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Guide for Applicants: Open Call 1

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List of Abbreviations

AWU	Annual Work Unit
CC	Competence Center
CET	Central European Time
DIH	Digital Innovation Hub
EC	European Commission
ESR	Evaluation Summary Report
EU	European Union
IC	Industrial Challenges
IE	Innovation Experiments
Q&A	Questions and Answers
SME	Small and Medium-sized enterprises (including start-ups)
TRL	Technology Readiness Level
UN	United Nations
VAT	Value Added Tax
VC	Venture Capital

1 Introduction

This document provides a full set of information regarding the agROBOfood **Open Call 1 for Innovation Experiments**. The aim of this document is to give applicants information about the application process in this Open Call.

1.1 About agROBOfood



agROBOfood (<https://agrobofood.eu/>) aims at boosting the adoption of robotic technologies in the European agrifood sector. There are many excellent organisations working in agri-food robotics across Europe, and many of them are gathered into this agROBOfood consortium. Some have roots in agriculture or food and are moving into robotics, others are experts in robots and want to apply these robots in agri-food. The agROBOfood project will establish a network of robotics Digital Innovation Hubs (DIHs) in the agri-food domain, each bringing their own ecosystem of Competence Centres (CCs). By connecting these actors with their different strengths, each will contribute to an overall service offer providing a more joined-up set of options for producers and wider markets for technology providers in robotic applications.

The project takes on the challenge of **bridging the gap** between the need to **increase food production** to satisfy global needs and the **availability of farmland and human labour** by using **robotic technologies**



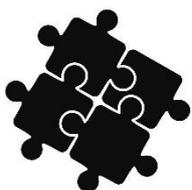
Current Challenge

The agri-food sector is a dominant and vital component in the European economy, but under pressure to produce more food on less suitable land and for lower cost – and increasingly to protect the environment too. The workforce is also under pressure, as fewer seasonal workers are available for labour-intensive seasons such as harvest. One way to combine these contradictory pressures is to increase the use of robotic sensing and automation in the agri-food industry. This facilitates precision and organic farming methods with their reduced environmental footprint, automates the heavier and more repetitive jobs e.g. in the food processing industry, reduces the need for seasonal workers, can supply 24/7 vigilance against pests and disease, increases food hygiene and improves food traceability. More food is available at a lower cost, to feed the increasing population. Successful robotics applications are for instance used commercially for milking, cultivating, spraying, harvesting, food processing, picking and placing food items, packaging and palletizing.



Situation in Robotics

The agri-food sector is partially automated but the level of adoption of robotics varies across the segments and the EU member states. The number of agricultural robots is increasing each year; the global agricultural robot market is anticipated to reach USD 8.82 billion by 2025. Europeans produce innovative technologies that could take a good share of this international market as well as benefitting European food producers. However, broad uptake of even established technologies is not common. One reason is that the majority of agri-food companies is not aware of the current abilities of modern robots, nor the advantages that they bring. And if they are both aware and interested, they often do not have the skills, knowledge and business models to apply robotics in a way that best fits their needs. Agrifood robotics expertise is fragmented, which means both that it can be hard for a potential user to find the right support and that each supporting organisation is limited by the experience and expertise of its members.



Envisioned Solution

To overcome these challenges, this project will network existing robotics DIHs working in agri-food and provide a single united access portal, a “one-stop shop” which provides various expertise and services and guides users to their local member organisation. It also enables the individual agROBOfood competence centers (CC) to access expertise across the whole network and thereby provide a better service to their customers. In this way local organisations can apply a pan-European breadth and depth of expertise to their challenges, creating better and more cost-effective solutions.

1.2 agROBOfood Approach

agROBOfood vision is to ensure that every stakeholder from farmers and agribusinesses to SMEs and investors that need support on ROBOTIC related issues will have access to the services of a specialized European network of robotic DIH and CC.

In order to achieve its vision, agROBOfood will develop a pan-European network of Digital Innovation Hubs (DIHs) and Competence Centres (CC) to stimulate implementation of robotic concepts for the agri-food sector and to demonstrate their applicability under practical circumstances. The DIHs in this network act as centres of gravity, where various stakeholders such as developers, users, consultants and investors can interact and ensure synergy and cross-pollination of ideas. The DIH also provides connections with investors, facilitates access to test sites, and matches end users with suppliers of digital solutions across the value chain.

