



HUBCAP

Grant Agreement: 872698

Digital Innovation HUBs and CollAborative
Platform for cyber-physical systems

Call #2.1 EXPERIMENT Documentation Kit
December/2020



This project has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement 872698.



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Annex 1: Open Call #2.1 EXPERIMENT
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The HUBCAP Consortium is the following:

Table 1: HUBCAP consortium.

HUBCAP Consortium			
Participant Number	Participant organisation name	Short name	Country
1	Aarhus University	AU	Denmark
2	Newcastle University	UNEW	UK
3	Fortiss GmbH	FOR	Germany
4	Virtual Vehicle Research Center	VV	Austria
5	Fondazione Bruno Kessler	FBK	Italy
6	KTH Royal Institute of Technology	KTH	Sweden
7	University “Lucian Blaga” of Sibiu	ULBS	Romania
8	Engineering Ingegneria Informatica S.p.A.	ENGIT	Italy
9	Research Institutes of Sweden AB	RISE	Sweden
10	F6S Network Ireland Limited	F6S	Ireland
11	Politecnico di Milano	POLIMI	Italy
12	Unparallel Innovation	UNP	Portugal
13	Controllab Products	CLP	Netherlands
14	BEIA Consult	BEIA	Romania
15	Verified Systems International	VSI	Germany
16	Validas	VAL	Germany
17	Technology Transfer Systems srl	TTS	Italy

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The HUBCAP project, co-funded from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 872698, foresees as an eligible activity the provision of financial support to third parties, to achieve its own objectives.

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Smart Anything Everywhere
Start date of project: 01 January 2020 • Duration: 36 months

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Table 2: List of abbreviations and acronyms

List of Abbreviations and Acronyms	
HUBCAP	DIGITAL INNOVATION HUBS AND COLLABORATIVE PLATFORM FOR CYBER-PHYSICAL SYSTEMS
CET	Central European Time
EC	European Commission
EU	European Union
OCs	Open Calls
DIHs	Digital Innovation Hubs

RTD	Research and Technological Development
SME	Small Medium-sized enterprises
CPS	Cyber-Physical Systems
MBD	Model-Based Design
CER	Consensus Evaluation Report
KPIs	Key Performance Indicator
IPR	Intellectual Property Right

1 Introduction

This document provides a full set of information regarding the Open Call #2.1 – EXPERIMENT of the HUBCAP project (www.huncap.eu). The **Annex 7: Sub-Grant Agreement model** must be additionally considered for the submission of an application to Open Call #2.1 - EXPERIMENT.

HUBCAP will organise three sets of open calls (OCs) to select and directly finance SMEs to develop, experiment, integrate, and deploy new existing Model-Based Design (MBD) and Cyber-Physical Systems (CPS) technology through the application of high valuable experiments. These will include:

Call #1 – PULL (Call #1.1; Call #1.2; Call #1.3; Call #1.4; Call #1.5);

Call #2 – EXPERIMENT (Call #2.1; Call #2.2);

Call #3 – INNOVATE (Call #3)

1.1 Background information on HUBCAP project

HUBCAP will provide a one-stop-shop for European SMEs wanting to join the Cyber-Physical Systems (CPS) revolution using Model-Based Design (MBD) techniques. It builds on seven established Digital Innovation Hubs (DIHs) in seven European countries, each embedded in its regional innovation ecosystem, offering complementary technical expertise, experimental capabilities, and specialist knowledge in CPS application domains. From this base, HUBCAP will create a growing and sustainable European network offering SMEs opportunities to undertake experiments, seek investment, access expertise and training, and form new business links. This is enabled by a cloud-based open collaboration platform with a ‘sandbox’ capability to help users’ trial new technology.

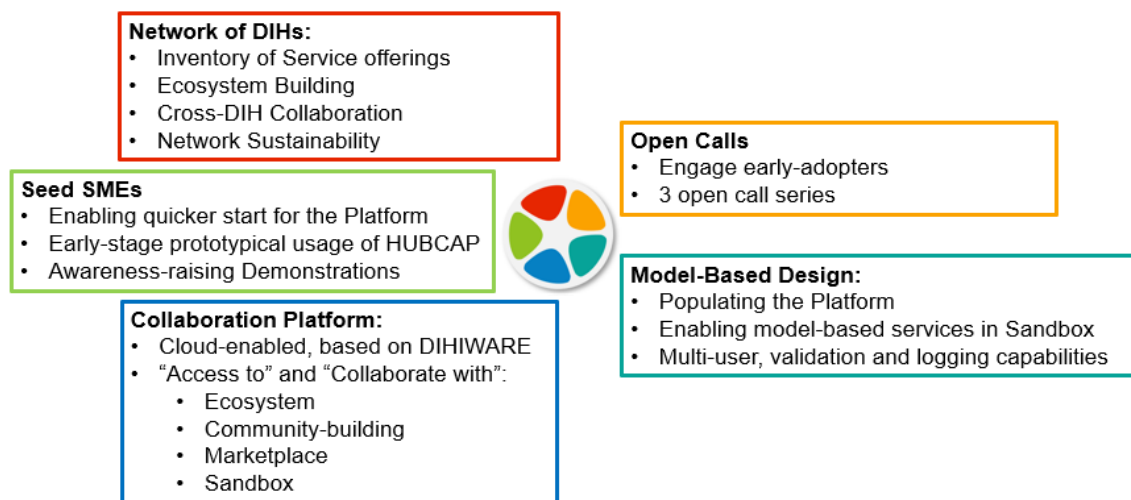


Figure 1: HUBCAP one-stop-shop for EU SMEs

HUBCAP will lower barriers for SMEs to realise the potential of growing autonomy in CPSs by accessing advanced Model-Based Design (MBD) technology, providing training and guidance, and acting as a gateway to the full network of all registered DIHs specialising in CPS. Half the project funding will go to supporting SMEs, including open call funding for SMEs to join the ecosystem and experiment with MBD technology. HUBCAP will extend an existing open collaboration platform to enable SMEs to co-create, analyse and validate new CPS products in a virtual setting, by accessing CPS assets (models, tools, services) and experimenting with new solutions, de-risking investments in skills or resources.

Technology providers will help populate and validate the initial collaboration platform and carefully selected seed SMEs will assist in kickstarting the ecosystem and reaching out to entirely new users of MBD technologies.

The vision of the Digital Innovation Hubs and Collaborative Platform for Cyber-Physical System (HUBCAP) project is to lower the initial costs for SMEs for using a MBD approach for the development of CPSs, delivering a sustainable network of SMEs, DIHs and other actors that enables and encourages suppliers and users of CPS models and MBD tools to meet and collaborate. This will be achieved by building an ecosystem around a cloud-based collaboration platform supported by DIHs and by the SMEs enhanced by Open Calls.

The funding to third-party SMEs will enable the extension of the technology offer beyond consortium partners (even opening the space for other H2020 competitor proposals with different technologies to engage with HUBCAP) and enlarge the outreach of the large-scale pilots by supporting the deployment of new pilots in different geographic regions.

1.2 Open Call #2 EXPERIMENT scope

HUBCAP will run a programme of open calls to PULL SMEs into the ecosystem (Call #1 PULL), to allow them to experiment with new technologies (Call #2 EXPERIMENT) and to innovate in creating new products and services (Call #3 INNOVATE).

The first open call, Call #1 - PULL, will help individual SMEs get their assets on the platform. The second open call, Call #2 - EXPERIMENT, will finance a consortium of SMEs to experiment with MBD. The third

open call, Call #3 - INNOVATE, will finance a consortium of SMEs to innovate with MBD to create new products.

The **EXPERIMENT calls** will be open in the end of the project first year and will have two regular deadlines. The budget allocated to this call is dedicated to the deployment of MBD CPS products/services either by integrating the HUBCAP ecosystem offers in their products or implementing these in a new MBD CPS solution (independent of its geographic location).

With the **EXPERIMENT Calls**, less digital SMEs (MBD CPS users) will have access to MBD CPS solutions and services provided by specialised entities, thus increase the outreach and adoption of MBD CPS technologies.

The following table provides an overview of the Open Call #2 – EXPERIMENT to be launched within the HUBCAP project, to support the candidate in understanding the overall Open Calls approach.

Table 3:HUBCAP Open Call #2 EXPERIMENT overview

Open Call	Overview
<div>Call #2 EXPERIMENT</div>	<p>Participation Duration: Medium budget and duration (4–6 months) projects divided into two stages: Sprint 1 + Sprint 2. Each Sprint has the duration of 2-3 months, depending on the project.</p> <p>Target Group: Consortia of two SMEs: an MBD CPS user/adopter and MBD CPS provider from (or eligible to join) the HUBCAP ecosystem.</p> <p>Number of SMEs: Top 20 to 30 projects proposals will be selected under EXPERIMENT calls.</p> <p>Calls to be launched: Call #2.1 December 2020 and Call #2.2 November 2021.</p> <p>Activities: Finance consortium of 2 SMEs to experiment with MBD (either by integrating the HUBCAP assets or implementing in a new solution). Deployment of HUBCAP MBD technologies in the field, attracting and engaging new users and validating HUBCAP products & services portfolio.</p> <ul style="list-style-type: none"> ● Promote the adoption of MBD for CPSs using assets and services by specialized entities, from SMEs with less digital experience. ● Connect users & suppliers from various industries and fund experimental collaboration ● Provide funding and services to each awarded project. <p>Funding: 30.000EUR to 75.000EUR per consortium, divided into two interactive phases: Sprint 1 (50%) and Sprint 2 (50%): interactive development and integration of proposed projects.</p> <p>Evaluation: Meeting with HUBCAP assigned persons (depending on the pilot MBD technology and geographic region) and approval of report presented at the end of each Sprint, based on the milestones/deliverables/KPIs defined by the applicants in the application form.</p>

1.3 Open Call #2.1 EXPERIMENT Activities and Timeline

Submission to Call #2.1 EXPERIMENT will be enabled on the **4th December 2020** and will end on the **4th March 2021 at 17:00 CET time** (Brussels time). In figure 2 you can see the different timelines for the activities expected under Call #2.1 EXPERIMENT.

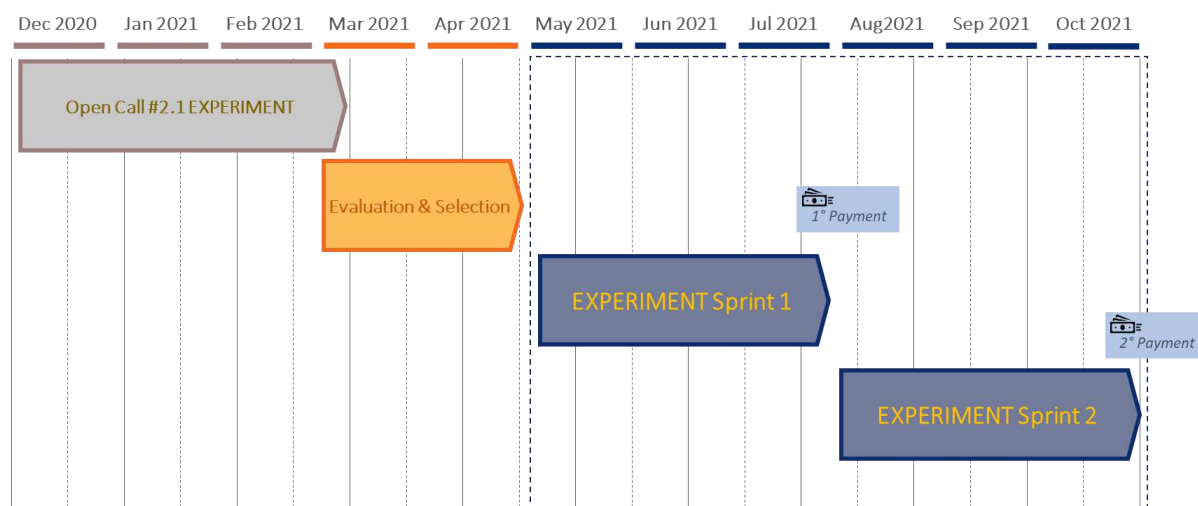


Figure 2: Call #2.1 EXPERIMENT activities timeline

The evaluation process will be done after the open call closes, to ensure a fair process. The evaluation will be conducted by an external evaluation board with expertise in MBD CPS technologies and business development. Remotely and within the F6S platform, two evaluators will score and comment each proposal based on the following evaluation criteria:

Table 4: External remote evaluation criteria

No	Criteria	Score	Description
1	Alignment	1 – 10	Applicants must align with each call objectives/challenges, including the added value by integrating or developing upon digitalisation.
2	Excellence	1 – 10	Projects must demonstrate a clear set of objectives aligned with the definition of the Call #2.1 EXP and with the general objectives of the project. Is evaluated according to the following criteria: <ul style="list-style-type: none"> Clarity and pertinence of the objectives, Excellence, innovation, and quality of the objectives, How innovative it is (demonstrate the innovation potential compared to the existing technology and/or solutions available on the market).
3	Impact	1 – 10	Development outcomes, business scalability/replicability, and targeted markets through a go-to-market strategy. Applicants must define a clear set of deliverables aligned with the objectives of the OCs. Proposals must

			demonstrate impact on the HUBCAP ecosystem and its contribution to meeting the overall project objectives. Demonstrate a clear effectiveness of the proposed measures to exploit and disseminate the project proposal results (including management of IPR), to communicate the project proposal, and to manage research data where relevant.
4	Value	1 – 10	Proposals must also include a clear budget definition: clearly explain the presented budget distribution per experiment phase, deliverables/milestones, partners and consequently its value/benefit for the user SME.
5	Implementation and Team Capacity	1 – 10	Quality of the workplan (including milestones), including appropriateness of the allocation of tasks and resources, justifications of resources. Complementary and capacity of the team based on proven experience to deliver the project proposal and to commercialise it. The team management experience to be able to deliver the project in the timescales as well as comply with the proposed budget specified (financial management).

After the evaluation process a selection period will follow and it will be concluded 2 months after the calls are closed, in order to inform applicants in advance of their participation in the project.

The Call #2.1 EXPERIMENT aims to select up to 15 project proposals applications. All applicants will be informed about the evaluation results via email where they will receive their respective acceptance or rejection letters, together with an anonymized version of their Consensus Evaluation Report (CER).

The selected EXPERIMENT projects will have a total duration of 4–6 months, and are divided into two interactive stages named Sprints, each with a duration of 2 to 3 months to ensure a fast pace and quality of the interactive development and integration of the proposed project.

For a more detail information please consult the ***Annex 2: Guidelines for Applicants***.

Please note that opening and closing dates of Call #2.1 EXPERIMENT can be subject to change in case of any modifications in the projects schedule.

It should be underlined that in case of any Force Majeure (i.e. any unforeseeable exceptional situation or event beyond the HUBCAP consortium control), the final number of applications being selected in each call might be different.

