4 WHAT'S NEXT? SUB-GRANT AGREEMENT PREPARATION AND SIGNATURE

Before you get started with Change2Twin programme, you need to sign the Sub-Grant Agreement with the Change2Twin Consortium.

Prior to signing the Agreement, you should provide documents regarding your formal status and eligibility. The Change2Twin Consortium will verify them, to prove your eligibility (for the details please check our Frequently Asked Questions Document). Please do it within the deadlines that will be communicated to you. If you fail to deliver the requested documents on time, without clear and reasonable justification, we will exclude you from the further formal assessment and you will be replaced with a company from the Reserve list.

5 OUR SUPPORT PROGRAMME AND PAYMENT ARRANGEMENTS

The selected grantees will receive a **lump sum of up to 90 000 Euro**. In the case of for-profit legal entities, even if we will provide a lump sum, you will need to include a budget in your application and the grant cannot exceed the 70% of the costs estimated for the execution of the project. Taking into account the financial support limit (90 000 Euro) a total cost over 128 571 Euro will not be taken into consideration when calculating the 90 000 Euro lump sum.

The lump sum is a simplified method of settling expenses in projects financed from Horizon 2020 funds. It means that the grantee is not required to present strictly defined accounting documents to prove the cost incurred (e.g. invoices), but is obliged to demonstrate the implementation of the project in line with the milestones set for it. Simply speaking it means that we will carefully assess your progress and quality of your work during Interim Reviews, not your accountancy. The lump sum does not release you from the obligation to collect documentation to confirm the costs under fiscal regulation.

Each beneficiary will define at the beginning of the support programme, together with the mentors allocated, their 'Individual Mentoring Plan' which will include the milestones (deliverables, KPIs and ethical recommendations) and the budget of the project.⁹ The 'Mentoring Committee'¹⁰ will evaluate your performance at the Milestone Reviews, one for every stage of the programme, and the financial support will be paid against validated specific deliverables included in the 'Individual Mentoring Plan'.

The evaluation will be carried out according to the following criteria:

- **Deliverable's quality.** To be scored by the Mentors based on the Deliverables established in the 'Individual Mentoring Plan'.
- **Technical performance indicators.** To be scored by the Mentor based on the KPIs established in the 'Individual Mentoring Plan'.
- **Deadline Compliance.** To be scored by the Mentors.

⁹ The individual Mentoring Plan will be included in the Sub-Grant Agreement.

¹⁰ The complete composition of the 'Mentoring Committee' is listed in the Annex 2 of this Guide for Applicants.

Each criterion will be scored from 0 to 10 and the weight of each one of these criteria, in the final score, will be as follow:

- Deliverable quality (40%).
- Technical performance indicators (40%).
- Deadline Compliance (20%).

According with this final score:

- **Beneficiaries over threshold** (7 points) will successfully receive the next payment and be candidates to continue in the programme.
- **Beneficiaries under threshold.** The beneficiaries which haven't reached the threshold will be proposed, by the 'Mentoring Committee', as candidates to leave the programme. If this decision is finally ratified by the 'AE Management Board', they will have to leave the programme and won't receive the next payment.

The 'AE Management Board' will review and validate the 'Mentoring Committee' proposal, putting special attention to the 'under threshold' cases, if any, by taking into consideration all possible objective reasons for underperformance (i.e. external factors which might have influenced the beneficiaries' performance). The 'AE Management Board' will take the final decision, and approve the payments.

The beneficiaries over the threshold will receive the funding as follows:

- **Stage 1 - Inception.** The beneficiaries will receive 19% of the financial support upon validation of the Individual Mentoring Plan.
- **Stage 2 - Experiment.** The beneficiaries will receive 81% of the financial support upon the validation of the deliverable established for this stage.

The milestones and payments to each project will be approved by the 'AE Management Board', according to the Milestone Review process described before.

For a more detailed payment schedule please check the Frequently Asked Questions section.

6 CONTACT US

How can we help you?

If you have extra questions regarding our Open Call process you can post your questions at our [Helpdesk space](#) or you can send us a message to opencalls@change2twin.eu

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

- your username, telephone number 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.), and
- screenshots of the problem.

Complaints

If, after receiving the results of one of the evaluation phases (when foreseen), you consider that a mistake has been made, you can send us your complaint. To do so please send us your complaint in English by email to opencalls@change2twin.eu including the following information:

- your contact details (including email address),
- the subject of the complaint,
- information and evidence regarding the alleged breach.

You have **3 calendar days** to submit your complaint starting from the day after the communication was sent. We will review your complaint within no more than seven calendar days from its reception. If we need more time to assess your complaint, we will inform you by email about the extension.

We will not review anonymous complaints as well as complaints with incomplete information. Please take into account that the evaluation is run by experts in the digital twin technology field, and we do not interfere with their assessment, therefore we will not evaluate complaints related to the results of the evaluation other than related to the mistakes in the evaluation of the eligibility criteria.

7 LAST BUT NOT LEAST - FINAL PROVISIONS

Any matters not covered by this Guide will be governed by Polish law and rules related to the H2020 and EU grants.

Please take into account that we make our best effort to keep all provided data confidential; however, for the avoidance of doubt, you are solely responsible to indicate your confidential information as such.