The main robotic DIH network structure is based on their geographical location. After all, end users are inclined to search for robotics activities and services close to home. In the agROBOfood project, 7 regional clusters have been identified and will serve as contact points:

North East Europe (NEE), cluster leader: DTI - Danish Technological Institute,

North West Europe (NWE), cluster leader: WR - Stichting Wageningen Research,

France and Italy (F&I), cluster leader: CEA - COMMISSARIAT A L ENERGIE ATOMIQUE ET AUX ENERGIES

ALTERNATIVES,

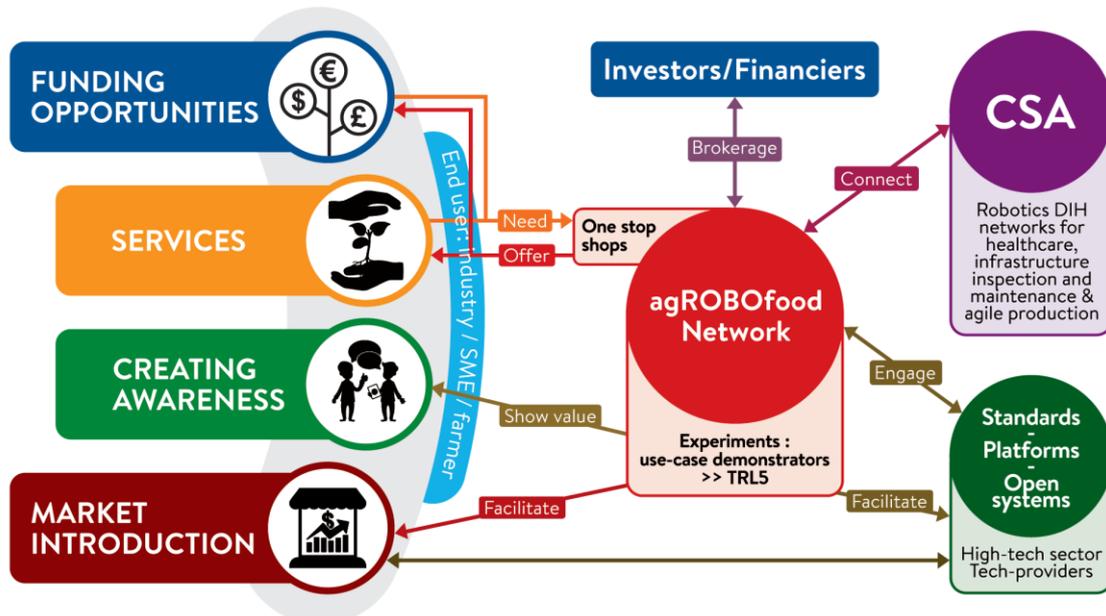
Central Eastern Europe (CEE), cluster leader: BIOS - BioSense Institute,

Central North Europe (CNE), cluster leader: Fraunhofer - Fraunhofer Gesellschaft,

East Med (EM) (including associated countries such as Israel and Turkey), cluster leader: AUA - Agricultural University of Athens.



Names and emails of contact persons for each region can be found on page 21.



The main components of the agROBOfood approach are:

- increasing the awareness of what robotics can do for different stakeholders (including SME, start-ups, industrial companies, farmers, advisors) by actually demonstrating robotic solutions. Show the added value (technically, practically, socio-economically) through Innovation Experiments (IEs),
- a ‘one-stop shop’ both online and physically within reasonable working distance, providing access to appropriate services on a pan-European level,
- facilitating market introduction of new robotic technologies by maturing research prototypes to TRL 8,
- advising stakeholders how to fund the digital transformation of their company,
- engaging in standardization activities and promote open standards and platforms,
- connecting to other robotics networks and projects through direct links and the RODIN (Robotics Digital Innovation Network) - <https://rodin-robotics.eu/>

1.3 agROBOfood Open Calls

The aim for all agROBOfood Open Calls is to stimulate, inspire and finally support Innovation Experiments and Industrial Challenges that meet user needs and have clear market potential with important benefits for EU economy and society.