1.4 Announcement of open call #2.1 EXPERIMENT of financial support

Table 5: Formal Call #2.1 EXPERIMENT announcement

	Information to be provided by the project consortium
Call title:	HUBCAP Open Call #2.1 EXPERIMENT - push on the adoption and deployment of HUBCAP tools by users/customers
Full name of the EU funded project:	DIGITAL INNOVATION HUBS AND COLLABORATIVE PLATFORM FOR CYBER-PHYSICAL SYSTEMS
Project acronym:	HUBCAP
Grant agreement number:	H2020-872698
Call publication date:	4 th December 2020
Call deadline:	4 th March 2021 at 17h00 CET (Brussels time)
Expected duration of participation:	4 to 6 Months
Total EU funding available:	1.000.000€ Financial support per Consortium: 30.000€ to 75.000€
Submission & evaluation process:	<p>HUBCAP open Call #2 EXPERIMENT will have two calls along the project timeline, namely: Call #2.1 (Dec20) and Call #2.2 (Nov21). It is expected to promote the adoption of MBD for CPSs using assets and services from the platform, in particular from SMEs with less digital experience. These experiments will connect users and suppliers from various industries and funding experimental collaboration with consortia of two SMEs.</p> <p>The evaluation will be conducted by an external evaluation board with expertise in MBD CPS technologies and business development. Remotely and within the F6S platform, two evaluators will score and comment each proposal: Alignment, Excellence, Impact, Value, Implementation, Quality and Efficiency.</p> <p>HUBCAP Open Call #2.1 EXPERIMENT will select up to 15 project proposals applications.</p> <p>Submissions are available via https://www.f6s.com/hubcapcall2.1experiment/apply</p>
Further information:	Details available at www.hubcap.eu
Task description:	The HUBCAP ecosystem will increase the outreach and adoption of MBD CPS technologies by providing funding and services for the deployment of MBD CPS

	<p>products/services either by integrating the HUBCAP ecosystem offers in their products or implementing these in a new MBD CPS solution (independent of its geographic location). With the EXPERIMENT Call, less digital SMEs (MBD CPS users) will have access to MBD CPS solutions and services provided by specialised entities. HUBCAP funding to third-parties SMEs will enable the extension of the technology offer beyond the consortium partners (even opening the space for other H2020 competitor proposals with different technologies to engage with HUBCAP) and enlarge the outreach of the large-scale pilots by supporting the deployment of new pilots in different geographic regions.</p>
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2 Additional Information

2.1 Open Call #2.1 EXPERIMENT Additional Material

Open Call supported material:

- **Annex 1: Open Call #2 EXPERIMENT**, this document.
- **Annex 2: Guidelines for Applicants**, which provides the scope and objectives of the open call #2.1 EXPERIMENT.
- **Annex 3: Proposals Application Form**, an online application form, available at F6S platform (<https://www.f6s.com/hubcapcall2.1experiment/apply>).
- **Annex 3.1: New Asset Description**, a form in which the SME provider that has a new asset, will inform the HUBCAP consortium of the basic technology needs and allow its respective asset integration in the project platform.
- **Annex 4: Applicant Declaration of Honour**, which declares that all conditions of the Open Call #2.1 EXPERIMENT are accepted by the SMEs legal representatives.
- **Annex 5: SME Declaration**, which evaluates the status of the SMEs participating at the open call #2.1 EXPERIMENT.
- **Annex 6: Consortium Declaration of Honour**, which provides information about the consortium leader and the budget allocated per SME and declares that all conditions on exclusion criteria and absence of conflict of interest between the Consortium and the Contractor are accepted.
- **Annex 7: Sub-grant Agreement Template**, which provides a template of the sub-grant agreement that the successful applicants will be requested to sign.
- **Annex 8: Bank Account Information Form**, which collects information on the applicant(s)' bank account where the HUBCAP payments will be sent to.
- **Annex 9: Competitive Calls Financial Support to Third Parties**, which contains the formal announcement to be published in the EU portal.
- **Annex 10: Ethics Self-Assessment Form**, which summarizes potential ethics issues that a project proposal could raise.
- **Frequently Asked Questions & answers** published at the community feed (<https://www.f6s.com/hubcap/discuss>).

2.2 Contacts

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

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

More info at: www.hubcap.eu

Apply via: <https://www.f6s.com/hubcapcall2.1experiment/apply>

F6S Q&A: <https://www.f6s.com/hubcap/discuss>

HUBCAP Service Centre: info@hubcap.eu

F6S support team (for platform issues during the application): support@f6s.com

HUBCAP Coordinator (for contractual aspects and payments): mesp@au.dk



HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and Collaborative
Platform for cyber-physical systems

Annex 2: Guidelines for Applicants Call #2.1

EXPERIMENT

December/2020



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6	KTH Royal Institute of Technology	KTH	Sweden
7	University “Lucian Blaga” of Sibiu	ULBS	Romania
8	Engineering Ingegneria Informatica S.p.A.	ENGIT	Italy
9	Research Institutes of Sweden AB	RISE	Sweden
10	F6S Network Ireland Limited	F6S	Ireland
11	Politecnico di Milano	POLIMI	Italy
12	Unparallel Innovation	UNP	Portugal
13	Controllab Products	CLP	Netherlands
14	BEIA Consult	BEIA	Romania
15	Verified Systems International	VSI	Germany
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 Start date of project: 01 January 2020 • Duration: 36 months

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Table 2: List of abbreviations and acronyms.

List of Abbreviations and Acronyms	
HUBCAP	Digital Innovation HUBs and Collaborative Platform for Cyber-Physical Systems
CET	Central European Time
EC	European Commission
EU	European Union
MBD	Model-Based Design
CPS	Cyber-Physical System
RTD	Research and Technological Development
SME	Small and Medium-sized enterprises (including start-ups)
DIHs	Digital Innovation Hubs
TRL	Technology Readiness Level
VAT	Value Added Tax
OC	Open Call
OLAF	European Anti-Fraud
ESR	Evaluation Summary Report
AWU	Annual Work Unit
GDPR	General Data Privacy Regulations
ESR	Evaluation Summary Report
CER	Consensus Evaluation Report
IPR	Intellectual Property Rights

1 Introduction

The HUBCAP project (www.hubcap.eu) will organise three set of open calls (OCs) to select and directly finance SMEs to develop, experiment, integrate, and deploy new existing Model-Based Design (MBD) and Cyber-Physical Systems (CPS) technology through the application of high valuable experiments. These will include:

1. **Call #1** - PULL (Call #1.1; Call #1.2; Call #1.3; Call #1.4; Call #1.5);
2. **Call #2** - EXPERIMENT (Call #2.1; Call #2.2);
3. **Call #3** - INNOVATE (Call #3).

This document provides a full set of information regarding the Open Call #2.1 EXPERIMENT. The Sub-Grant Agreement model (*Annex 7*) must be additionally considered for the submission of an application to Open Call #2.1 EXPERIMENT.

1.1 Background information on the HUBCAP project

HUBCAP provides a one-stop-shop for European SMEs wanting to join the Cyber-Physical Systems (CPS) revolution using Model-Based Design (MBD) techniques. It builds on seven established Digital Innovation Hubs (DIHs) in seven European countries, each embedded in its regional innovation ecosystem, offering complementary technical expertise, experimental capabilities, and specialist knowledge in CPS application domains. From this base, HUBCAP is creating a growing and sustainable European network offering SMEs opportunities to undertake experiments, seek investment, access expertise and training, and form new business links. This is enabled by a cloud-based open collaboration platform with a ‘sandbox’ capability to help users’ trial new technology.

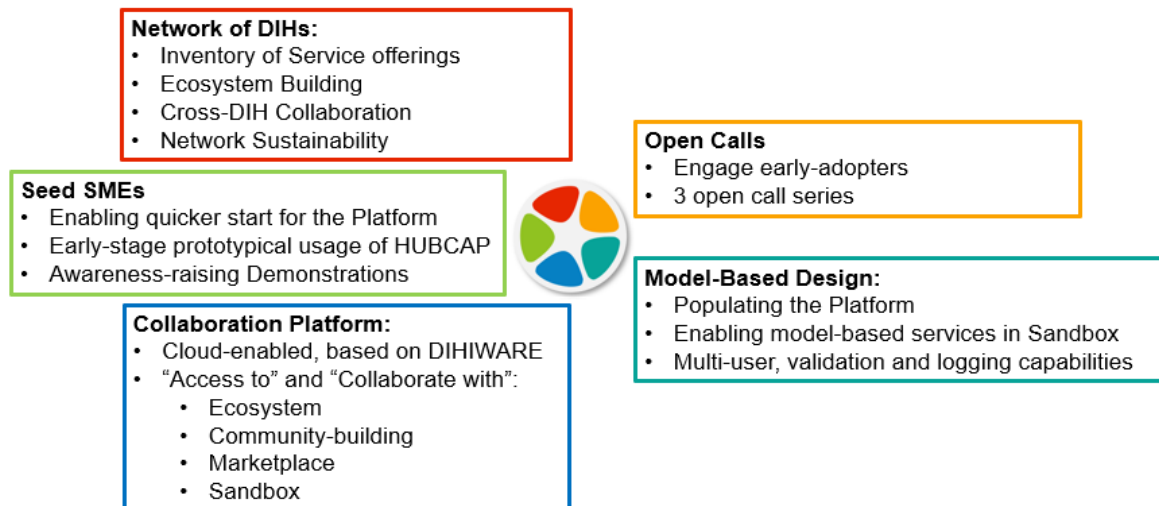


Figure 1: HUBCAP one-stop-shop for SMEs

HUBCAP aims to lower barriers for SMEs to realise the potential of growing autonomy in CPSs by accessing advanced MBD technology, providing training and guidance, and acting as a gateway to the full network of all registered DIHs specialising in CPS. Half the project funding goes to supporting SMEs, including open call funding for SMEs to join the ecosystem and experiment with MBD technology. HUBCAP provides an open collaboration platform to enable SMEs to co-create, analyse and validate new CPS products in a virtual setting, by accessing CPS assets (models, tools, services) and experimenting with new solutions, de-risking investments in skills or resources.

Technology providers will help populate and validate the collaboration platform and carefully selected seed SMEs will assist in kickstarting the ecosystem and reaching out to entirely new users of MBD technologies.

The vision of the Digital Innovation Hubs and Collaborative Platform for Cyber-Physical System (HUBCAP) project is to lower the initial costs for SMEs for using a MBD approach for the development of CPSs, delivering a sustainable network of SMEs, DIHs and other actors that enables and encourages suppliers and users of CPS models and MBD tools to meet and collaborate. This will be achieved by building an ecosystem around a cloud-based collaboration platform supported by DIHs and by the SMEs enhanced by Open Calls.

1.2 HUBCAP approach

HUBCAP aims to create a sustainable ecosystem based on three key elements.

First, it will create a sustainable network from existing DIHs with complementary competencies in CPS design and from a range of European countries. This network will build up an innovation ecosystem with the help of innovative seed SMEs.

Second, HUBCAP will run a programme of open calls:

- to pull SMEs into the ecosystem and help them get their assets in the platform (Call #1 PULL),
- to finance a consortium of SMEs and allow them to experiment with new technologies (Call #2 EXPERIMENT), and
- to finance a consortium of SMEs to innovate with MBD and create new products and services (Call #3 INNOVATE).

Third, HUBCAP will create a cloud-based platform to underpin the ecosystem and enable collaboration through servitisation of MBD tools. This will enable users and suppliers to explore, share, and buy CPS assets (models, tools, services, training) from across the ecosystem through a ‘try-before-you-buy’ sandbox and integrated ‘pay-as-you-go’ charging.



Figure 2: HUBCAP overall approach.

As mentioned above, HUBCAP will organize three sets of open calls to select and directly finance SMEs to develop, experiment, integrate, and deploy innovative Model-Based Design (MBD) and Cyber-Physical Systems (CPS) technology to create new products.

Working with the DIHs, SMEs will be able to access central funding for experiments via open calls as well as direct support. Members will make models, tools, training materials and expertise available to

each other, either freely or on a commercial basis, making it faster and easier to access MBD CPS engineering tools.

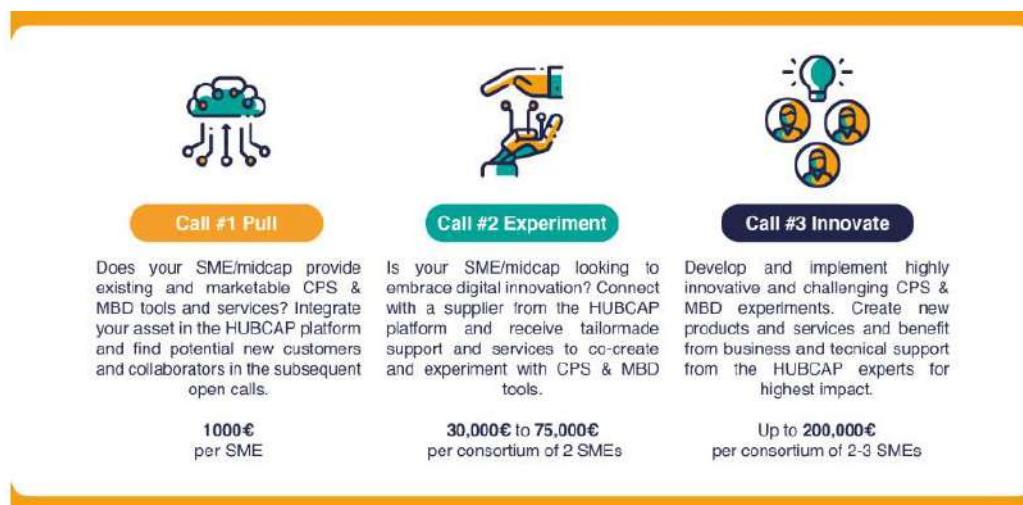


Figure 3: HUBCAP Programme Information.

It is expected that new innovations will emerge towards the third year from the project third-party experiments through the EXPERIMENT and INNOVATE calls. Conversely, the PULL call is open from early in the project (with five regular deadlines) and has a budget dedicated to workshops helping companies get their assets into the collaboration platform.

IMPORTANT: the information provided in this document is only binding in relation to Call #2.1 EXPERIMENT, and applicants to further calls should comply with their respective guidelines and sub-grantee agreements.

1.3 Call #2 EXPERIMENT Scope

The HUBCAP open calls embody an innovation cycle that will provide a collaboration framework between SMEs, Cyber-Physical Systems stakeholders and technology providers as necessary to build complementary consortiums and realise successful experiments of new or enhanced products and services, or to implement and validate new business models enabled by HUBCAP. This action is a critical step for the route to market of the SMEs innovation concepts.

The main goal of HUBCAP Call #2 EXPERIMENT is thus to increase the outreach and adoption of Model-Based Design (MBD) and Cyber-Physical Systems (CPSs) technologies by providing funding and services for the deployment of MBD CPS products/services.

The Open Call #2 EXPERIMENT will fund a consortium of two SMEs, namely one MBD CPS user/adopter and one MBD CPS provider, to experiment with MBD either by integrating the HUBCAP ecosystem offers (PULL Calls beneficiaries) or implementing a new MBD CPS solution (independent of its geographic location).

The consortium of two SMEs should consist of either:

- a user/adopter SME partnering with a provider SME from the Call #1 PULL whose assets is already on the HUBCAP platform;
- a user/adopter SME partnering with a new provider SME whose asset will be added to the platform as part of the experiment.

In case of (b), the provider should complete **Annex 3.1: New Asset Description**, to describe their asset, which will be subject to an additional suitability check.

Experiments should support user/adopter SMEs who are less familiar with MBD for CPS to learn and experiment with these techniques, supported by the provider SME. Experiments should address a clear business need for the user/adopter SME in terms of improving the lifecycle process or design of CPS for example through visual prototyping or simulation of models.

The following table provides an overview of the Call #2 EXPERIMENT, to support the applicant in understanding the overall Open Call approach.

Table 3: Call #2 EXPERIMENT overview

Open Call	Overview
<div>Call #2 EXPERIMENT</div>	<p>Duration: Medium budget and duration (4–6 months) projects divided into two stages: Sprint 1 + Sprint 2. Each Sprint has the duration of 2-3 months, depending on the project.</p> <p>Target Group: Consortia of two SMEs: an MBD CPS user/adopter and MBD CPS provider from (or eligible to join) the HUBCAP ecosystem.</p> <p>Number of SMEs: Top 20 to 30 projects proposals will be selected under EXPERIMENT calls.</p> <p>Calls to be launched: Call #2.1 (December 2020 – March 2021) and Call #2.2 (November 2021 – January 2022) – subject to change and exact days/timing to be defined in each call.</p> <p>Activities: Finance consortium of 2 SMEs to experiment with MBD (either by integrating the HUBCAP ecosystem assets or implementing in a new MBD CPS solution). Deployment of HUBCAP MBD technologies in the field, attracting and engaging new users and validating HUBCAP products & services portfolio.</p> <ul style="list-style-type: none"> ● Promote the adoption of MBD for CPSs using assets and services by specialized entities, from SMEs with less digital experience. ● Connect users & suppliers from various industries and fund experimental collaboration ● Provide funding and services to each awarded project. <p>Funding: 30.000EUR to 75.000EUR per consortium, divided into two interactive phases: Sprint 1 (50%) and Sprint 2 (50%): interactive development and integration of proposed projects.</p> <p>Evaluation: Meeting with HUBCAP assigned members of the consortium (depending on the pilot MBD technology and geographic region) and approval of report presented at the end of each Sprint, based on the milestones/deliverables/KPIs defined by the applicants in their application.</p>

It should be underlined that in case of any Force Majeure (i.e. any unforeseeable exceptional situation or event beyond the HUBCAP consortium control), the final number of applications being selected in each call might be different.

1.4 Project Proposals Execution Timeline

Submissions to Call #2.1 EXPERIMENT will be enabled on the **4th December 2020** and will end on the **4th March 2021 at 17h00 CET** (Brussels time).

EXPERIMENT calls will open for submissions for 3 months, where the SMEs MBD CPS users/beneficiaries aiming to deploy CPS tools/services available in the HUBCAP ecosystem, will identify and form a consortium with Call #1 SMEs MBD CPS providers beneficiaries, or form a consortium with SMEs MBD CPS providers outside and eligible to join the HUBCAP ecosystem.

For the Call #2.1 EXPERIMENT, the SMEs MBD CPS users will use a simplified portfolio in the HUBCAP project website (<https://www.hubcap.eu/technologies>) in case they want to select the Call #1 PULL beneficiaries, since the HUBCAP collaboration platform will only be available at the end of 2020.

In the figure presented below it is possible to see the timeline for the activities expected for Call #2.1 EXPERIMENT.