Your IPR is and will remain your property.

For the selected grantees, the Sub-Grant agreement will include the set of obligations towards the European Commission (for example: promoting the project and giving visibility to the EU funding, maintaining confidentiality, understanding potential controls by the EC/ECA and OLAF).

The Change2Twin Consortium might cancel the call at any time, change its provisions or extend it. In such a case we will inform all applicants about such change. Signature of the Sub-Grant agreement is an initial condition to establish any obligations among applicants and any Consortium partners (with respect to the obligation of confidentiality of the application).

Did not find what you were looking for? You may want to check our Frequently Asked Questions Section.

8 EXTRA HINTS BEFORE YOU SUBMIT YOUR PROPOSAL

A proposal takes time and effort and we know it. Here are some few crucial points you should read before submitting your proposal.

- Are you an SME or Midcap from a manufacturing sector?
- Is your project in line with what Change2Twin is looking for? You are not sure? You can consult [this section](#) and this [one](#).
- Did you present your project in a way that will convince evaluators? Not sure if you did? Go back to [this section](#).
- Is your project fulfilling all eligibility requirements described in the Guide? Check again [this section](#).
- Are you sure you are able to cope with our process of the Sub-Grant agreement signature and payment arrangements for selected proposals? You may want to go over [this section](#).
- Did you check our Sub-Grant agreement Template and FAQ? You didn't? Check it here.
- Do you need extra help? [Contact us](#).

ANNEX 1: INFORMATION CLAUSE

Processing of personal data in Open Calls in Change2Twin Project

CONTROLLER'S IDENTITY AND CONTACT DETAILS

The data controller is FundingBox Accelerator sp. z o.o. (Al. Jerozolimskie 136, 02-305 Warsaw, Poland). In all matters regarding personal data, you can contact us via: privacy@fundingbox.com.

PURPOSES, LEGAL BASIS AND PROCESSING PERIOD

The purpose and legitimate interest of processing	Legal basis for processing	Period
1. To run an Open Call and collect data necessary to evaluate applications submitted in the Open Call		
2. To realize the Project goals described in the Grant Agreement (e.g. communication, reporting, collaborating with other project partners)	Legitimate interest of FundingBox (based on Article 6, paragraph 1 (f) of GDPR) which is fulfilling the obligations and our other interests related to these purposes	6 years from the end of the year in which the Project ended
3. To consider potential complaints		
4. To possibly establish and enforce claims or defend against them		

DATA RECEIVERS

Data controller will transfer personal data only to trusted recipients such as entities belonging to the FundingBox's capital group, IT service providers, accountants, law firms, postal and courier companies (who process personal data on the controller's behalf).

Due to the fact that we use the services of Google LLC, your data may be transferred to the USA. We have concluded an agreement with Google LLC - the so-called Standard Contractual Clauses. This means that in accordance with the decision of the European Commission No. 2010/87 / EU of February 5, 2010, your personal data may be processed by this company in the USA. More information about the decision at: <https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=celex%3A32010D0087>

To realize the Project data can be transferred also to Project Partners (complete list of the project partners is available at the email address: privacy@fundingbox.com) and European Commission.

RIGHTS OF DATA SUBJECT

Due to the fact that we process your personal data, you have the right to:

1. request access to your personal data,
2. demand the rectification of your personal data,
3. request to remove or limit the processing of your personal data,

4. complain with the supervisory authority (The President of the Personal Data Protection Office, Warsaw, Poland, <https://uodo.gov.pl/en>).

You also have a right to object to processing of your personal data (according to the Article 21 of GDPR).

INFORMATION ABOUT VOLUNTARY OR OBLIGATORY DATA PROVISION

Providing data is voluntary, although it is necessary to participate in the Open Call. Without providing your data, it is not possible to contact you and evaluate the application.

ANNEX 2: GLOSSARY

Application Experiment (AE) Management Board: Committee responsible for selecting the best proposals in the ‘Consensus Meeting’, as well as authorising payments to beneficiaries after validating the quality of deliverables in the Milestone Review.

It is composed by the 10 core partners of Change2Twin: SINTEF, TTTECH-IND, Jotne, FBA, TNO, BOC, UNIBO, CLOUDBROKER, IR and PSNC. For the Consensus meeting 2 External Evaluators will be invited to participate.

Financial Support to Third Parties (FSTP): mechanism of distributing financial support to beneficiaries (such as SMEs or individuals) under the conditions established in Regulation (EU, Euroatom) No 1268/2012 and Regulation (EU) No 1268/2012. Detailed rules for granting support are set out in the Grant Agreement concluded between the financial support provider and the European Commission. For the Milestones Review Ethics experts from the Ethics Committee can be invited to participate, if needed.

Mentoring Committee: Committee in charge of evaluating the quality of the deliverables, proposing the project's valuation in terms of up/under threshold, to be finally approved by the ‘AE Management Board’. It is composed by the Technical Mentors.

Sub-Grant Agreement: legal contract signed between FundingBox Accelerator sp. z o.o. (as responsible for the organization of the Open Calls and management of the funds for third parties) and the applicants selected to enter the Change2Twin Support Programme. The contracts include detailed information about the rules of the grant, obligations and applicable legal requirements. More information can be found in Section 4.4 of this Guide.