The agROBOfood consortium builds upon an existing network and ecosystem and aims to use the mechanism of Open Calls providing financial support to third parties as a mechanism that will accelerate network expansion, driven by the robotics community and the European agrifood sector. Under this framework the Open Calls aim to:

- support industry, in particular SMEs and start-ups of the agrifood sector, in their robotic transformation, through demonstrators and platform development, technology transfer experiments and other services;
- allow the European automation industry (agricultural machinery, material handling, etc) to benefit from the opportunities of guiding, supporting and teaming up with start-ups and SMEs from the robotics sector; and
- mobilize private matching funds (e.g. acquisitions by big industrial players, corporate Venture Capitalist (VC) investments, that will support the scale-up of robotic technologies and accelerate the digital transformation of the agrifood sector.

To achieve these objectives, two types of Open Calls are foreseen – two Open Calls for Innovation Experiments and one Open Call for Industrial Challenges. In total **8 M Euro** budget is allocated on financial support to third parties.

1.3.1 Innovation Experiments

During the course of the project, two Open Calls for Innovation Experiments will give SMEs and start-ups from all over Europe the opportunity to further develop and showcase innovative solutions for the application of robotic technologies in the agri-food industry, while in parallel utilizing the services of the agROBOfood DIHs and CC, thus reaching a two-fold objective. The first Open Call will be launched in spring 2020, while the second Open Call is scheduled for the winter 2021.

Innovation Experiments do not contain research activities but demonstrate the technology usefulness from an end user perspective. Amongst others the IEs showcase the use and the added value of use-cases, utilization of the technology, ecosystem and business services and custom technology trainings.

1.3.1.1 Timeline

	Innovation Experiments - Open Call 1	Innovation Experiments - Open Call 2
Open for Submissions	March 1 st 2020	December 21 st 2020
Deadline for Submissions	May 31 st 2020	March 31 st 2021
Evaluation and selection	June-July 2020	April-May 2021
Evaluation results and contracting	August 2020	June 2021
Implementation	From September 1 st 2020 until February 28 th 2022	From July 1 st 2021 until December 31 st 2022

Important notice 1: The opening and closing dates of each phase can be subject to change in case of any modifications in the project's schedule.

1.3.1.2 Funding Schema of the Open Calls for Innovation Experiments

Each of the Open Calls has a predefined budget described in the table below:

	Total Amount	Project Size	Number of Projects	Number of Partners	Budget per Partner
Open Call 1	2.65 M EUR	300k-500k	±6	2-5	50k EUR-300k EUR
Open Call 2	2.65 M EUR	300k-500k	±6	2-5	50k EUR-300k EUR

2 Innovation Experiments – Open Call 1

The aim of Innovation Experiments is to directly support the digital transformation of agrifood companies that have not taken full advantage of robotics technologies yet, they will not involve any research and development activities, but will rather focus on innovations that demonstrate the technologies usefulness for and from the end-user's perspective by showcasing and demonstrating activities (e.g. use-cases), while will also utilize technology, ecosystem and business services and custom trainings.

2.1 General Information

Open Call 1 aims at selecting approximately six (6) Innovation Experiments that tackle a commercial need within agrifood and offer a solution based on robotic technologies. Selected consortia will receive up to 500 thousand euros. Chosen experiments will go through an 18-month process that consists of three phases. After positive evaluation, each phase is followed by financial support (see section 4).

Application and Selection	Launch of Open Call 1	March 1 st , 2020
	Deadline for submitting proposals	May 31 st , 2020
	Evaluation and selection	June – July 2020
	Evaluation results and contracting	August 2020
Implementation	Phase 1 - Design	September 1 st – November 30 th , 2020 (3 months)
	Phase 2 - Develop	December 1 st , 2020 – August 31 st , 2021 (9 months)
	Phase 3 - Market	September 1 st , 2021 – February 28 th , 2022 (6 months)

2.2 Topics for Innovation Experiments

We are looking for robotic solutions that address challenges for the agrifood sector. Examples bellow illustrate some of the current areas of interest, but other robotic technologies with direct positive impact in the broader agrifood sector will be considered.