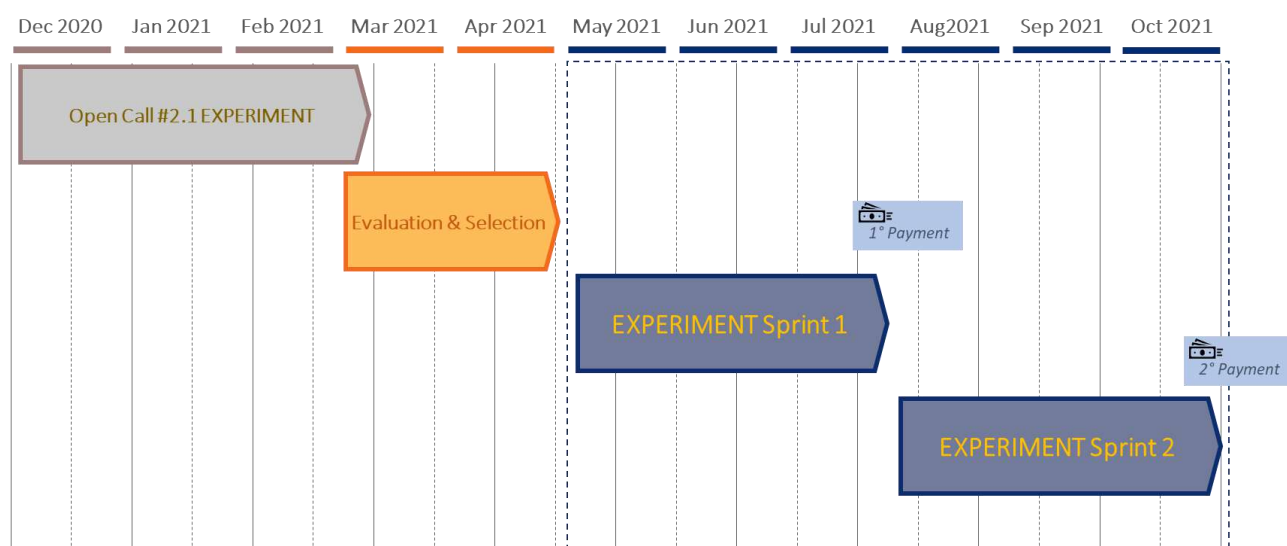


Figure 4: Call #2.1 EXPERIMENT activities timeline

The selected EXPERIMENT project proposals will have a total duration of 4–6 months, and are divided into two interactive stages named Sprints, each with a duration of 2 to 3 months to ensure a fast pace and quality of the interactive development and integration of the proposed project. Under the Call #2.1, the Sprint 1 will be held from **May to July 2021**, followed by the Sprint 2 held from **August to October 2021**.

2 General Information

2.1 Means of submission

The F6S platform (<https://www.f6s.com/hubcapcall2.1experiment/apply>) will be the entry point for all proposal's submission to HUBCAP Open Call #2.1 EXPERIMENT. Submissions received by any other channel will be automatically discarded.

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

2.2 Language

English is the official language for HUBCAP open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the HUBCAP programme. This means any requested submission of deliverable will be done in English in order to be eligible.

2.3 Data protection

Beneficiary's personal data processing

In order to process and evaluate applications, HUBCAP will need to collect Personal and Industrial Data. F6S Network Ireland Limited, as the Project Open Calls Manager will act as Data Controller and will be responsible for ensuring that collection, processing and sharing of personal data and/or special categories of personal data are in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (the General Data Protection Regulation ("GDPR")). F6S will therefore ensure the legal grounds for personal data processing, ensuring the contractual basis and taking required security measures in accordance with GDPR before processing and sharing any personal data and/or special categories of personal data.

Moreover, as personal data included in the applications need to be shared with the external evaluators, F6S Network will assure the lawful basis for this sharing and processing, according to GDPR Article 6.1 (b) ("Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract"), namely promoting a data processing agreement with said external evaluators.

Personal data embedded in the Beneficiary's technology

If the beneficiary SMEs acts as data processor in respect of any personal data included and/or processed through the adoption and implementation of one or various MBD CPS products & services, the data controlling beneficiary SMEs undertakes to bind any and all of their data processors, including if necessary F6S and/or any other HUBCAP consortium partner, to a data processing agreement in compliance with the applicable statutory data protection laws.

The F6S platform's system design and operational procedures ensure that data is managed in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure coverage.

Please note that HUBCAP requests the minimum information needed to deliver the evaluation procedures. **Annex 7: Sub-grant Agreement Template**, and **Annex 8: Bank Account Information** are provided for reference and will only be requested if the consortium is accepted in Call #2.1 EXPERIMENT for the deployment of MBD CPS products/services either by integrating the HUBCAP ecosystem offers in their products or implementing these in a new MBD CPS solution.

Please refer to <https://www.f6s.com/terms> to check F6S platform data privacy policy and security measures.

2.4 Origin of the funds

All the selected Consortia will sign a dedicated Sub-Grant Agreement with the HUBCAP consortium.

The funds attached to the Sub-Grant Agreement come directly from the funds of the European Project HUBCAP funded itself by the European Commission and remain therefore, property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in HUBCAP via European Commission Grant Agreement Number 872698.

As it can be seen in the Sub-Grant Agreement template (as given in **Annex 7**), this relation between the sub-granted and the European Commission through HUBCAP project carries a set of obligations to the sub-granted with the European Commission. It is the task of the sub-granted to accomplish them, and of the HUBCAP consortium partners to inform about them.

3 Eligibility Criteria

HUBCAP invites market-oriented SMEs, namely one MBD CPS user/adopter and one MBD CPS providers, either from the HUBCAP ecosystem or outside it, to establish a consortium of two SMEs, and to present an project proposal in which they can experiment with MBD tools either by integrating the existing HUBCAP offers or by implementing a new solutions.

3.1 Beneficiaries Eligibility

The HUBCAP Open Call #2 EXPERIMENT will fund a consortium composed by two elements of Single European mid-caps, SMEs and Micro SMEs as defined in EU law: EU recommendation 2003/361/EC [1] and the SME user guide [2].

Only SMEs complying with the European Commission Recommendation 2003/361/EC¹ and the SME user guide² are eligible. As a summary, the criteria which define an SME are:

- a. Independent (not linked or owned by another enterprise), in accordance with Recommendation 2003/361/EC.
- b. Headcount in Annual Work Unit (AWU) less than 250.
- c. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.
- d. Has not received, nor would exceed if the project is funded, over 100.000EUR from projects under the I4MS³ Initiative or Smart Anything Everywhere⁴ (SAE) Initiative.

In addition, an SME is considered eligible for HUBCAP open calls #2 EXPERIMENT if it complies will ALL the following rules:

¹ European Commission Recommendation 2003/361/EC. <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

² SME definition http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

³ <https://i4ms.eu/projects>

⁴ <https://smartanythingeverywhere.eu/funding/projects/>

- a. have not been declared bankrupt or have initiated bankruptcy procedures;
- b. have not convictions for fraudulent behavior, other financial irregularities, unethical or illegal business practices;
- c. are not under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014 art. 2.18;
- d. it's a provider of MBD CPSs technology, and a new or existing user/adopter of MBD CPS technology;

For UK applicants: Applicant SMEs from the UK remain eligible for grants and procurement procedures as if the UK were a member state for the entirety of the Horizon 2020 framework programme and previous framework programmes. This also applies for financial support to third parties according to Article 204 FR (cascading grants) and applies for the duration of H2020 projects.

Please note that a signed version of **Annex 4: Honour Declaration**, **Annex 5: SME Declaration**, **Annex 6: Consortium Declaration of Honour** and **Annex 10: Ethics Self-Assessment Form** are mandatory for a proposal submission for the HUBCAP open Call #2.1 EXPERIMENT.

In case the SME provider of MBD CPS technology is not from the HUBCAP ecosystem, then it is mandatory that the **Annex 3.1: New Asset Description** is submitted along with the application.

3.2 Proposal Eligibility Criteria

Only one proposal will be accepted for funding per Consortia. In the case of a multiple submission, only the last one received (timestamp of the system) will enter into the evaluation process, the rest being declared as non-eligible. If the last submitted proposal is declared not eligible or fails to reach the thresholds of the evaluation, the other proposals submitted earlier will not be considered for evaluation in any case.

The following proposals eligibility criteria also apply:

- 1) Applications must have a **clear European dimension, facilitate HUBCAP based** innovation and contribute towards European Union digitization, **targeting clear economic and societal impact**;
- 2) **Each Consortia may submit only one (1) proposal at HUBCAP open call #2.1 EXPERIMENT.** In case of multiple submissions by the same consortium, only the last project proposal submitted will be considered for evaluation. Consortia can resubmit their project proposals to Call #2.2 EXPERIMENT providing that the previous proposal submitted is improved based on the Consensus Evaluation Report;
- 3) **Each SME may only participate in one (1) consortium.** In case the same SME participates in different consortia and apply different proposals, this will be considered as a disqualifying factor;
- 4) **The amount of direct funding that a consortium may receive via HUBCAP Call #2.1 EXPERIMENT is a minimum of 30.000EUR and a maximum of 75.000EUR.**

4 Open Call Evaluation Process

4.1 Check of Proposal Eligibility

Before assigning external evaluators, each proposal eligibility is verified by the consortium. Important eligibility criteria to discard not eligible proposals will be applied. The eligibility criteria check will verify:

- Natural persons and companies that comply with the Commission Recommendation for Small and Medium sized Enterprises (SMEs) 2003/361/EC;
- Consortium with SMEs based in Member States or H2020 associated countries;
- The consortium is composed by an MBD CPS SME provider and a MBD CPS SME user/adopter;
- The New Asset Description document (as given in **Annex 3.1**), if the SME provider is not from the HUBCAP ecosystem;
- Signed Declaration of Honour (as given in **Annex 4**) and SME Declaration (as given in **Annex 5**) stipulating that the entity is eligible for financing in line with eligibility rules of H2020, with the possibility for requests for additional documentation if/when required;
- Signed Consortium Declaration of Honour (as given in **Annex 6**);
- Signed Ethics Self-Assessment Template (as given in **Annex 10**), by both partners of the consortium;
- The application is finalised;
- The application is written in English;
- The existence of the same SME in multiple Consortia under Call #2.1 EXPERIMENT;

Proposals being marked as not eligible will get a rejection letter that will include the reasons for being catalogued as non-eligible. No further feedback on the process will be given. Consortia can apply again to the future Call #2.2 EXPERIMENT.

4.2 External Remote Evaluation

The evaluation process will be undertaken after the deadline for applying to EXPERIMENT calls is concluded, to ensure a fair process. HUBCAP Call #2.1 EXPERIMENT will execute a trustworthy evaluation process.

Remotely and within F6S platform, the evaluation will be conducted by an external evaluation board with expertise in MBD CPS technologies and business development. Two external evaluators will score and comment each proposal, based on the following evaluation criteria:

Table 4: External remote evaluation criteria

No	Criteria	Score	Description
1	Alignment	1 – 10	Applicants must align with each call objectives/challenges, including the added value by integrating or developing upon digitalisation.
2	Excellence	1 – 10	Projects must demonstrate a clear set of objectives aligned with the definition of the Call #2.1 EXP and with

			<p>the general objectives of the project. Is evaluated according to the following criteria:</p> <ul style="list-style-type: none"> • Clarity and pertinence of the objectives, • Excellence, innovation, and quality of the objectives, • How innovative it is (demonstrate the innovation potential compared to the existing technology and/or solutions available on the market).
3	Impact	1 – 10	<p>Development outcomes, business scalability/replicability, and targeted markets through a go-to-market strategy.</p> <p>Applicants must define a clear set of deliverables and KPIs aligned with the objectives of the OCs. Proposals must demonstrate impact on the HUBCAP ecosystem and its contribution to meeting the overall project objectives.</p> <p>Demonstrate a clear effectiveness of the proposed measures to exploit and disseminate the project proposal results (including management of IPR), to communicate the project proposal, and to manage research data where relevant.</p>
4	Value	1 – 10	<p>Proposals must also include a clear budget definition: clearly explain the presented budget distribution per experiment phase, deliverables/milestones, partners and consequently its value/benefit for the user SME.</p>
5	Implementation and Team Capacity	1 – 10	<p>Quality of the workplan (including milestones), including appropriateness of the allocation of tasks and resources, justifications of resources.</p> <p>Complementary and capacity of the team based on proven experience to deliver the project proposal and to commercialise it.</p> <p>The team management experience to be able to deliver the project in the timescales as well as comply with the proposed budget specified (financial management).</p>

Each criterion will have a mark between 1 and 10. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- **1-2: Poor.** The project proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
- **3-4: Fair.** The project proposal criterion is addressed but in an unsatisfactory manner. There are serious inherent weaknesses.
- **5-6: Good.** While the project proposal broadly addresses the criterion, there are minor weaknesses that would need correcting.
- **7-8: Very Good.** The project proposal addresses the criterion well, although certain improvements are possible.

- **9-10: Excellent.** The project proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

All project proposals must reach the minimum **threshold of 5 in each category**, in order to be considered for selection.

Any score from 1 to 2 on any of the criteria disqualifies the overall proposal.

The criteria for the ranking of the proposals will be semi-automatic following the rules below:

Rule 1: The proposals will be ranked based on their overall score (summary of the remote evaluation scores).

Rule 2: In case following Rule 1 there are proposals in the same position, priority will be given to proposals that have higher Impact.

Rule 3: In case following Rule 2 there are proposals in the same position, priority will be given to proposals that have higher Excellence.

Rule 4: In case following Rule 3 there are proposals in the same position, priority will be given to innovation of the Implementation & Team Capacity.

Rule 5: In case following Rule 4 there are proposals in the same position, priority will be given to the number of female researchers participating in the team.

Each proposal will be evaluated by two external evaluators. They will record their individual opinion of each proposal on an Individual Evaluation Report. They will then communicate to prepare a single Consensus Evaluation Report (CER) for each proposal, representing opinions and scores on which the evaluators agree and which they will sign.

4.3 Selection Process

At the end of the evaluation process, all proposals will be ranked based on their scores. The list of accepted project proposals at remote evaluation will be published as well as the information about the rejected proposals.

Once the evaluation process is concluded, a selection period will follow and it will be concluded 2 months after the calls are closed, in order to inform applicants in advance of their participation in the project. The selection of project proposals will be based on the prior criteria presented and based on the external evaluators CER.

At the end, we aim to select up to 15 project proposals and up to 5 others will remain in a reserve list in case a selected project proposal fails to enter the HUBCAP Call #2.1 EXPERIMENT.

If the Consortia that are in the reserve list are not called to participate in Call #2.1 EXPERIMENT before the period of the projects implementation starts, they will receive a notification and will be encouraged to improve and resubmit their projects proposals to Call #2.2 EXPERIMENT.

All candidates will be informed about the evaluation results via email where they will receive their respective acceptance or rejection letters, together with an anonymized version of their Consensus Evaluation Report (CER).

All evaluators will receive the evaluation guidelines, templates, and will be duly informed about the timing for an agile process and conflict of interest issues. Also, all external evaluators and technology/sector-wide experts will sign a declaration of impartiality and no-conflicts of interest.

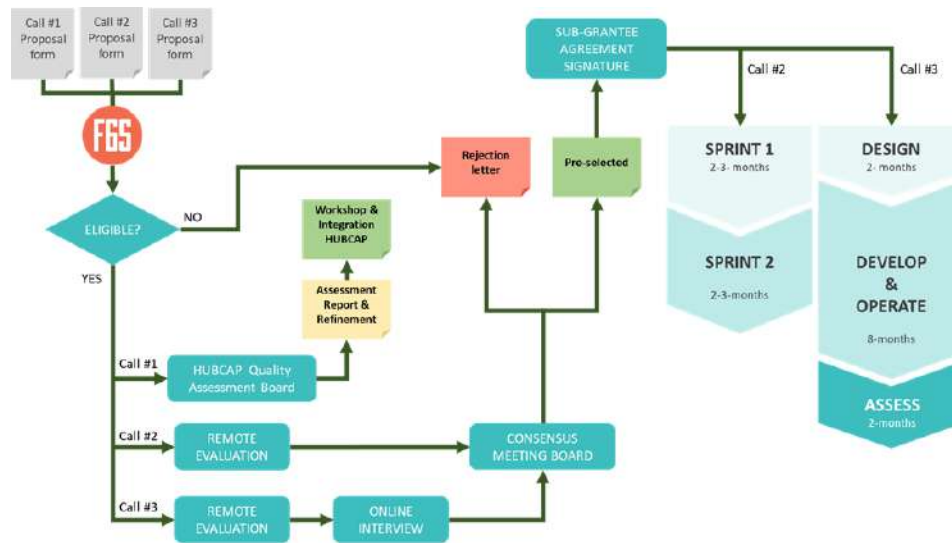


Figure 5: HUBCAP Programme evaluation and selection process.