Agricultural Robotics for Crop Production: Robotic solutions and application areas

- Disease detection (Robots for disease detection; Robots for harmful insect detection (Greenhouse focused))
- Monitoring (Robots for plant stress detection; Robots for yield estimation; Robots for sugar/anthocyanin/estimation)
- Phenotyping (Robots for plant phenotyping (genotype, growth measurement, growth stages))
- Harvesting (Robots for selective harvesting; Robots for bulk harvesting)
- Seeding (Precision seeding robots)
- Spraying (Spot spraying robots; Spraying robots)
- Weeding (Intra Row weeding robots; Herbicide spraying robots)
- Insect control (Automated insect control (Drones))
- Multipurpose (Modular robots; Robots that can be fitted with various attachments/Robotic platforms)
- Various (Pruning/Trimming robots; Mowing robots; Ploughing/Hoeing robots; Irrigation robots; Hoeing robots)

Food Supply Chain Robotics

- Sorting (Robots for food handling; Robots for classification; Robotic swarms; Robots for logistics and palletizing)
- Packaging (Robots for fruit and vegetable packaging; Robotic platforms for intelligent packaging; Robotic arms for wrapping chopped and granular food; Robots for beverage packaging)
- Processing (Robots for food cutting; Robots for food preparation; Robots for handling animal product)
- 3D Printing (Robots for 3D printing of food; Robots for synthetic food production)
- Sensing (Robots for quality assessment; Robots for monitoring)

Livestock Robotics

- Livestock production (Robots for shearing, Robots for milking, Robots for Slaughtering, egg handling and milk processing)
- Livestock management (Robots for health, production and animal monitoring, Robots for herding, Robots for feeding, Robots for cleaning)

2.3 Submission Procedure

The entry point for the submission of all proposals to agROBOfood Open Calls will be the Innovation Portal <https://agrobofood.eu/open-calls>. Submissions received by any other channel will not be accepted.

In case multiple versions of an application are submitted, only the last version will be evaluated.

2.4 Language

English is the official language for agROBOfood 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 agROBOfood project. This means any requested submission of deliverable will be done in English in order to be eligible.

2.5 Documentation Formats

All document requested during submission process must be submitted electronically in PDF format without restrictions for printing.

2.6 Origin of the Funds

The funds provided through the Open Calls come directly from the funds of the European Project agROBOfood funded itself by the European Commission under Grant Agreement Number 825395.

In order to receive funding, any selected proposer will sign a dedicated Sub-Grant Agreement with the agROBOfood consortium.

More details on obligations of beneficiaries can be found in Chapter 5.

3 Proposal Submission and Selection

The aim of Open Call 1 is to stimulate, inspire and finally support innovation experiments and industrial challenges that meet user needs and have clear market potential with important benefits for EU economy and society.

3.1 Open Call Publication

Open Call 1 will be published on the Innovation Portal on March 1st and will be supported by:

- **Guidelines for Applicants**, this document.
- **Proposal Template**, in word format, to be submitted in PDF
- **SME Declaration**, in PDF format
- **Declaration of Honour**, which declares that all conditions of the Open Call are accepted by each SME legal representative.
- **Consortium Declaration**, with signatures of legal representatives of each member of consortium
- **Data Privacy Policy**, which addresses the aspect of data privacy
- **Frequently Asked Questions & Answers** published at the Innovation Portal

3.2 Eligibility Criteria

agROBOfood Open Calls are aimed at European SMEs working in the field of agrifood and robotics. Detailed eligibility criteria are described in this section. Overall eligibility criteria for the agROBOfood Open Calls are:

- Applicants need to be SMEs (see 3.2.1)
- The coordinating SME needs to have a valid VAT number.
- Applicants need to apply as consortia (see 2.1.2)
- Existing consortium members of agROBOfood project are not eligible for the Open Calls of agROBOfood.
- The proposal is delivered before the defined deadline, applying the requested submission procedure.
- Proposals shall only ask for funding for that part of the work that is not yet accomplished and will be carried out after having been selected for funding. Of course, this does not exclude the usage of e.g. results, IP, infrastructures or approaches already hold by the proposers.

3.2.1 Definition of an SME eligible for agROBOfood Open Calls:

An SME will be considered as such if complying with the European Commission Recommendation 2003/361/EC¹ and the SME user guide². As a summary, the criteria which define an SME are:

- Independent (not linked or owned by another enterprise), in accordance to Recommendation 2003/361/EC³
- It is a legal entity established and based in one of the EU Member States or an H2020 Associated country as defined in H2020 rules for participation⁴ (see section 3.2.2)
- Headcount in Annual Work Unit (AWU) less than 250.
- Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the

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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

⁴ Association to Horizon 2020 is governed by Article 7 of the Horizon 2020 Regulation. The list of associated countries is available at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cp/h2020-hi-list-ac_en.pdf

EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project. In that case, the rules of H2020 grants will apply.

3.2.2 Definition of eligible countries

Participants, either SMEs, Start-ups established in the following countries and territories or natural persons that are residents of the following countries will be eligible to receive funding through Horizon 2020 grants:

- The Member States (MS) of the European Union (EU), including their outermost regions;
- The Overseas Countries and Territories (OCT) linked to the Member States: Anguilla, Aruba, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Montserrat, Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius, Sint Maarten), New Caledonia and Dependencies, Pitcairn, Saint Barthélemy, Saint Helena, Saint Pierre and Miquelon, South Georgia and the South Sandwich Islands, Turks and Caicos Islands, Wallis and Futuna Islands.
- The associated countries (AC): Iceland, Norway, Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia and Armenia.

3.2.3 Definition of eligible consortia

- consortia must be formed by minimum two (2) and maximum five (5) partners
- at least one SME in the consortium needs to be an end-user and at least one SME a technology provider
- the consortia should have a cross-border (coming from different eligible countries) and/or cross-sectoral (coming from the agri-food and robotics sector) character

3.2.4 Proposal eligibility criteria

In order to be eligible for agROBOfood Open Call 1, applicants and their proposed solutions must:

- tackle a commercial need within the agri-food domain,
- offer a solution based around robotic technologies,
- establish contact with the closest DIH in order to ensure transfer of information and collaboration in the network (the list of DIHs is available at the Innovation Portal – <https://agrobofood.eu/>),

Important Notice 2: Services requested will be assessed by the partner in charge and delivered according to their availability.

In addition, proposals must fulfil following technical criteria:

- be submitted before the deadline,
- contain all signed documents that are part of the Open Call 1, and
- be submitted by actors defined earlier in this section.

3.3 Application Process

Interested applicants should apply at the agROBOfood Innovation Portal – <https://agrobofood.eu/open-calls> – a website that provides all necessary information about the Open Call and the registration process. The platform will be the entry point for all applications in the Open Call 1.

The application for Open Call 1 will have two parts. In the first part, applicants will be asked to fill in general information about their company and provide contact information. The second part of the application will look more into the way the application and the solution it offers fits with the objectives of the agROBOfood project. In this section, following

areas will be covered: (i) Consortium & Competences; (ii) Proposal Description; (iii) Business Impact: Business Plan and Scalability; (iv) Technology Impact and Use of Standards; (v) Other Aspects; (vi) Costs Justification and Funding. For more details, you can check the proposal template.

All proposals must be submitted by **May 31st at 17:00 CET**. Proposals submitted after the deadline will not be taken into consideration.

3.4 Evaluation Process

The evaluation will be done by a carefully selected pool of external reviewers. Each proposal will be reviewed by three different reviewers, each offering a specific expertise – business development, agri-food and robotic technologies. The evaluation process consists of two phases – (i) a remote application review and (ii) an interview with applicants of short listed proposals. In both phases, each proposal will be reviewed by three external evaluators. Proposals submitted through the Innovation Portal will be ranked based on overall score. The top ranked proposals will be invited to online interviews with external evaluators. After the two-stage evaluation process all proposals will be ranked based on their scores. The list of accepted proposals at stage-1 and stage-2 will be published as well as the information about the non-eligible proposals. All applicants will receive their Evaluation Summary Report.