4.4 Redress Process

Within 3 working days of the delivery of a rejection letter considering the project proposal as not eligible or an CER, a proposer may submit a request for redress if s/he believes the results of the eligibility checks have not been correctly applied, or if s/he feels that there has been a shortcoming in the way his/her project proposal has been evaluated that may affect the final decision on whether to enter the Call #2.1 EXPERIMENT or not.

In that case, an internal review committee of the HUBCAP consortium will examine the request for redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants.

Requests must be:

- Related to the evaluation process or eligibility checks.
- Clearly describe the complaint.
- Received within the time limit (3 working days) from the reception of a rejection letter considering the project proposal as not eligible or the CER information letter delivered.
- Sent by the Consortium leader SME legal representative that has also submitted the project 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 project proposal will be re-evaluated.

Please note:

- This procedure is concerned only with the evaluation and/or eligibility checking process. The committee will not call into question the scientific or technical judgement of appropriately qualified experts.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund it or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if an project 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.

Only one request for redress per project proposal will be considered by the committee. All requests for redress will be treated in confidence and must be sent to Project Coordinator via the F6S platform.

5 Proposals Preparation and Submission

The following chapter shows all the relevant information for a successful application to HUBCAP Open Call #2.1 EXPERIMENT.

5.1 Open Call Submission System

5.1.1 Open Call Publication

Candidate consortia are invited to submit their applications and corresponding documents on the F6S platform. Each consortium will have to submit the following documentation to support their project proposal application:

- **Annex 1: Open Call text**, which provides a full set of information regarding the Open Calls under the HUBCAP project.
- **Annex 2: Guidelines for Applicants**, this document.
- **Annex 3: Proposals Application Form**, an online application form, available at F6S platform (<https://www.f6s.com/hubcapcall2.1experiment/apply>).
- **Annex 3.1: New Asset Description**, a form in which the SME provider that has a new asset, will inform the HUBCAP consortium of the basic technology needs and allow its respective asset integration in the project platform.
- **Annex 4: Applicant Declaration of Honour**, which declares that all conditions of the Open Call #2.1 EXPERIMENT are accepted by the SMEs legal representatives.
- **Annex 5: SME Declaration**, which evaluates the status of the SMEs participating at the Open Call #2.1 EXPERIMENT.
- **Annex 6: Consortium Declaration of Honour**, which provides information about the consortium leader and the budget allocated per SME and declares that all conditions on exclusion criteria and absence of conflict of interest between the Consortium and the Contractor are accepted.
- **Annex 7: Sub-grant Agreement Template**, which provides a template of the sub-grant agreement that the successful applicants will be requested to sign.
- **Annex 8: Bank Account Information Form**, which collects information on the applicant(s)' bank account where the HUBCAP payments will be sent to.

- **Annex 9: Competitive Calls Financial Support to Third Parties**, which contains the formal announcement to be published in the EU portal.
- **Annex 10: Ethics Self-Assessment Form**, which summarizes potential ethics issues that a project proposal could raise.
- **Frequently Asked Questions & answers** published at the project website respective page (<https://www.hubcap.eu/fag>).

Applicants are expected to provide complete, accurate data and contact details.

5.1.2 Open Call Registration

Interested applicants should register at F6S (www.f6s.com), to be able to access the HUBCAP F6S page (<https://www.f6s.com/hubcapcall2.1experiment/apply>). This will be the central interface for managing the applications.

5.1.3 Proposal Application Preparation

Please follow the steps:

- For the application preparation, the two (2) SMEs Consortia are requested to apply online and answer to all mandatory questions (with no exception) at: <https://www.f6s.com/hubcapcall2.1experiment/apply>
- In case the SME provider does not come from the HUBCAP ecosystem, applicants must submit along with their proposal the respective **Annex 3.1: New Asset Description**, where the SME provider will inform the HUBCAP consortium of the basic technology needs and allow its respective asset integration in the project platform.
- The applicants must sign and upload it along with their project proposal the respective **Annex 6: Consortium Declaration of Honour**, where the SME consortia representative is identified. Applicants who fail to do so will not be considered eligible.
- All applicants must accept the terms and conditions and must sign and upload along with their project proposal the completed **Annex 4: Declaration of Honour** and **Annex 5: SME Declaration**. Applicants who fail to do so will not be considered eligible.
- All applicants must fill in, sign, and upload the **Annex 10: Ethics Self-Assessment Form**. Applicants who fail to do so will not be considered eligible.
- Be concrete and concise. Questions have character limitations. Please examine all the open call documents and for more information please go to HUBCAP project website (www.hubcap.eu)
- It is highly recommended to submit your project proposal application well before the deadline. If the Consortium discovers an error in the project proposal, and provided the call deadline has not passed, the Consortium may request the F6S HUBCAP team to re-submit the project proposal (for this purpose please contact us at support@f6s.com). **However, HUBCAP is not committed that resubmission in time will be feasible in case the request for resubmission is not received by the F6S HUBCAP team at least 48 hours before the call deadline.**

It is strongly recommended not to wait until the last minute to submit the project proposal. Failure of the project proposal to arrive in 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.

5.1.4 Proposal Reception

Submissions will be done ONLY via the F6S platform on <https://www.f6s.com/hubcapcall2.1experiment/apply>. A full list of applicants will be drafted containing their basic information for statistical purposes and clarity (which will be also shared with EC for transparency).

The project proposal reception will close on **4th March 2021, 17h00 CET (Brussels time)**. There will not be any deadline extensions unless a major problem caused by the F6S platform and not by the applicants, makes the system unavailable.

6 Financial Support Provided

6.1 Funding Limitation

For Call #2.1 EXPERIMENT the amount of a budget **between 30.000EUR and 75.000EUR**, per consortium of 2 SMEs.

The amount of direct funding that an SME may receive via HUBCAP Programme, and under the I4MS Initiative or SAE Initiative, is the **maximum amount of 100.000EUR**.

HUBCAP funding is results-driven, provided as vouchers in a lump sum way. As such, there is no need for a traditional administrative-justification system (e.g. counting hourly dedication or calculating workload), but getting the funding is associated with the full achievement of the relevant milestone.

6.2 Funding Scheme

On the particularity of call #2 EXPERIMENT, the total grant requested by the third parties will represent 70% of the total costs of the project proposals. Checking the consistency between these costs and the expected work of the project proposals will be part of the evaluation process. The amount of financial support given will be calculated on the basis of estimated costs.

Each project proposal will include an implementation plan including milestones and deliverables, and a cost estimate justifying the costs and resources in relation to the implementation plan.

Minimum funding of 30.000EUR and maximum funding of 75.000EUR, divided in two stages:

- Sprint 1 (50%): milestone of interactive development; and
- Sprint 2 (50%): milestone of integration of proposed project.

Payments will be made according to a staged payment arrangement based on the successful completion of specified milestones and reviews.

As it has been previously explained, the Call #2.1 EXPERIMENT is funding a consortia two (2) SMEs that can be composed by and an SME tech provider coming from the HUBCAP Platform (Call #1 PULL Beneficiaries), or an SME tech provider coming from outside the HUBCAP ecosystem, and a SME end user who wants to adopt MBD tools.

Besides hosting the assets from the SMEs beneficiaries from the PULL calls, the HUBCAP Platform is also including assets coming from DIHs and Seed-SMEs, partners of the HUBCAP consortium. These assets are available through the HUBCAP Platform for the funded Consortia under Call #2.1, allowing them to make use of the assets in their project experiments in case they want to try it. If necessary, a support provided by the DIHs and the Seed- SMEs will be given. **The assets support and usability for the Call #2.1 beneficiaries is free of any charge.**

These assets can be selected through the Call #2.1 EXPERIMENT Application Form, where an entry for it is available: *“Please indicate if there are any other assets from the HUBCAP ecosystem which you are planning on using in you experiment”*. The HUBCAP platform will clearly identify which assets are allowed for funding in the experiments.

Please note that before the HUBCAP platform is available, all the assets (models and tools) will be displayed in the HUBCAP website (<https://www.hubcap.eu/technologies>).

To avoid conflicts of interest, project proposals will not be accepted from people or organisations who are partners in the HUBCAP consortium or who are formally linked in any way to partners of the consortium. All project proposals will be required to declare that they know of no such potential conflicts of interest that should prevent them from applying.

NOTE: Third parties receiving Financial Support from HUBCAP through the OC will not become part to the HUBCAP Grant Agreement and will therefore not need a Participant Identification Code (PIC).

6.3 Proposals Review and Payment

A multi-disciplinary team with background on technology and business will be set up with the purpose of supporting and monitoring the third parties project progress and results, against which are associated payments, according to each project's milestones/deliverables.

To each engaged project it will be assigned two (2) HUBCAP members of the consortium (team), who will be the direct connection/support from the remaining consortium members.

These teams are composed by the DIHs partners and they will have the responsibility to monitor and following up the project progress of the proposals. They will also be responsible for evaluate reports needed to be delivered at the end each Sprint and provide the necessary support. Consortia beneficiaries may be requested to participate in additional meetings within each sprint, for the purpose of project progress monitoring.

Additional, free consultancy services and support may be provided by the DIHs and Seed-SMEs, in case one of their tools or models is selected by the consortia beneficiaries as an extra asset to be use in their experiments.

The project proposals review will be held on the basis of milestones and deliverables defined by the applicants in their application. The applicants are asked to describe the specific objectives pursued by the experiment, by applying SMART methodology (Specific, Measurable, Assignable, Realistic, Time-related), and clearly describe measurable KPIs for each Sprint.

In order to be able to carry out the evaluation, applicants need to deliver a report at the end of each Sprint. Checking the consistency between the estimated costs and resources and the expected work

of the experiment will be also part of the evaluation process, and if requested the SME consortium leader will have to present documentation for the claimed costs.

For **Sprint 1** report consortia beneficiaries need to demonstrate how they carried out the 1st phase of their experiment and if they have successfully finalised their interactive development, based on objectively measured KPIs. After the Sprint 1 evaluation is concluded a payment of 50% of the budget amount will be made.

At the end of **Sprint 2** an asset must be added to the HUBCAP platform. So, in the Sprint 2 report consortia beneficiaries need to demonstrate how they carried out the 2nd phase of their experiment and if they have successfully integrated a new asset as a new model created by the SMEs or if they combined a model and a new model-based services integrating already existing assets. The final payment, that corresponds to the remaining 50%, will be made after the evaluation to Sprint 2 is concluded.

At the end of each Sprint evaluation phase, the DIHs members involved in this task will inform the HUBCAP Coordinator so that the payments can be released upon respective work and costs approved.

7 Negotiation process to access Call #2.1 EXPERIMENT

After the Open Call evaluation conclusion and project proposals selection, the HUBCAP coordinator (Aarhus University) will start the Sub-Grant Agreement (Contract) preparation in collaboration with the proposals' coordinator that have been evaluated. The Sub-Grant Agreement (Contract) preparation will go via an administrative and financial checking (and potentially into technical or ethical/security negotiations) based on evaluators' comments. On a case by case approach, a phone call or teleconference may be needed for clarification.

The objective of the Sub-Grant Agreement (Contract) preparation is fulfilling the legal requirements between the HUBCAP consortium and every consortia beneficiaries of the Call #2.1 EXPERIMENT. There will be an inclusion of the comments (if any) in the Consensus Evaluation Report of the project proposal and mapping to the Sub-Grant Agreement (Contract).

7.1 Administrative Duties

To validate the status information, the following documents will be required from each SME of the consortia:

- **Annex 5 SME Declaration:** signed and stamped. In the event the applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
- **Legal existence.** Company Register, Official Gazette or other official document per country showing the name of the organisation, 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).
- **In cases where the number of employees and/or the ownership is not clearly identified:** any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional association records, etc.

- **Annex 8 SME Bank account information:** the account where the funds will be transferred will be indicated via a form signed by the SME legal representative and the bank representatives. The account should be a business bank account of the SME.
- **Annex 4 Declaration of Honour:** signed and stamped.
- **Annex 6 Consortium Declaration of Honour:** signed and stamped.

It should be emphasised that each **SME should provide at Sub-Grant agreement preparation time a valid VAT⁵. Failure to provide the VAT number will automatically result in proposal rejection.**

The request of the above documentation by the HUBCAP consortium will be done including deadlines. In general, the Sub-Grant Agreement negotiation should be concluded **within two weeks**. An additional week may be provided by HUBCAP coordinator in case of a significant reasoning. In case the negotiations have not been concluded within the above period, the application is automatically rejected, and another Consortium applicant will be given the opportunity of acceptance.

7.2 Sub-Grant Agreement Signature

At the end the negotiation phase, the Sub-Grant Agreement (Contract) will be signed between the HUBCAP Consortium and the selected Consortia.

The Sub-grant Agreement will be signed by the SME consortium leader on behalf of the consortium, and it's the responsibility of the consortium leader and consortium partner to make an agreement that shall cover the rights and obligations between the two parties involved.

After received the payments from the Aarhus University (AU) as HUBCAP Coordinator, the SME consortium leader has to transfer the respective payment to the SME consortium partner, based on the budget established in the Consortium Declaration of Honour (as given in **Annex 6**).

Please note:

- The sub-grant agreement (contract) will cover the complete 2 phases: Sprint 1 and Sprint 2;
- The sub-grant agreement (contract) will automatically expire at the end of Sprint 2 phase, without any further notice from the HUBCAP consortium, or if the **Consortium Declaration of Honour** has been violated.

The selected consortia must submit the signed Sub-grant Agreements (Contracts) to the HUBCAP Coordinator (AU) using the following email address: oc.administrative@hubcap.eu.

Failure to receive the electronic version of the documents means that the consortia applicants no longer want to participate in Call #2.1 EXPERIMENT and the vouchers may be granted to other consortia from the reserve list.

8 Responsibilities of beneficiaries

The selected SMEs of Call #2.1 EXPERIMENT are indirectly beneficiaries of European Commission funding. As such, they are responsible for the proper use of the funding and ensure that the recipients comply with obligations under H2020 specific requirements as described in Horizon 2020 – the

⁵ To be checked at European Commission services such as http://ec.europa.eu/taxation_customs/vies/

Frameworks Programme for Innovation Action 2014-2020 (Digitising and transforming European Industry and services: digital innovation hubs and platforms).

The obligations that are applicable to the recipients include⁶ successfully accomplishing the adoption and deployment of HUBCAP MBD technologies in the field, attracting, and engaging new users and validating HUBCAP products & services portfolio, in an appropriate manner. Appropriate manner means that the participant will comply with the house rules in case of an onsite meeting and in general to the meeting rules.

8.1 Conflict of Interest

The beneficiary SMEs 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').

The beneficiary SMEs cannot have any legal connection with the partners of the HUBCAP Consortium both DIHs and Seed-SMEs in case they are making use of their assets for their experiments. Also note that none of these HUBCAP consortium partners (both DIHs and Seed-SMEs) will receive further funding and that they may only provide their assets usability free of any charge.

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

If the beneficiary SMEs breaches any of its obligations the sub-grant agreement may be automatically terminated. Moreover, payments may be rejected.

8.2 Data Protection & Confidentiality

During the implementation of the Call #2.1 programme and for five years after the end of the Call #2.1 programme, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at the sub-grantee agreement signing time ('confidential information').

If a beneficiary SMEs requests, the Commission and the HUBCAP consortium may agree to keep such information confidential for an additional period beyond the initial five years. This shall be explicitly stated at the sub-grant agreement.

If information has been identified as confidential during the Call #2.1 EXPERIMENT programme execution or only orally, it will be confidential only if this is accepted by the HUBCAP coordinator and confirmed in writing within 15 days of the oral disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the Agreement.

The beneficiary SMEs may disclose confidential information to the HUBCAP consortium and to the selected reviewers, who will be bound by a specific Non-Disclosure Agreement.

⁶ The obligations described here are not binding and may be modified, refined or additional obligations may be inserted during the sub-grant agreement negotiation if needed.

8.3 Promoting the action and give visibility to the EU funding

Any publicity made by the Beneficiary SMEs in respect of the HUBCAP project, in whatever form and on or by whatever medium, must specify that it reflects only the author's views and that the Contractor, HUBCAP consortium or EC are not liable for any use that may be made of the information contained therein.

The Contractor, HUBCAP consortium and EC shall be authorized to publish, in whatever form and on or by whatever medium, the following information:

- the name of the Beneficiaries,
- contact address of the Beneficiaries,
- the general purpose of the project,
- the amount of the financial contribution of the EC.

The Beneficiary SMEs shall ensure that all necessary authorizations for such publication have been obtained and that the publication of the information by the Contractor, HUBCAP Consortium or EC does not infringe any rights of third parties.