Evaluators will rate each proposal under specific evaluation criteria. The maximum number of points is 100, with additional 20 that can be given as extra points for demonstrated financial impact. Key points for evaluation include:

Criterion	Description	Weighing	Rating
Suitability of the overall proposal	Concerns the general fitness of the proposal concerning the topic of the agROBOfood call, the composition of the consortium and what will be delivered for the requested budget.	30%	
<u>Topic coverage</u>	This criterion assesses in how far the proposed solution addresses the topics of the Open Call	30%	0-5
<u>Consortium composition & ability</u>	This criterion rates in how far the consortium represents all necessary skills and experiences to develop and commercialise the proposed product or service.	40%	0-5
<u>Value for money</u>	This criterion rates to what extent the proposed activities and promised results justifies the requested budget	30%	0-5
Geographical impact: cross-border character	Concerns the coverage of the involved stakeholders over different member states. Advantage will be given to proposals that include applicants from countries that are not already part of the agROBOfood consortium and thus have the potential to increase the overall impact of the project.	10%	
Involvement of stakeholders/partners in more countries	Every application with stakeholders/partners in a country not already part of agROBOfood consortium receives points. The objective of this criterion is to extend the coverage of the agROBOfood experiments geographically, within the EU and/or associated countries. 1 additional country: 1 point; 2 additional countries: 3 points;	100%	0-5

3 or more additional countries: 5 points			
Business impact: business plan and scalability	The proposed product or service should be accompanied by a viable business model that is scalable in the future. Proposals need to confirm that they will provide access to their lessons learnt, best practices, tutorials, guidelines and an overview of the realised solution.	25%	
<u>Business Model</u>		60%	0-5
Credibility of the business planning regarding sustainable exploitation (including data brokerage), market entry & expansion, financial projections and resources.			
<u>Scalability</u>		40%	0-5
This criterion rates the ability of the proposed solution to upscale quickly on the European and international markets.			
Technology impact and use of standards	The proposed product or service must consist of an innovative, credible technological concept.	25%	
<u>Robotic solution, concept and innovation</u>		60%	0-5
This criterion rates the innovativeness, credibility and feasibility of the technological robotic concept.			
<u>Interoperability, replicability and reusability of the developed solution.</u>		40%	0-5
This criterion rates in how far the use case demonstrates interoperable, replicable and/or reusable components, systems or solutions. The usage of standards is highly appreciated, while using open system initiatives will be positively evaluated.			
Sustainability impact	agROBOfood has committed itself to improvement of sustainability, e.g. by achieving the UN Sustainable Development Goals. It should be indicated how the proposal contributes to improving sustainability in a realistic manner.	10%	
<u>Sustainability impact</u>		100%	0-5
This criterion rates in how far the proposed solution is able to contribute to sustainability improvement in a realistic manner.			
Financial impact	This demonstrates financial support from public or private resources either from outside or within the proposing consortium. Reviewers will assess the investment potential of proposed products or services. The points awarded for this aspect are additional points.	Extra points	

3.4.1 Redress procedure

Within 2 working days of the reception of the ESR, applicant may submit a request for redress if they believe that there has been a shortcoming in the way their proposal has been evaluated that may affect the final decision on whether they are selected as beneficiary or not, or if they believe the results of the eligibility checks are incorrect.

A designated internal review committee of the agROBOfood project will examine requests for redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of all applicants.

Requests for redress must be:

- Related to the evaluation process or eligibility checks;

- Clearly describe the complaint and reasons for potential consideration;
- Received within the time limit (2 working days) from the ESR information letter delivered; and
- Sent by the same SME legal representative that has submitted the proposal.

The committee will review the complaint and will recommend an appropriate course of action. If there is a clear evidence that a shortcoming(s) could have affected the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated by the internal review committee.

Please note:

- This procedure is concerned with the evaluation and/or eligibility checking process. The committee will not call into question the scientific or technical judgement of appropriately qualified experts.
- Any redress request that call into question the scientific or technical judgement of appropriately qualified experts will be automatically rejected.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that could have affected 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 a proposal has failed anyway on other criteria.
- The evaluation score following any re-evaluation will be regarded as definitive. This score could be lower than the original score.

Only one request for redress per proposal will be considered by the committee. All requests for redress will be treated in confidence and must be sent to official agROBOfood admin email.

Important notice 3: By applying to agROBOfood Open Call, applicant automatically accepts all the rules and conditions set in Guideline for Applicants.

4 Implementation of Innovation Experiments

Once the selection and contracting process is finished, selected consortia start implementing the innovation experiments. Implementation consists of three phases, where each phase is followed by reporting requirements (please check 4.2.1) that lead to a release of a designated part of the payment.

4.1 Implementation Timeline

Implementation of Innovation Experiments starts on September 1st, 2020 and finishes on February 28th, 2022. Timeline split by phases is presented below.

Implementation	Phase 1 – Design	September 1 st – November 30 th , 2020 (3 months)
	Phase 2 - Develop	December 1 st , 2020 – August 31 st , 2021 (9 months)
	Phase 3 - Market	September 1 st , 2021 – February 28 th , 2022 (6 months)

4.2 Financial Support

Selected Innovation Experiments will receive up to 500K€ financial support from agROBOfood according to the implementation schedule defined in Chapter 4.3. The agROBOfood consortium will closely monitor this allocation of resources and the financial support to consortia will be based upon the **review of deliverables**. The financial support is considered as a global amount deemed to cover all costs of the action or a specific category of costs i.e. lump-sum costs as defined in Article 5 of H2020 AGA — Annotated Model Grant Agreement. The following cost categories are considered eligible:

- Personnel costs
- Travel costs
- Equipment costs (only depreciation costs)
- Sub-contracting – including the costs of services provided by DIHs and CCs who are not already part of the agROBOfood consortium.

4.3 Implementation Activities

By entering the agROBOfood Open Call, applicants agree to comply with the program outline and deliver results expected in each phase. Only after proof of successful implementation has been provided will the predefined amount of the funding granted be released.

Phase 1 – Design

Description	Expected outcome and report	Funding
Within this stage experiments are to be planned and detailed, jointly - experiment consortium leader and Digital Innovation Hub representative - design a work plan of the different activities and resources to be executed along the experiment duration.	Consortia will produce a report/deliverable that summarizes the plan for the implementation of the experiment	30%

Phase 2 – Develop

Description	Expected outcome and report	Funding
Within this stage, the sub-projects perform their technical developments and realises the work plan.	Consortia will produce a report/deliverable that summarizes the results of the experiment development.	40%

Phase 3 – Market

Description	Expected outcome and report	Funding
Within this stage experiments focus on exploitation of the results/ achievements (preparation and performance of demonstrations; contacts with potential partners, investors, customers; be present at conferences/ events to promote and sell experiment achievements/ results).	Consortia will produce a report/deliverable that summarizes the market associated activities (even the ones performed along the experiment development)	30%

4.3.1 Reviews

Each experiment will go through 3 reviews, each one highlighting the end of a phase. The reviews will be organized by the agROBOfood consortium. The experiment coordinator should deliver at least 1 week in advance the deliverable, so that the reviewers will be able to read it. During the review, the experiment consortium members should present their work, answer questions and demonstrate their experiment. The tentative timeline of reviews is depicted below and may be subject to changes in accordance with reviewers' availability

Review	Phase 1 - Design	December 2020
	Phase 2 - Develop	September 2021
	Phase 3 - Market	March 2022

4.3.2 Payments

Each innovation experiment will receive the funding on a lump sum scheme and according to the terms of the contract signed between agROBOfood consortium and the selected project representative. In more details, each experiment deliverable will be associated with a specific cost of relevant phase.

After each experiment review and successful evaluation of each deliverable, its cost will become eligible. Deliverables that are not accepted will be re-evaluated at next review. If this is the last review, the cost of these deliverables will not be paid to the experiment and their cost will be automatically reduced from the subcontract.

As soon as a deliverable cost becomes eligible, the experiment coordinator should provide a Financial Statement to the agROBOfood coordinator. The funding per each phase (i.e. Design, Develop and Market), should not exceed the Open Call funding scheme (up to 30%, 40% and 30% respectively).

4.3.3 Questionnaires

agROBOfood as a network is still being built and we want to learn and improve. Each experiment funded through this call provides information to help build the network. For this reason, each experiment is requested to fill out questionnaires on project progress, value of network interactions, etc. Project progress must be reported on a monthly basis. Information on network interactions and services required is to be reported twice – during the Phase 2 'Develop' and at the close of Phase 3 'Market'. Questionnaires are not 'reporting tools' – instead, a review of the collected data will be used to build 'best practice' – for others to be inspired, share, learn – for the benefit of the network.