Unless the European Commission or the HUBCAP coordinator requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.), any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the grant must:

- a. display the EU emblem,
- b. display the HUBCAP logo and,
- c. include the following text:

For communication activities: *"This MBD CPS technology has indirectly received funding from the European Union's Horizon 2020 innovation action programme, via an Open Call #2.1 EXPERIMENT issued and executed under project HUBCAP (grant agreement No 872698)".*

When displayed in association with a logo, the EU 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.

8.4 Financial Audits and Controls

The European Commission (EC) will monitor that HUBCAP beneficiary SMEs comply with the conditions for Financial Support to Third Parties such as set out in Annex 1 of the HUBCAP sub-grant agreement and may take any action foreseen by the sub-grant agreement in case of non-compliance vis à vis the beneficiary SMEs concerned.

Moreover, the EC may at any time during the implementation of the HUBCAP project and up to 5 (five) years after the end of the HUBCAP project, arrange for financial audits to be carried out, by external

auditors, or by the EC services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic, and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

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

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

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

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

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

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

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

9 Contacts

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

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

More info at: www.hubcap.eu

Apply via: <https://www.f6s.com/hubcapcall2.1experiment/apply>

F6S Q&A: <https://www.f6s.com/hubcap/discuss>

HUBCAP Service Centre: info@hubcap.eu

F6S support team (for platform issues during the application): support@f6s.com

HUBCAP Coordinator (for contractual aspects and payments): mesp@au.dk

10 References

Digital Innovation Initiatives based on European Networks of Competence Centres in H2020, available online at <https://smartanythingeverywhere.eu/smart-anything-everywhere/>

REGULATION (EU) No 1290/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006

EUROPEAN COMMISSION, Directorate-General for Communications Networks, Content and Technology, "Guidance note on financial support to third parties under H2020", Annex K. "Actions involving financial support to third parties", http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016_2017/annexes/h2020-wp1617-annex-k-fs3p_en.pdf

H2020 Call Objective DT-ICT-01-2019 TOPIC: Smart Anything Everywhere Initiative, <https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/ict-01-2019.html>

Smart Anything Everywhere (SAE) Initiative, Innovation Actions aligned to the SAE initiative: <https://smartanythingeverywhere.eu/funding/projects/>

I4MS Initiative, Information on the projects that are part of this initiative: <https://i4ms.eu/projects>



HUBCAP

Grant Agreement: 872698

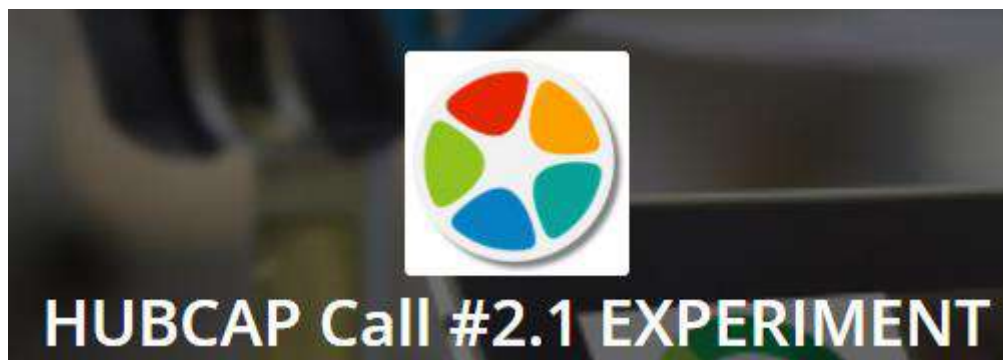
Digital innovation HUBs and CollAborative
Platform for cyber-physical systems

Annex 3: Application Form SMEs

Sample of OC #2.1 EXPERIMENT application form available on F6S
December/2020



This project has received funding by the European
Union's Horizon 2020 research and innovation
programme under grant agreement 872698.



Questions



Call #2.1 EXPERIMENT Application Form

As part of the European Smart Anything Everywhere initiative (smartanythingeverywhere.eu/), HUBCAP aims to develop and promote European Cyber-Physical technology (www.hubcap.eu). As part of this, it is developing a platform for technology providers and users to collaborate and access tools and services for Cyber-Physical Systems (CPS) and Model-Based Design (MBD).

This is the application form of Call #2.1 – EXPERIMENT. Our 'EXPERIMENT' calls help stimulating SMEs with less digital experience towards the adoption of innovative Model-Based Design (MBD) and Cyber-Physical Systems (CPS) products and services. Each EXPERIMENT will be undertaken by a consortium of two SMEs: one MBD CPS user/adopter and one MBD CPS provider. Selected consortiums will receive funded support for adoption or implementation of one or various MBD CPS products & services in MBD CPS users' entities.

In this application form you should describe the details of the experiment your consortium aims to develop and which MBD tools and CPS products & services you will use. The description of the experiments to be undertaken must be clear and innovative. Please make sure to read the programme guidelines before submitting your application.

This application form refers to the Open Call #2.1 EXPERIMENT. The application form for SMEs under the HUBCAP Open Calls EXPERIMENT, exclusively available online at www.f6s.com/hubcapcall2.1experiment/apply, provided here for reference, contains 53 open and closed questions and its divided into the following sections:

- A. YOUR CONSORTIUM
- B. YOUR EXPERIMENT
- C. YOUR IMPACT
- D. HUBCAP SUPPORT
- E. YOUR BUDGET
- F. CONSORTIUM REPRESENTATIVE
- G. REQUIREMENTS

A. YOUR CONSORTIUM

Each proposal should consist of a consortium of two partners: one MBD CPS user/adopter, and one MBD CPS provider. Please briefly describe the relevant expertise and experience of each partner, showing that their complementariness is a good choice to contribute towards the experiment.

MBD CPS provider

1 SME Name *

200

2 Brief description and expertise of the SME *

1000

3 Country *

Please select from the list.

Select One ▾

4 Which application domains are your company active in? *

Please select from the list.

☐ Industrial automation☐ Aviation☐ Smart transports/mobility☐ Power systems☐ Sensors☐ Smart energy☐ Smart cities☐ Smart agriculture☐ Smart health☐ Robotics☐ Consumer technologies/electronics☐ Other

5 Website *

 300

MBD CPS user/adopter

6 SME Name *

 200

7 Brief description and expertise of the SME *

 1000

8 Country *

Select One ▾

9 Which application domains are your company active in? *

Please select from the list.

☐ Industrial automation☐ Aviation☐ Smart transports/mobility☐ Power systems☐ Sensors☐ Smart energy☐ Smart cities☐ Smart agriculture☐ Smart health☐ Robotics☐ Consumer technologies/electronics☐ Other

10 Website *

 300

Coordinator and team complementarity

11 Transdisciplinary competences and synergies *

Identify who is the coordinator and explain how the competences of the team (MBD CPS user and MBD CPS provider) will contribute to the success of the experiment and how they complement each other.

 1000

12 Previous H2020 funding, including cascading funding from projects in the SAE or I4MS initiatives *

Indicate if any of the SMEs has received H2020 funding previously. Please consult the following links.

SAE Initiative: smartanythingeverywhere.eu/funding/projects/

I4MS: i4ms.eu/projects

Select One ▼

B. YOUR EXPERIMENT

In this section you should describe the details of the Cyber-Physical Systems (CPS) technology or product as well as the Model-Based Design (MBD) tool you will develop as a result of your experiment. The description of the targeted CPS and MBD must be clear and innovative.

13 Title of the Experiment *

300

14 Acronym of the Experiment *

100

15 Experiment abstract *

This information will be made public. What is your experiment about? Please, provide a clear abstract of your proposal. Introduce the concept of your experiment here and list your objectives. State which CPS platform(s) and MBD tools your experiment will adopt, i.e. which asset from the HUBCAP platform you will use and how, or if you will use a new asset and how.

2000

16 Main domain/focus area of the experiment *

Select One ▼

17 Experiment duration and envisaged starting date *

300

18 Experiment goals *

Please describe the specific objectives pursued by the experiment, by applying SMART methodology (Specific, Measurable, Assignable, Realistic, Time-related). Enumerate up to 5 objectives, clearly described and with measurable KPIs for each Sprint.

2000

19 Experiment key innovations *

Describe the main ideas, models or assumptions involved. Identify competitor concepts and explain how your concept is different and innovative. Describe the use of Model-Based Design (MBD) and Cyber Physical Systems (CPS) in your experiment.

3000

20 Experiment scheme/picture (Max file size 30MB.)

Please upload the technical design/infographic/scheme for your proposal experiment - one A4 page max.

CHOOSE A FILE

21 Activity plan *

How would you implement your experiment? Please, outline the main tasks to carry out, milestones and necessary resources, divided by each sprint: i) interactive development and ii) integration of proposed project.

3000

22 Will you use a tool asset from the HUBCAP Ecosystem? *

Select One ▾

23 If your previous answer was YES, indicate the HUBCAP asset you will use *

Choose from the list the tool asset from the HUBCAP website portfolio you will use in your proposal experiment.

Link here: www.hubcap.eu/technologies

300

24 If your previous answer was NO, please upload "Annex 3.1: New asset description" properly filled-in and signed (Max file size 30MB.) (Max file size 30MB.) *

You may download the document from here: xxxx

CHOOSE A FILE

25 Please indicate if there are any other assets from the HUBCAP ecosystem which you are planning on using in your experiment *

The HUBCAP platform also includes assets from DIHs and Seed-SMEs that are only available to Call #2.1 beneficiaries to make use of it in their experiments. Choose from the list provided in the HUBCAP website portfolio (DIHs & Seed-SMEs) which assets or models will you use in your experiment. Link here: www.hubcap.eu/technologies

C. YOUR IMPACT**26 Experiment outcomes and value proposition ***

Which potential products/services do you envision as outcomes of your proposal experiment? What is your experiment's value proposition? Please, give a description of their unique selling points.

2000

27 Describe your experiment impact *

Define how the experiment outcomes generate value to society, environment, economy, as well as impact over third parties, with particular focus on SMEs. Explain the advantage of your experiment in facilitating potential new partnerships in different countries/regions and across the value chain.

2000

28 Describe your experiment go-to-market strategy *

Identify the main target audiences and their needs. What would be your go-to-market strategy for the experiment outcomes?

1000

29 Describe your experiment business plan and business opportunities *

Explain your business plan, detailing clear and measurable (€) business opportunities for the experiment's results and commercial milestones.

2000

30 Intellectual Property Rights (IPR) Management *

Describe how you intend to protect the experiment's intellectual property.

1000

D. HUBCAP SUPPORT

Please provide information to support your future engagement in the HUBCAP ecosystem of academia and businesses.

31 Describe your current experience with MBD and model-based system engineering and particularly the asset you are using *

1000

32 Explain your motivation to experiment within the HUBCAP ecosystem. What type of digital innovation training/tools would be beneficial for you? *

2000

33 Have you filled in the survey regarding HUBCAP Ecosystem Building? *

Please click on the following link to access the HUBCAP Ecosystem survey: www.surveymonkey.com/r/2P6NR3F

D. YOUR BUDGET

34 Total experiment/consortium budget *

Response in value: €

35 Requested financial support *

Please calculate the requested financial support. Up to 70% of the total costs can be covered by HUBCAP.

Response in value: €

36 Total MBD CPS provider budget *

Response in value: €

37 Total MBD CPS user/adopter budget *

Response in value: €

38 Describe the experiment budget *

Clearly explain the presented budget/ resources distribution per experiment phase, deliverable, partner, and tasks. Take into consideration HUBCAP regulations.

 2000

F. CONSORTIUM REPRESENTATIVE

Please provide details on the coordinator, who should be a representative of the consortium members (either the user or the provider), and who will be the contact person for the HUBCAP proposal experiment.

39 Name *

 300

40 Email address *

 300

41 Phone number (with indicative) *

 100

42 LinkedIn profile *

 200

43 SME Name *

 200

44 Position *

 200

G. REQUIREMENTS

- 45 Please upload "Annex 4: Declaration of Honour" properly filled-in and signed (Max file size 30MB.) (Max file size 30MB.) *

Each SME must submit this file. You may download the document from here: xxxxx

CHOOSE A FILE

- 46 Please upload "Annex 5: SME Declaration" properly filled-in and signed (Max file size 30MB.) (Max file size 30MB.) *

Each SME must submit this file. You may download the document from here: xxx

CHOOSE A FILE

- 47 Please upload "Annex 6: Consortium Declaration of Honour" properly filled in and signed (Max file size 30MB.) (Max file size 30MB.) *

You may download the document from here: xxx

CHOOSE A FILE

- 48 Please upload your "Annex 10: Ethics Self-Assessment Form", properly filled, and signed (Max file size 30MB.) (Max file size 30MB.) *

Is your proposal ethics ready for H2020 funding? Please undertake the ethics self-assessment, with support from the following EC document: ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2015/1620147-h2020-guidance_ethics_self_assess_en.pdf

CHOOSE A FILE

- 49 How did you hear about HUBCAP programme? *

Please select from the list.

Select One ▼

- 50 Right of image/information sharing *

Reasonable information about all HUBCAP experiments will be made public/promoted. Do you allow the HUBCAP project to give visibility to your organisations and experiment?

Select One ▼

- 51 GDPR awareness *

Awareness on the GDPR is required for the insertion of the asset in the HUBCAP platform. Do you confirm that you are fully aware of the GDPR regulation?

Select One ▼

- 52 The information contained within this application form has been reported truthfully. *

Select One ▼

- 53 F6S may share the submitted data with HUBCAP consortium *

Select One ▼



HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and Collaborative
Platform for cyber-physical systems

Annex 3.1: New Asset Description Template
December/2020



This project has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement 872698.

General Information

Please use this template to describe your new asset, that must be added to your project proposal application.

It has been organised to ensure that the important information of your new asset is clearly understood with respect to its integration on the HUBCAP platform as part of the experiment, in case your consortium is selected for funding (see the *Annex 2: Guidelines for Applicants* document for details).

The structure of this template must be followed to facilitate the suitability check. Applicants using other kind of template/document structure will be **automatically ineligible**.

Please take advantage of the different communication instruments offered by the HUBCAP Consortium (i.e. info webinars, help-desk, online Q&A, and FAQ section in the website) to receive feedback on any questions you may have before submitting your template.

The allowed font type is “Calibri” and the minimum font size is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm.

Please delete this page when submitting the new asset description.

Delete the guidance text provided in each section/question.

New Asset Description Template

This new asset description template refers to the Open Call #2.1 EXPERIMENT. The application form for SMEs under the HUBCAP Open Calls EXPERIMENT, exclusively available online at <https://www.f6s.com/hubcapcall2.1experiment/apply>, provided here for reference, contains 11 open questions and its divided into the following sections:

- A. PROJECT PROPOSAL INFORMATION
- B. NEW ASSET FOR THE HUBCAP PLATFORM
- C. NEW ASSET RELEVANCE FOR HUBCAP
- D. SIGNATURE OF THE PROVIDER SME

A. PROJECT PROPOSAL INFORMATION

1. **Experiment Title.**
Indicate the Experiment title as given in your project proposal application.
2. **Experiment Acronym.**
Indicate your Experiment acronym as given in your project proposal application.

B. NEW ASSET FOR THE HUBCAP PLATFORM (PUBLIC INFO)

In this section, please describe your Cyber-Physical Systems and Model-Based Design product/technology/service/tool that you wish to integrate in the HUBCAP platform as part of your experiment. If selected, this information will be made public.

3. **Asset title.**
Short title/expression. This information will be made public.
4. **Description of Asset.**
Please describe the tool/asset/technology to be inserted in the HUBCAP platform. Please make sure to emphasise the MBD aspect. This information will be made public.
5. **Domain.**
To which application domains can the tool/asset be applied to? This information will be made public.
6. **What are the benefits of the technology for end-users? How does it differentiate from similar technologies?**
This information will be made public.

C. NEW ASSET RELEVANCE FOR HUBCAP

7. **Is your asset ready to be executed in a Cloud environment (e.g. inside a Virtual Machine)?**
[YES/NO]
8. **Is your asset/technology performing any kind of personal data processing?**
[YES/NO]
9. **What technology and/or scientific discoveries underpin the asset?**
10. **What is the maturity level of the technology?**

Please indicate the TRL level of your technology based on the EU measurement:

https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

11. What forms of modelling and/or notations are supported?

D. SIGNATURE OF THE PROVIDER SME

For [Entity] (the provider SME)
Mr/Ms [NAME SURNAME]
[POSITION_IN_COMPANY] if applicable
Signature
Done at _____ on DD/MM/YEAR



HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and Collaborative
Platform for cyber-physical systems

Annex 4: Declaration of Honor December/2020

Name of the Organisation	
Proposal title	
Month/Year	



This project has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement 872698.

Declaration of Honour

Proposal Title: _____

On behalf of _____ [Company name]
 established in _____, [Official SME address], SME VAT
 number _____,¹ represented for the purposes of signing the Declaration of Honour by
 _____ [Name of legal representative],

By signing this document, I declare that

- 1) I have the power of legally binding the above-mentioned SME.
- 2) The above-mentioned SME has not submitted any other application under HUBCAP Open Call #2 EXPERIMENT. The above-mentioned SME can only submit one asset application to this Open Call #2.1. In case the above-mentioned SME application is not approved, the above-mentioned SME can apply to any of the other open calls EXPERIMENT (Call #2.2), providing that the previous proposal submitted is improved based on the Consensus Evaluation Report.
- 3) I and the above SME that I legally represent are fully aware and duly accept all HUBCAP rules and conditions as expressed in HUBCAP Open Call #2.1 EXPERIMENT documents and all Annexes and will fully respect any evaluation decision and application selection under HUBCAP Call EXPERIMENT.
- 4) The information included in the **Annex 5: SME Declaration** document is true and legally binding.
- 5) All provided information in this declaration is true and legally binding.

SME Legal representative Contact Information:

Title (Mr, Mrs, Dr.)	
Name	
Surname	
Position in the company	
Full Address	
Country	
Email Address	
Telephone	
Mobile	
Signature and stamp	

¹ VAT is mandatory during the contract preparation. Failure providing of a valid VAT of the specific SME will result in automatic rejection of the proposal.

Declaration of Honour on exclusion criteria and absence of conflict of interest

By signing this declaration of honour, I declare that all provided information below is true and legally binding both for me and for the SME that I legally represent:

1. I declare that the mentioned SME is not in one of the following situations:
 - a) it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) it or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata.
 - c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organizations.
 - d) it is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed, to be proved by the deliverance of official documents issued by the local authorities, according to the local applicable rules;
 - e) it or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
 - f) is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.
2. I declare that the natural persons with power of representation, decision-making or control over the above-mentioned SME are not in the situations referred to in a) to f) above;
3. I declare that:
 - a) Neither myself nor any person that I know is subject to a HUBCAP conflict of interest.
 - b) I have not made false declarations in supplying the information required by participation in the Open Calls of HUBCAP Project or does not fail to supply this information.
 - c) I am not in one of the situations of exclusion, referred to in the abovementioned points a) to f).
 - d) I am aware and fully accept all HUBCAP condition and rules as expressed in HUBCAP Open Call #2.1 EXPERIMENTS documents *Annex 1, Annex 2, Annex 3, Annex 4, Annex 5, Annex 6, Annex 7 and Annex 8*.
4. I certify that the SME that I represent:
 - is committed to participate in the abovementioned project.
 - has stable and enough sources of funding to maintain its activity throughout its participation in the above-mentioned project and to provide any counterpart funding necessary.
 - has or will have the necessary resources as and when needed to carry out its involvement in the above-mentioned project.

Full name: _____ On _____ behalf _____ of _____ SME: _____	Signature and stamp (if applicable)
Done at (place) _____ the (day) _____ (month) _____ (year)	



HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and CollAborative
Platform for cyber-physical systems

Annex 5: SME Declaration December/2020



This project has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement 872698.

Declaration on information on the SME qualification

Precise identification of the applicant enterprise

Name or Business name

Address (of registered office)

Registration / VAT number

Names and titles of the principal director(s)

Type of enterprise (see explanatory note)

Tick to indicate which case(s) applies to the applicant enterprise:

- ☐ Autonomous enterprise In this case the data filled in the box below result from the accounts of the applicant enterprise only. Fill in the declaration only, without annex.
- ☐ Partner enterprise Fill in and attach the annex (and any additional sheets), then complete the declaration by copying the results of the calculations into the box below.
- ☐ Linked enterprise

Data used to determine the category of enterprise

Calculated according to Article 6 of the Annex to the Commission Recommendation 2003/361/EC on the SME definition.

Reference period (*)		
Headcount (AWU)	Annual turnover (**)	Balance sheet total (**)

(*) All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year

(**) EUR 1 000.

Important:

Compared to the previous accounting period there is a change regarding the data, which could result in a change of category of the applicant enterprise (micro, small, medium-sized or big enterprise).

☐ No

☐ Yes (in this case fill in and attach a declaration regarding the previous accounting period).

Signature

Name and position of the signatory, being authorised to represent the enterprise:

I declare on my honour the accuracy of this declaration and of any annexes thereto.

Done at

Signature



EXPLANATORY NOTE ON THE TYPES OF ENTERPRISES TAKEN INTO ACCOUNT FOR CALCULATING THE HEADCOUNT AND THE FINANCIAL AMOUNTS

I. TYPES OF ENTERPRISES

The definition of an SME¹ distinguishes three types of enterprise, according to their relationship with other enterprises in terms of holdings of capital or voting rights or the right to exercise a dominant influence².

Type 1: Autonomous Enterprise

This is by far the most common type of enterprise.

It applies to all enterprises which are not one of the two other types of enterprise (partner or linked).

An applicant enterprise is autonomous if it:

- does not have a holding of 25%³ or more in any other enterprise,
- and is not 25%³ or more owned by any enterprise or public body or jointly by several linked enterprises or public bodies, apart from some exceptions⁴,
- and does not draw up consolidated accounts and is not included in the accounts of an enterprise which draws up consolidated accounts and is thus not a linked enterprise⁵.

Type 2: Partner Enterprise

This type represents the situation of enterprises which establish major financial partnerships with other enterprises, without the one exercising effective direct or indirect control over the other. Partners are enterprises which are not autonomous, but which are not linked to one another.

The applicant enterprise is a partner of another enterprise if:

¹ Henceforth in the text, the term "Definition" refers to the Annex to Commission Recommendation 2003/361/EC on the definition of SMEs.

² Definition, Article 3

³ In terms of the share of the capital or voting rights, whichever is higher is applied. To this percentage should be added the holding in that same enterprise of each enterprise, which is linked to the holding company (Definition, Article 3 paragraph 2)

⁴ An enterprise may continue being considered as autonomous when this 25% threshold is reached or exceeded, if that percentage is held by the following categories of investors (provided that those are not linked with the applicant enterprise):

- a) public investment corporations, venture capital companies, individuals or groups of individuals with a regular venture capital investment activity who invest equity capital in unquoted businesses ("business angels"), provided the total investment of those business angels in the same enterprise is less than EUR 1 250 000,
- b) universities or non-profit research centres,
- c) institutional investors, including regional development funds,
- d) autonomous local authorities with an annual budget of less than EUR 10 million and less than 5000 inhabitants.

(Definition, Article 3 paragraph 2, second sub-paragraph)

⁵ - If the registered office of the enterprise is situated in a Member State which has provided for an exception to the requirement to draw up such accounts pursuant to the Seventh Council Directive 83/349/EEC of 13 June 1983, the enterprise should nevertheless check specifically whether it does not meet one or other of the conditions laid down in Article 3 paragraph 3 of the Definition.

- There are also some very rare cases in which an enterprise may be considered linked to another enterprise through a person or a group of natural persons acting jointly (Definition, Article 3 paragraph 3).

- Conversely, there are very few cases of enterprises drawing up consolidated accounts voluntarily, without being required to do so under the Seventh Directive. In that case, the enterprise is not necessarily linked and can consider itself only a partner.

To determine whether the enterprise is linked or not, in each of the three situations it should be checked whether or not the enterprise meets one or other of the conditions laid down in Article 3 paragraph 3 of the Definition, where applicable through a natural person or group of natural persons acting jointly.



- it has a holding or voting rights equal to or greater than 25% in the other enterprise, or the other enterprise has a holding or voting rights equal to or greater than 25% in the applicant enterprise,
- the enterprises are not linked enterprises within the meaning defined below, which means, among other things, that the voting rights of one in the other do not exceed 50%,
- and the applicant enterprise does not draw up consolidated accounts which include the other enterprise by consolidation, and is not included by consolidation in the accounts of the other enterprise or of an enterprise linked to it⁵.

Type 3: Linked Enterprise

This type corresponds to the economic situation of enterprises which form a group through the direct or indirect control of the majority of the voting rights (including through agreements or, in certain cases, through natural persons as shareholders), or through the ability to exercise a dominant influence on an enterprise. Such cases are thus less frequent than the two preceding types.

In order to avoid difficulties of interpretation for enterprises, the Commission has defined this type of enterprise by taking over – wherever they are suitable for the purposes of the Definition – the conditions set out in Article 1 of Council Directive 83/349/EEC on consolidated accounts⁶, which has been applied for many years.

An enterprise thus generally knows immediately that it is linked, since it is already required under that Directive to draw up consolidated accounts or is included by consolidation in the accounts of an enterprise which is required to draw up such consolidated accounts.

The only two cases, which are however not very frequent, in which an enterprise can be considered linked although it is not already required to draw up consolidated accounts, are described in the first two indents of endnote 5 of this explanatory note. In those cases, the enterprise should check whether it meets one or other of the conditions set out in Article 3 paragraph 3 of the Definition.

II. THE HEADCOUNT AND THE ANNUAL WORK UNITS⁷

The headcount of an enterprise corresponds to the number of annual work units (AWU).

Who is included in the headcount?

- The employees of the applicant enterprise,
- persons working for the enterprise being subordinate to it and considered to be employees under national law,
- owner-managers,
- partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract are not taken into account in the headcount.

How is the headcount calculated?

⁶ Seventh Council Directive 83/349/EEC of 13 June 1983, based on Article 54(3)(g) of the Treaty and concerning consolidated accounts (OJ L 193, 18/7/1983, p. 1), as last amended by Directive 2001/65/EC of the European Parliament and of the Council (OJ L 283, 27/10/01, p. 28).

⁷ Definition, Article 5.



One AWU corresponds to one person who worked full-time in the enterprise in question or on its behalf during the entire reference year. The headcount is expressed in AWUs.

The work of persons, who did not work the entire year, or who worked part-time - regardless of its duration - and seasonal work is counted as fractions of AWU.

The duration of maternity or parental leaves is not counted.



ANNEX TO THE DECLARATION CALCULATION FOR THE PARTNER OR LINKED TYPE OF ENTREPRISE

Annexes to be enclosed if necessary

- Annex A if the applicant enterprise has at least one partner enterprise (and any additional sheets)
- Annex B if the applicant enterprise has at least one linked enterprise (and any additional sheets)

Calculation for the partner or linked type of enterprise⁸ (see explanatory note)

Reference period ⁹ :			
	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
1. Data ⁹ of the applicant enterprise or consolidated accounts (copy data from box B(1) in annex B ¹⁰)			
2. Proportionally aggregated data ⁹ of all partner enterprises (if any) (copy data from box A in annex A)			
3. Added up data ⁹ of all linked enterprises (if any) – if not included by consolidation in line 1 (copy data from box B(2) in annex B)			
Total			

(*) EUR 1 000.

The data entered in the "Total" row of the above table should be entered in the box "Data used to determine the category of enterprise" in the declaration.

⁸ Definition, Article 6 paragraphs 2 and 3

⁹ All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year (Definition, Article 4).

¹⁰ The data of the enterprise, including the headcount, are determined on the basis of the accounts and other data of the enterprise or, where they exist, the consolidated accounts of the enterprise, or the consolidated accounts in which the enterprise is included through consolidation.



ANNEX A

Partner enterprises

For each enterprise for which a 'partnership sheet' has been completed (one sheet for each partner enterprise of the applicant enterprise and for any partner enterprises of any linked enterprise, of which the data is not yet included in the consolidated accounts of that linked enterprise), the data in the 'partnership box' in question should be entered in the summary table below:

BOX A

Partner enterprise (name / identification)	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total			

(*) EUR 1 000.

(attach sheets or expand the present table, if necessary)

Reminder:

This data is the result of a proportional calculation done on the 'partnership sheet' for each direct or indirect partner enterprise.

The data entered in the "Total" row of the above table should be entered in line 2 (regarding partner enterprises) of the table in the Annex to the declaration.



PARTNERSHIP SHEET

1. Precise identification of the applicant enterprise

Name or Business name

Address (of registered office)

Registration/VAT number¹¹

Names and titles of the principal director(s)¹²

2. Raw data regarding that partner enterprise

Reference period			
	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
Raw data			

(*) EUR 1 000.

Reminder: These raw data are derived from the accounts and other data of the partner enterprise, consolidated if they exist. To them are added 100% of the data of enterprises which are linked to this partner enterprise, unless the accounts data of those linked enterprises are already included through consolidation in the accounts of the partner enterprise¹³. If necessary, add “linkage sheets” for the enterprises which are not yet included through consolidation.

3. Proportional calculation

- a) Indicate precisely the holding¹⁴ of the enterprise drawing up the declaration (or of the linked enterprise via which the relation to the partner enterprise is established) in the partner enterprise to which this sheet relates:

.....

Indicate also the holding of the partner enterprise to which this sheet relates in the enterprise drawing up the declaration (or in the linked enterprise):

.....

- b) The higher of these two holding percentages should be applied to the raw data entered in the previous box. The results of this proportional calculation should be given in the following table:

‘Partnership box’

Percentage:	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
Proportional results			

(*) EUR 1 000.

¹¹ To be determined by the Member State according to its needs

¹² Chairman (CEO), Director-General or equivalent.

¹³ Definition, Article 6 paragraph 3, first sub-paragraph

¹⁴ In terms of the share of the capital or voting rights, whichever is higher. To this holding should be added the holding of each linked enterprise in the same enterprise (Definition, Article 3 paragraph 2 first sub-paragraph).



These data should be entered in Box A in Annex A.



ANNEX B

Linked enterprises

DETERMINE THE CASE APPLICABLE TO THE APPLICANT ENTERPRISE:

- ☐ **Case 1:** The applicant enterprise draws up consolidated accounts or is included by consolidation in the consolidated accounts of another enterprise. (Box B(1))
- ☐ **Case 2:** The applicant enterprise or one or more of the linked enterprises do not establish consolidated accounts or are not included in the consolidated accounts. (Box B(2)).

Please note: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation¹⁵.

CALCULATION METHODS FOR EACH CASE:

In case 1: The consolidated accounts serve as the basis for the calculation. Fill in Box B(1) below.

Box B(1)

	Headcount (*)	Annual turnover (**)	Balance sheet total (**)
Total			

(*) Where in the consolidated accounts no headcount data appears, the calculation of it is done by adding the data from the enterprises to which the enterprise in question is linked.

(**) EUR 1 000.

The data entered in the "Total" row of the above table should be entered in line 1 of the table in the Annex to the declaration.

Identification of the enterprises included through consolidation

Linked enterprise (name / identification)	Address (of registered office)	Registration / VAT number (*)	Names and titles of the principal director(s) (**)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

¹⁵ Definition, Article 6 paragraph 3, second sub-paragraph



Total			
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(*) To be determined by the Member State according to its needs

(**) Chairman (CEO), Director-General or equivalent.

Important: Partner enterprises of such a linked enterprise, which are not yet included through consolidation, are treated like direct partners of the applicant enterprise. Their data and a 'partnership sheet' should therefore be added in Annex A.

In case 2: For each linked enterprise (including links via other linked enterprises), complete a "linkage sheet" and simply add together the accounts of all the linked enterprises by filling in Box B(2) below.

Box B(2)

Enterprise No.:	Headcount (AWU)	Annual turnover (**)	Balance sheet total (**)
1. (*)			
2. (*)			
3. (*)			
Total			

(*) attach one "linkage sheet" per enterprise

(**) EUR 1 000.

The data entered in the "Total" row of the above table should be entered in line 3 (regarding linked enterprises) of the table in the Annex to the declaration.



LINKAGE SHEET

(only for linked enterprises not included by consolidation in Box B)

1. Precise identification of the applicant enterprise

Name or Business name

Address (of registered office)

Registration/VAT number¹⁶

Names and titles of the principal director(s)¹⁷

2. Data on enterprise

Reference period			
	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
Total			

(*) EUR 1 000.

These data should be entered in Box B (2) in Annex B.

Important: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation¹⁸.

Such partner enterprises are treated like direct partner enterprises of the applicant enterprise. Their data and a 'partnership sheet' have therefore to be added in Annex A.

¹⁶ To be determined by the Member State according to its needs

¹⁷ Chairman (CEO), Director-General or equivalent.

¹⁸ If the data of an enterprise are included in the consolidated accounts to a lesser proportion than the one determined under Article 6 paragraph 2, the percentage rate according to that article should be applied (Definition, Article 6 paragraph 3, second sub-paragraph).





HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and Collaborative
Platform for cyber-physical systems

Annex 6: Consortium Declaration of Honour December/2020

SME Consortium Leader	
SME Consortium Partner	
Experiment title	
Month/Year	



This project has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement 872698.