5 Responsibilities of Consortia Members

The consortia members implementing Innovation Experiments (sub-projects) 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 Framework Program for Research and Innovation (2014-2020). The obligations that are applicable to the recipients include:

5.1 Intellectual Property Rights

The following Intellectual property Rights conditions should be followed:

- The proposals submitted should be solely based on original works by the applicants and their foreseen developments are free from third party rights, or they are clearly stated.
- All IPR created by the applicants via the agROBOfood funding will remain to the applicants, who will be the unique owners of the technologies created within the framework of their sub-granted projects.
- Any communication or publication by the funded applicants shall clearly indicate that the project has received funding from the European Union, and agROBOfood project displaying the EU logo and H2020 logo on all printed and digital material, including websites and press releases.
- Parts of the projects selected for funding (including the publishable summary of the proposal) will be used for agROBOfood dissemination purposes.
- Selected applicants shall, throughout the duration of the Project, take appropriate measures to engage with the public and the media about the project and to highlight the financial support of the EC. Moreover, all measurements of the project experiments should be published as open data (unless an exception it is fully justified), respecting agROBOfood Data Management Plan and any Ethical issues defined by the European Commission and National Regulations. Any publicity made by the project consortium in respect of the project, in whatever form and on or by whatever medium, must specify a) that it is funded by the European Commission via the agROBOfood project and b) that it reflects only the author's views and that the EC and agROBOfood is not liable for any use that may be made of the information contained therein. Moreover, the EC and the agROBOfood consortium shall be authorized to publish, in whatever form and on or by whatever medium, information related to the project.

5.2 Conflict of Interest

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

They must formally notify to the Commission (via the agROBOfood 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 agROBOfood coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

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

5.3 Maintaining Confidentiality

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

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

If information has been identified as confidential during the sub-project execution or only orally, it will be considered as confidential only if this is accepted by the agROBOfood 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.

5.4 Promoting the Action and Giving Visibility to the EU Funding

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

Unless the European Commission or the agROBOfood 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:

- display the EU emblem
- display the agROBOfood logo and
- include the following text:

For communication activities: “This project has indirectly received funding from the European Union’s Horizon 2020 research and innovation program, via an Open Call issued and executed under project agROBOfood (grant agreement No 825395)”.

For infrastructure, equipment and major results: “This [infrastructure][equipment][insert type of result] is part of a sub-project that has indirectly received funding from the European Union’s Horizon 2020 research and innovation program via an Open Call issued and executed under project agROBOfood (grant agreement No 825395)”.

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

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

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

- the name of the sub-project coordinator and all consortium members
 - contact address of the sub-project coordinator and all consortium members
 - the general purpose of the project
 - the amount of the financial contribution foreseen for the project; after the final payment, the amount of the financial contribution actually received by the sub-project
 - the geographic location of the activities carried out;
 - the list of dissemination activities and/or of patent (applications) relating to foreground;
 - the details/references and the abstracts of scientific publications relating to foreground and, if funded within the sub-project, the published version or the final manuscript accepted for publication;
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- the publishable reports submitted to agROBOfood;
- any picture or any audiovisual or web material provided to the EC and agROBOfood in the framework of the project.

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

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

5.5 Data Protection & Confidentiality

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

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

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

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

6 Checklist

- 1) **Does your planned work fit with Open Call 1 for Innovation Experiments?** Check that your proposed work does indeed address one of the topics open in this call.
 - 2) **Is your proposal eligible?** The eligibility criteria are given in chapter 3 “Proposal”. Make sure that you satisfy the minimum participation requirements (entity from eligible countries)
 - 3) **Is your proposal complete?** Have you filled in all the sections of the proposal template? Proposals should be precise, concise and must answer to requested questions, which are designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
 - 4) **Have you contacted a local DIH?** One of the eligibility criteria is having local DIH support. Please fill in the contact details of your local DIH in the designated field in the proposal.
 - 5) **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points.
 - 6) **Have you submitted your proposal before the deadline?** It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive. In case of several proposals being submitted by an applicant, only the last version will be taken into account and all previous ones will be discarded.
 - 7) **Have you submitted all the necessary additional documents?** The necessary additional documents are Declaration of Honour, Consortium Declaration and SME Declaration.
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7 Points of Contact

Digital Innovation Hub by Region	Name	Contact
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