Consortium Declaration of Honour

Title of the Proposal: _____

BETWEEN

_____[Company name] established in _____, [Official SME address], SME VAT number¹_____, represented for the purposes of signing and submitting the proposal and the Consortium Declaration of Honour by _____ [Name of legal representative].

AND

_____[Company name] established in _____, [Official SME address], SME VAT number²_____, represented for the purposes of signing and submitting the proposal and the Consortium Declaration of Honour by _____ [Name of legal representative].

IT IS HEREBY AGREED THAT

All provided information is true and legally binding.

The Consortium SMEs have agreed on their roles and budget shares.

The [Company name] is acting on behalf the following partner(s) as the Consortium leader.

- Partner 2: [COMPANY_NAME], a SME organized under the laws of [COUNTRY], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION],

The SME Consortium leader is solely responsible to distribute the budget shares to Consortium partners in accordance with this Consortium Declaration of Honour.

HUBCAP Consortium bears no responsibility in case a Consortium SMEs violates the mutual agreement set in this Consortium Declaration of Honour.

HUBCAP Consortium bears no responsibility in case of dispute among consortium partners regarding IP rights.

¹ VAT is mandatory during the contract preparation. Failure providing of a valid VAT of the specific SME will result in automatic rejection of the proposal.

² VAT is mandatory during the contract preparation. Failure providing of a valid VAT of the specific SME will result in automatic rejection of the proposal.

By signing this declaration, all Consortium SMEs declare that they are not members of any other competitive Consortium in HUBCAP Call #2.1 EXPERIMENT. In case, an applicant participates in more than one Consortia, both Consortia will be excluded.

By submitting this document, the Consortium accepts all the rules explained in HUBCAP Guidelines for Applicants (as given in **Annex 2**).

1. SME Consortium leader

Company name	
Full address	
Country	
Legal representative	
Estimated budget share	Budget from min 30.000EUR to max 75.000EUR Sprint 1 _____ (EUR) Sprint 2 _____ (EUR) TOTAL: _____ (EUR)*
Bank information	
Bank Name	
Branch Address	
Postcode	
Town/City	
Country	
IBAN number / Account number	
SWIFT code	
Legal representative signature and stamp (stamp if applicable)	

* cannot exceed the maximum amount of funding of 100.000EUR per SME, from HUBCAP programme and other projects under the I4MS or SAE initiatives

2. SME Consortium partner No 2

Full address	
Legal representative	
Estimated budget share	Budget from min 30.000EUR to max 75.000EUR Sprint 1 _____ (EUR) Sprint 2 _____ (EUR) TOTAL: _____ (EUR)*
Legal representative signature and stamp (stamp if applicable)	

* cannot exceed the maximum amount of funding of 100.000EUR per SME, from HUBCAP programme and other projects under the I4MS or SAE initiatives



HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and CollAborative
Platform for cyber-physical systems

Annex 7: Sub-Grant Agreement Template

Agreement Number: HUBCAP–OC2.1-2020/ 

(Insert the corresponding number)



This project has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement 872698.

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Contracting parties

The University of Aarhus, Department of Engineering (AU), established in NORDRE RINGGADE 1, AARHUS C, 8000, DENMARK, VAT number: 31119103.

Hereinafter referred as the “Coordinator”

Of the one part,

and

[COMPANY_NAME], a SME organized under the laws of [COUNTRY], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION],

Hereinafter referred as the “Beneficiary”

The “Beneficiary” is acting on behalf the following partner(s) as the Consortium leader:

- Partner 1: [COMPANY_NAME], a SME organized under the laws of [COUNTRY], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION],
- Partner 2: [COMPANY_NAME], a SME organized under the laws of [COUNTRY], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION],

It will be the responsibility of the Beneficiary to establish its own agreement with the other partner(s).

Hereinafter collectively referred as the “Contracting Parties”

HAVE AGREED to the following terms and conditions including those in the following Annexes, which form an integral part of this HUBCAP Open Call #2.1 EXPERIMENT Sub-Grant Agreement (hereinafter referred as the “Contract”):

General Provisions

The European Commission (hereinafter referred as the “EC”) and the Coordinator, as a member of the HUBCAP consortium, have signed the grant agreement no 872698 for the implementation of the project “DIGITAL INNOVATION HUBS AND COLLABORATIVE PLATFORM FOR CYBER-PHYSICAL SYSTEMS” (Acronym: HUBCAP) within the framework of the Programme H2020-DT-2019-1/DT-ICT-01-2019.

The HUBCAP project is performed by the Coordinator, as coordinator of the HUBCAP Project, in collaboration with the other HUBCAP consortium partners. The HUBCAP consortium partners have among themselves entered into a written agreement detailing their respective rights and obligations towards each other for carrying out the HUBCAP project and exploiting the results thereof ("the Consortium Agreement" or "CA").

The purpose of the HUBCAP project is to make a cloud-based open collaboration platform (the "HUBCAP Platform") with a capability to help users' trial new technology. As part of the HUBCAP project, the HUBCAP Open Call #2.1 EXPERIMENT has been issued to stimulate non-digital (preferable) SMEs towards the adoption of MBD CPS products & services by applying the HUBCAP ecosystem offers.

The Beneficiary has been selected for funding under HUBCAP Open Call #2.1 EXPERIMENT based on its Application Form (**Annex 3**).

This Contract aims at defining the framework of rights and obligations of the Contracting Parties with respect to the Beneficiary's participating in the HUBCAP Open Call #2.1 EXPERIMENT.

The Funding to be received by the Beneficiary is property of the EC. The Coordinator is the mere holder and manager of the funds.

Article 1 – Entry into force & Termination of the contract

1.1 Entry into force

This Contract shall enter into force on the day of its signature by the last Contracting Party. The Coordinator shall sign this contract, only after all the following documents have been received from the Beneficiary:

1. The original signed *Applicant Declaration of Honour* (as given in **Annex 4**),
2. *SMEs Declaration* form (as given in **Annex 5**),
3. The original signed *Consortium Declaration of Honour* (as given in **Annex 6**),
4. *Bank Account Form* (as given in **Annex 8**).

All documents, properly signed and stamped (if applicable), shall be sent to the Coordinator via email: oc.administrative@hubcap.eu. It is requested to the Beneficiary to send all documents in one e-mail, and with an e-mail subject that is identifiable:

- HUBCAP Call #2.1 EXPERIMENT,
- Form of identifier to the selected Consortium in question (e.g. experiment title or acronym).

After collection and approval of all documentation, the Beneficiary will receive a Sub-grant Agreement (Contract) for signature.

The Beneficiary is solely responsible for the accuracy of all data provided to the Coordinator.

The contact details of the Beneficiary for notices under this Contract is: [name of contact person, address, e-mail etc.]

1.2 Contract Termination

This Contract will automatically terminate at the end of the Open Call #2.1 EXPERIMENT which will happen when the Beneficiary has fulfilled all obligations in Article 2, except for all obligations that according to their content are intended to remain in effect, which keep their full force and effect.

The Coordinator shall be entitled to terminate this Contract by written notice with immediate effect in the event that the Beneficiary does not fulfil its obligations hereunder, cf. Article 4. Coordinator.

Irrespective of the automatic termination of this Contract under this article 1.2, or any early termination hereof under Article 4, all obligations that according to their content are intended to be in effect for longer shall remain in effect.

Article 2 – Obligations and Responsibilities of the Beneficiary

The obligations and responsibilities of the Open Call #2.1 EXPERIMENT Beneficiary are successfully accomplishing the adoption and deployment of HUBCAP MBD technologies in the field, attracting, and engaging new users and validating HUBCAP products & services portfolio. MBD CPS users/adopters will be engaged with MBD CPS providers and develop small consortia, applying together to Call #2.1 EXPERIMENT, in an appropriate manner. Appropriate manner means that the Beneficiary will comply with the house rules in case of an onsite meeting and in general to the meeting rules.

Additionally, the Beneficiary shall take every necessary precaution to avoid any risk of conflict of interest relating to economic interests, political or national affinities, personal or any other interests liable to influence the impartial and objective performance of the Project. In case the Beneficiary is involved in a conflict of interest or in a risk of conflict of interest, the Beneficiary must formally notify this situation to the Coordinator without delay and immediately take all the necessary steps to rectify this situation.

Furthermore, the Beneficiary shall have provided true and accurate documentation and declarations as set forth in Article 1.1.

More detailed information can be found in the document ***Annex 2: Guidelines for Applicants***, which the Beneficiary shall apply with.

Article 3 – Intellectual Property Rights

The Beneficiary acknowledges that the HUBCAP Platform, and all intellectual property rights and other rights in and to the HUBCAP Platform, are proprietary to and owned by the HUBCAP consortium partners or applicable third parties. Nothing in this Contract shall transfer to the Beneficiary, or confer on the Beneficiary, any license or other rights in or to, any such intellectual property rights, except for those limited rights of use for the purpose of the Beneficiary MBD CPS Technologies chosen from the HUBCAP Platform (MBD CPS provider) for the pilot experiments proposed during the 4 to 6 months implementation plan.

All intellectual property rights and title to the MBD CPS Technologies remains with the Beneficiary or applicable third party. The Coordinator and/or relevant HUBCAP consortium partner shall be entitled to make public the information about the MBD CPS Technologies as provided in the Application Form (***Annex 3***).

Article 4 – Breach of Contract

In the event of breach of the contractual obligation's representations or warranties by the Beneficiary under this Contract, the Coordinator, in coordination with the HUBCAP Consortium, reserves the right to terminate the Contract by written notice with immediate effect, even if such non-fulfilment is due to Force Majeure.

In the event of the breach of the contractual obligations by the Beneficiary, the Coordinator reserves the right of not fulfilling the respective payment to the Beneficiary. The Coordinator also reserves the right to claim a refund of any already paid funds, both in case of breach of contract and/or in case the work/costs are not approved by the EC.

Article 5 – Financial contribution and financial provisions

5.1 Maximum financial contribution under HUBCAP Call #2.1 EXPERIMENT

The maximum financial contribution to be granted by the Coordinator to the Beneficiary under HUBCAP Call #2.1 EXPERIMENT shall not exceed the amount of 75.000EUR.

The amount of direct funding that an SME may receive via HUBCAP Programme, and under the I4MS¹ or SAE² Initiative, is the **maximum amount of 100.000EUR**.

5.2. Distribution of the financial contribution

Under this Contract, the Beneficiary is granted the financial support between 30.000EUR and a 75.000EUR, to cover the Beneficiary costs and resources in relation to the implementation plan of the project proposal, i.e., deployment of HUBCAP MBD technologies in the field, attracting and engaging new users and validating HUBCAP products & services portfolio.

The Funding will be release by the Coordinator to the Beneficiary upon execution of specific activities/deliveries, that are divided in the following interactive phases:

- The Beneficiary has sent the documents mentioned in article 1;
- The Beneficiary has completed Sprint 1 (50%): milestone of interactive development; and
- The Beneficiary has completed Sprint 2 (50%): milestone of integration of proposed project.

Payments to the Beneficiary will be made by the Coordinator. In particular:

- The Coordinator reserves the right to withhold the payments in case the Beneficiary does not fulfil with its obligations and tasks as per this Contract and ***Annex 2 - Guidelines for Applicants***;
- The Beneficiary is responsible for complying with any tax and legal obligations that might be attached to this financial contribution;
- Banking and transaction costs charged by any of the banks related to the handling of any financial resources made available to the Beneficiary by the Contractor shall be covered by the holder of the bank account which originated the cost. This means that the Contractor

¹ <https://i4ms.eu/projects>

² <https://smartanythingeverywhere.eu/funding/projects/>

bears the cost of transfers charged by its bank and the Beneficiary bears the cost of transfers charged by its bank.

5.3. Payments Schedule

The financial contribution to be granted to the consortium shall be calculated in accordance with the provisions of the **Annex 2: Guidelines for Applicants**.

The financial contribution will be made to the SME consortium leader by the contractor. After received the respective payments, the SME consortium leader has to transfer the respective payment to the SME consortium partner, based on the budget established in the Consortium Declaration of Honour (as given in **Annex 6**). During the contractual procedure, the SME consortium leader will be asked to indicate the respective bank account to which the payments shall be made (as given in **Annex 8**).

Table 1: EXPERIMENT Sprints payments schedule

Sprint 1		Sprint 2	
May to July 2021	August 2021	August to October 2021	November 2021
50% of the sum is given upon the successful achievement of the milestones and report for the interactive development of the project proposal	1 st payment	Remaining 50% of the sum is given upon the successful achievement of the milestones and report for the integration of proposed project proposal	2 nd payment

The payment schedule is directly linked to the achievements of the HUBCAP Open Call #2.1 EXPERIMENT based on the successful completion of specified milestones and KPIs established by the Beneficiary in its project proposal application, that will be evaluated through a report delivered at the end of each Sprint, as per given in the **Annex 2: Guidelines for Applicants**. Checking the consistency between the estimated costs and resources and the expected work of the experiment will be also part of the evaluation process, and if requested the SME consortium leader will have to present any documentation for the costs claimed.

The payments will be made subject to receipt of invoice or filled out Financial Identification Form [[EN - BA revised.xlsx \(europa.eu\)](#)]. If the Beneficiary choose to send an invoice, the invoice must state the following details:

- HUBCAP, GA no.872698
- Call #2.1 – EXPERIMENT
- If the payment is referring to Sprint 1 or Sprint 2
- SME Consortium leader identification (e.g. SME acronym or similar)

The invoice or the Financial Identification Form is to be sent to Mette Søgård Presser: mesp@au.dk – but payment will only be initiated once the work has been approved (as otherwise described in the **Annex 7**). Payment is made **30 calendar days** after receipt of the invoice to the bank account of the Beneficiary as provided in **Annex 8: Bank Account Information Form**. All payments will be made in Euros.

Article 6 – Liability

6.1 Liability of the Beneficiary

The Beneficiary shall fully and exclusively bear the risks in connection with the fulfilment of its tasks and obligations under this Contract.

Except in case of force majeure (Article 8), the Beneficiary must compensate the Coordinator and the EC for any damage they sustain as a result of the implementation the obligations of the Beneficiary under this Contract or because the tasks and obligations of the Beneficiary were not implemented in full compliance with this Contract.

Accordingly, neither the Coordinator nor the EC can be held liable for any damage caused to the Beneficiary or to third parties as a consequence of implementing this Contract, including for gross negligence. At the same time, neither the Coordinator nor the EC can be held liable for any damage caused by the Beneficiary or third parties, as a consequence of implementing this Contract.

The Beneficiary shall bear sole responsibility for ensuring that its acts within the framework of this Contract do not infringe third parties' rights. There is no joint liability between the Contracting Parties. For this purpose, the Beneficiary shall indemnify and hold the Coordinator and the EC harmless from and against all repayments, loss, liability, costs, charges, claims or damages which the Coordinator or the EC as a result thereof would incur or suffer or have to pay to the EC or any third parties. In addition, should the EC have a right of recovery against the Coordinator regarding any or all of the financial support granted under this Contract, the Beneficiary shall repay the sums in question in the terms and on the date specified by the Coordinator.

6.2 Exclusion of liability

To the extent permissible under applicable law, in no event shall the Coordinator or other HUBCAP consortium partners be liable to the Beneficiary for loss or damage caused by the Coordinator or the HUBCAP consortium partners, their employees, agents and subcontractors in connection with this Contract for any of the following, however caused or arising, on any theory of liability, and even if the Coordinator and/or any other HUBCAP consortium partner were informed or aware of the possibility thereof:

- loss of profits, revenue, income, interest, savings, shelf-space, production, and business opportunities; lost contracts, goodwill, and anticipated savings;
- loss of or damage to reputation or to data;
- costs of recall of products; or
- any type of indirect, incidental, punitive, special, or consequential loss or damage.

In respect of any information or materials (including the HUBCAP Platform) made available to the Beneficiary under this Contract no warranty or representation of any kind is made, given or implied as to the sufficiency, error-free performance, or fitness for purpose, nor as to the absence of any infringement of any proprietary rights of third parties. Therefore, in particular but without limiting the foregoing:

- the Beneficiary shall in all cases be entirely and solely liable for the use to which it puts such information and materials, and the consequences of such use, and

- neither the Coordinator, the EC nor the other HUBCAP consortium partners shall be liable vis-à-vis the Beneficiary in case of infringement of proprietary rights of a third party resulting from the Beneficiary use of the information and material.

The exclusions and limitations stated in this Article 6.2, and any other clause of this Contract that has as its object or effect the exclusion or limitation of liability, shall not apply in respect of any: fraud; death, injury to natural persons or damage to real or immovable property caused by the negligence or wilful act, wilful misconduct, wilful breach; or otherwise in so far as mandatory applicable law overrides such exclusions and limitations.

Article 7 – Confidentiality

7.1 Obligation of confidentiality

All information in whatever form or mode of communication, which is disclosed by a Contracting Party (the “Disclosing Party”) to the other Contracting Party (the “Recipient”) in connection with the implementation of the HUBCAP Call #2.1 EXPERIMENT and which has been explicitly marked as “confidential” at the time of disclosure, or when disclosed orally has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 calendar days from oral disclosure at the latest as confidential information by the Disclosing Party, is “Confidential Information”. However, the information on the MBD CPS Technologies as included by the Beneficiary in the Application Form (**Annex 3**) shall not be deemed Confidential Information.

The Recipient hereby undertake in addition and without prejudice to any commitment on non-disclosure towards the EC, for a period of 4 years after the end of the Contract:

- Not to use Confidential Information otherwise than for the purpose for which it was disclosed;
- Not to disclose Confidential Information without the prior written consent by the Disclosing Party;
- To ensure that internal distribution of Confidential Information by a Recipient shall take place on a strict need-to-know basis; and
- To return to the Disclosing Party, or destroy, on demand all Confidential Information that has been disclosed to the Recipient including all copies thereof and to delete all information stored in a machine-readable form to the extent practically possible. The Recipient may keep a copy to the extent it is required to keep, archive or store such Confidential Information because of compliance with applicable laws and regulations or for the proof of on-going obligations provided that the Recipient comply with the confidentiality obligations herein contained with respect to such copy for as long as the copy is retained.

The Recipient shall be responsible for the fulfilment of the above obligations on the part of their employees or third parties involved in the implementation of HUBCAP Call #2.1 EXPERIMENT and shall ensure that they remain so obliged, as far as legally possible, during and after the end hereof and/or after the termination of the contractual relationship with the employee or third party.

The Recipient shall apply the same degree of care with regard to the Confidential Information disclosed within the scope of the Project as with its own confidential and/or proprietary information, but in no case less than reasonable care.

Each Party shall promptly advise the other Party in writing of any unauthorized disclosure, misappropriation, or misuse of Confidential Information after it becomes aware of such unauthorized disclosure, misappropriation, or misuse.

7.2 Exceptions to obligation of confidentiality

The above shall not apply for disclosure or use of Confidential Information, if and in so far as the Recipient can show that:

- The Confidential Information has become or becomes publicly available by means other than a breach of the Recipient's confidentiality obligations;
- The Disclosing Party subsequently informs the Recipient that the Confidential Information is no longer confidential;
- The Confidential Information is communicated to the Recipient without any obligation of confidentiality by a third party who is to the best knowledge of the Recipient in lawful possession thereof and under no obligation of confidentiality to the Disclosing Party;
- The disclosure or communication of the Confidential Information is foreseen by provisions of the Grant Agreement;
- The Confidential Information, at any time, was developed by the Recipient completely independently of any such disclosure by the Disclosing Party;
- The Confidential Information was already known to the Recipient prior to disclosure, or
- Disclosure of the Confidential Information is in compliance with mandatory applicable laws or regulations or with a court or administrative order.

7.3 Authorised disclosure(s)

If any Party becomes aware that it will be required, or is likely to be required, to disclose Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, to the extent it is lawfully able to do so under the laws and legislation applicable to said Party, prior to any such disclosure:

- Notify the Disclosing Party, and
- Comply with the Disclosing Party's reasonable instructions to protect the confidentiality of the information.

The Coordinator's disclosure of Confidential Information to the EC and/or the other HUBCAP consortium partner shall be governed exclusively by the terms of the Grant Agreement and/or the Consortium Agreement. Accordingly nothing in this Contract shall prevent the Coordinator from complying with its obligations, including its reporting obligations, towards the EC and the other HUBCAP consortium partners, and any such disclosures shall be subject to the terms of the Grant Agreement or Consortium Agreement.

Likewise, the Beneficiary agrees and acknowledges that the EC shall be entitled to disclose Confidential Information to its staff, other EU institutions and bodies or third parties, if:

- (a) this is necessary to implement the Grant Agreement or safeguard the EU's financial interests and
- (b) the recipients of the information are bound by an obligation of confidentiality.

Article 8 – Force Majeure

"Force Majeure" shall mean, any unforeseeable exceptional situation or event beyond the Contracting Parties control, which prevents either of them from fulfilling any of their obligations under the Agreement, which was not attributable to error or negligence on their part and which proves to be inevitable in spite of the exercising all due diligence.

Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of Force Majeure, as well as labour disputes, strikes or financial difficulties cannot be invoked as Force Majeure.

The Contracting Parties shall take the necessary measures to limit any damage due to Force Majeure. They shall do their best to resume the implementation of the action as soon as possible.

No Contracting Party shall be considered in breach of its obligations and tasks if such breach is caused by Force Majeure. A Contracting Party will notify the other Contracting Party of any Force Majeure without delay, stating the nature, likely duration, and foreseeable effects. In case the Beneficiary is not able to overcome the consequences of Force Majeure within 10 (ten) days after such notification, the Coordinator will decide accordingly including the termination of the Contract.

Article 9 – Information and communication

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

The Coordinator, HUBCAP consortium and EC shall be authorized to publish, in whatever form and on or by whatever medium, the following information:

- the name of the Beneficiary,
- contact address of the Beneficiary,
- the general purpose of the project,
- the amount of the financial contribution of the EC.

The Beneficiary shall ensure that all necessary authorizations for such publication have been obtained and that the publication of the information by the Coordinator, HUBCAP Consortium or EC does not infringe any rights of third parties.

Unless the EC or the Coordinator requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.), any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the grant must:

- a. display the EU emblem,
- b. display the HUBCAP logo and,
- c. include the following text:

For communication activities: *“These MBD CPS technologies has indirectly received funding from the European Union’s Horizon 2020 research and innovation action programme, via an Open Call #2.1 EXPERIMENT issued and executed under project HUBCAP (grant agreement No 872698)”*.

When displayed in association with a logo, the EU 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.

Upon a duly substantiated request by the Coordinator on behalf of the Beneficiary, 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.

Article 10 – Data protection

10.1 Data protection obligations

The Contracting Parties have the obligation to abide by the Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) 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.

The processing of personal data shall be carried out lawfully, fairly and in a transparent manner, collected for specific purposes and adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.

The Beneficiary shall specify in the Application Form if the MBD CPS Technologies performs any kind of personal data processing.

If the Beneficiary acts as data processor in respect of any personal data included and/or processed through the MBD CPS Technologies, the data controlling Beneficiary undertakes to bind any and all of their data processors, including if necessary the Coordinator and/or any other HUBCAP consortium partner, to a data processing agreement in compliance with the applicable statutory data protection laws.

The Beneficiary acknowledges that the Coordinator and any other HUBCAP consortium partners, if appointed as data processors, are not responsible for compliance with any data protection or privacy law applicable to the Beneficiary and not directly, explicitly and specifically applicable to data processors.

Article 11 – Financial audits and controls

The EC may, at any time during the implementation of the Project and up to five years after the end of the HUBCAP project (foreseen 31st December 2022), arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud Office (OLAF), on the Beneficiary. The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic, and other aspects (such as accounting and management principles) relating to the proper execution of the Grant Agreement. They shall be carried out on a confidential basis.

The Beneficiary shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorised by it, with a view to verifying that the Grant Agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete, and effective.

The Beneficiary shall keep the originals or, in exceptional cases, duly authenticated copies – including electronic copies - of all documents relating to the Contract until 2027. These shall be made available to the EC where requested during any audit under the Grant Agreement.

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

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

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

The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules. In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the EC in order to protect the European Communities' financial interests against fraud and other irregularities.

Article 12 – Miscellaneous

Should any provision of this Contract be or become invalid, illegal, or unenforceable, it shall not affect the validity of the remaining provisions of this Contract. In such a case, the Contracting Parties shall be entitled to request that a valid, legal, enforceable, and practicable replacement provision be negotiated which fulfils the purpose of the original provision.

The Beneficiary shall not be entitled to act or to make legally binding declarations on behalf of the Coordinator or any other HUBCAP consortium partner, and nothing in this Contract shall be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the Contracting Parties or between the Beneficiary and any HUBCAP consortium partner.

No rights or obligations of the Beneficiary arising from this Contract may be assigned or transferred, in whole or in part, and no obligations of the Beneficiary may be sub-contracted, without the Coordinator's prior formal written approval; and such approval shall not exempt the Beneficiary from any of its obligations hereunder. The Beneficiary shall ensure that any permitted sub-Coordinator is bound by the same obligations as provided hereunder.

Although (with the exception of the Coordinator) the HUBCAP consortium partners and their affiliated entities are not Contracting Parties to this Contract, they are intended by the Contracting Parties to be third party beneficiaries under this Contract and accordingly shall be entitled to enforce the terms of this Contract against the Beneficiary and in particular (without limitation) shall be entitled to the

benefit of, and to enforce any exclusion of limitation of liability of the HUBCAP consortium partners contained in this Contract and any indemnity in favour of the HUBCAP consortium partners contained in this Contract.

Amendments and modifications to the text of this Agreement require a separate written agreement to be signed between all Parties.

Although this Contract refers to the provisions of the CA and GA, the Beneficiary is not a party to the CA or GA but only bound towards the Coordinator by the CA and GA provisions as referred or reproduced in this Contract.

This Contract is drawn up in English, language which shall govern all documents, notices, meetings, and processes relative thereto.

Article 13 – Applicable Law

This Contract shall be construed in accordance with and governed by the laws of Belgium.

Article 14 – Settlement of disputes

The Parties shall endeavor to settle their disputes amicably.

If, and to the extent that, any such dispute, controversy or claim has not been settled amicably the courts of Brussels shall have exclusive jurisdiction.

The language to be used in the court proceedings shall be English unless otherwise agreed upon.

Nothing in this Contract shall limit the Parties' right to seek injunctive relief in any applicable competent court.

AS WITNESS:

The Contracting Parties have caused this Contract to be duly signed by the undersigned authorized representatives in three (2) copies:

For [Entity] (the Beneficiary) Mr/Ms [NAME SURNAME] [POSITION_IN_COMPANY] if applicable Signature Done at _____ on DD/MM/YEAR	For Aarhus University (the Coordinator) Mr//Ms [NAME SURNAME] Head of Department Signature Done at _____ on DD/MM/YEAR
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HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and CollAborative
Platform for cyber-physical systems

Annex 8: Bank account information December/2020



This project has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement 872698.



Bank Account Information Form

ACCOUNT HOLDER INFORMATION

Account Name Holder	
The name or title under which the account has been opened and NOT the name of the authorized agent	
Holder's Address	
Postcode	
Town/City	
Country	

Contact Person	
It does not need to be an authorised agent.	
Telephone	
Phone	

BANK ACCOUNT INFORMATION

Bank Name	
Branch Address	
Postcode	
Town/City	
Country	
IBAN number / Account number Format example: ES76 2077 0024 0031 0257 5766	
SWIFT code 8 to 11 characters	

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE 	DATE + SIGNATURE OF ACCOUNT HOLDER (OBLIGATORY)
<p>The bank stamp + signature of bank representative can be substituted by the attachment of a recent bank statement (less than 2 months).</p>	





HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and CollAborative
Platform for cyber-physical systems

**Annex 9: Template for H2020 Financial
Support to Third Parties
December/2020**



This project has received funding by the European
Union's Horizon 2020 research and innovation
programme under grant agreement 872698.

TEMPLATE for FP7 Competitive Calls and H2020 Financial Support to Third Parties

To publish a call on the Participant Portal (PP), the Project Officer must send to the PP team at least the following information:

	Information to be provided by the project consortium
Call title:	HUBCAP Open Call #2.1 EXPERIMENT - push on the adoption and deployment of HUBCAP tools by users/customers
Full name of the EU funded project:	DIGITAL INNOVATION HUBS AND COLLABORATIVE PLATFORM FOR CYBER-PHYSICAL SYSTEMS
Project acronym:	HUBCAP
Grant agreement number:	H2020-872698
Call publication date:	4 th December 2020
Call deadline:	4 th March 2021 at 17h00 CET (Brussels time)
Expected duration of participation:	4 to 6 Months
Total EU funding available:	1.000.000€ Financial support per Consortium: 30.000€ to 75.000€
Submission & evaluation process:	<p>HUBCAP open Call #2 EXPERIMENT will have two calls along the project timeline, namely: Call #2.1 (Dec20) and Call #2.2 (Nov21). It is expected to promote the adoption of MBD for CPSs using assets and services from the platform, in particular from SMEs with less digital experience. These experiments will connect users and suppliers from various industries and funding experimental collaboration with consortia of two SMEs.</p> <p>The evaluation will be conducted by an external evaluation board with expertise in MBD CPS technologies and business development. Remotely and within the F6S platform, two evaluators will score and comment each proposal: Alignment, Excellence, Impact, Value, Implementation, Quality and Efficiency.</p> <p>HUBCAP Open Call #2.1 EXPERIMENT will select up to 15 proposals applications.</p> <p>Submissions are available via</p>

	https://www.f6s.com/hubcapcall2.1experiment/apply
Further information:	Details available at www.hubcap.eu
Task description:	The HUBCAP ecosystem will increase the outreach and adoption of MBD CPS technologies by providing funding and services for the deployment of MBD CPS products/services either by integrating the HUBCAP ecosystem offers in their products or implementing these in a new MBD CPS solution (independent of its geographic location). With the EXPERIMENT Call, less digital SMEs (MBD CPS users) will have access to MBD CPS solutions and services provided by specialised entities. HUBCAP funding to third-parties SMEs will enable the extension of the technology offer beyond the consortium partners (even opening the space for other H2020 competitor proposals with different technologies to engage with HUBCAP) and enlarge the outreach of the large-scale pilots by supporting the deployment of new pilots in different geographic regions.

Additional information may also be required/presented:

Funding scheme/type of action, thematic priority, contract type, project status, project/research costs and funding, eligibility requirements, evaluation criteria, proposal format, project coordinator...



HUBCAP

Grant Agreement: 872698

Digital innovation HUBs and CollAborative
Platform for cyber-physical systems

Annex 10: Ethics Self-Assessment Form
December/2020



This project has received funding by the European Union's Horizon 2020 research and innovation programme under grant agreement 872698.

ETHICS ISSUES TABLE – CHECKLIST

Table 1: Ethical Issue Table

	YES
Informed Consent	
• Does the proposal involve children?	
• Does the proposal involve patients or persons not able to give consent?	
• Does the proposal involve adult healthy volunteers?	
• Does the proposal involve Human Genetic Material?	
• Does the proposal involve Human biological samples?	
• Does the proposal involve Human data collection?	
Research on Human embryo/fetus	
• Does the proposal involve Human Embryos?	
• Does the proposal involve Human Fetal Tissue / Cells?	
• Does the proposal involve Human Embryonic Stem Cells?	
Privacy	
• Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)	
• Does the proposal involve tracking the location or observation of people?	
Research on Animals	
• Does the proposal involve research on animals?	
• Are those animals' transgenic small laboratory animals?	
• Are those animals transgenic farm animals?	
• Are those animals cloned farm animals?	
• Are those animals' nonhuman primates?	
Environmental Protection and Safety	
• Does your research involve the use of elements that may cause harm to the environment, animals or plants?	
• Does your research deal with endangered fauna and/or flora /protected areas?	
• Does your research involve the use of elements that may cause harm to humans, including research staff?	
Research Involving Developing Countries	
• Use of local resources (genetic, animal, plant etc)	
• Benefit to local community (capacity building i.e. access to healthcare, education etc)	
Dual Use	
• Research having direct military application	
• Research having the potential for terrorist abuse	
ICT Implants	
• Does the proposal involve clinical trials of ICT implants?	



I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	YES/NO
--	--------

Ethics

If you have entered any ethics issues in the ethical issue table, you must:

- submit an ethics self-assessment, which:
 - describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
 - explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
 - research objectives (e.g. study of vulnerable populations, dual use, etc.)
 - research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
 - the potential impact of the research (e.g. dual use issues, environmental damage, stigmatization of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
 - provide the documents that you need under national law (if you already have them), e.g.:
 - an ethics committee opinion;
 - the document notifying activities raising ethical issues or authorizing such activities
- ⚠ If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).
- ⚠ If you plan to request these documents specifically for the project you are proposing, your request must contain:

Security

Please indicate if your project will involve:

- Activities or results raising security issues: _____(YES/NO)
- 'EU-classified information' as background or results: _____(YES/NO)
- Any potential “dual use” of results: _____(YES/NO)

For [Entity] (the provider SME) Mr/Ms [NAME SURNAME] [POSITION_IN_COMPANY] if applicable Signature	For [Entity] (the user/adopter SME) Mr//Ms [NAME SURNAME] [POSITION_IN_COMPANY] if applicable Signature
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Done at _____ on DD/MM/YEAR

Done at _____ on DD/MM/YEAR

