



Open Innovation Ecosystem for Sustainable Nano-functionalized Flexible Plastic and Paper Surfaces and Membranes

Application Guidelines for FlexFunction2Sustain Open Calls

FlexFunction2Sustain is part of the Open Innovation Test Beds (OITB) for nano-enabled surfaces and membranes under Horizon 2020. These guidelines contain basic information needed for preparing your proposal for submission to the FlexFunction2Sustain Open Call for Pilot Case Projects. They provide guidance on how to structure your application and provide the criteria on which it will be evaluated.

What is a Pilot Case Project?

A pilot case describes a small scale collaborative project for development, testing, demonstration and/or verification of a new material, technology or product related to functional, nano-enabled plastic and paper surfaces. Within the pilot case projects, selected potential users receive subsidized access to FlexFunction2Sustain Facilities and Services. A pilot case project shall make use of complementary services of at least three different [OITB members](#).

The Open Call will support applicants by providing up to 70% co-funding to their individual Pilot Case Projects. This means that 70% of the costs (labour, materials and consumables, travel cost, machine time/depreciation) will be covered by FlexFunction2Sustain and the other part by the beneficiary. The final amount will be specified during the negotiation of the Service Delivery Plan for the selected cases. The Pilot case can last for a maximum of 9 months and is expected to use a maximum of 15 person months in effort.

The applicants are advised to check **check the technical and business feasibility of their ideas well in advance of submission**. The FlexFunction2Sustain consortium is happy to support this check through a mentoring programme. Therefore, applicants are advised to submit a simple description of their idea in bullet points to helpdesk@flexfunction2sustain.eu. Based on this description, a technical expert from the consortium will be assigned as mentor to the applicant to support the proposal preparation process.

Proposals dealing with demonstrators/prototype parts of [Technology Readiness Level \(TRL\) 4](#)¹ and above are expected within the FlexFunction2Sustain Open Call.

Please provide your submission in English. Proposals submitted in any other language will not be evaluated! Please register online (<https://apply.flexfunction2sustain.eu>), answer the questions, download the Application Form, fill all sections of the Application Form, save it as a .pdf document, and submit it through the FlexFunction2Sustain system within deadline. You can save your proposal and return to it as many times as you wish until you are satisfied with it and decide to submit. Please note that you will no longer be able to change your application form once you click the "Submit" button.

¹ Technology readiness level definition: https://en.wikipedia.org/wiki/Technology_readiness_level#European_Commission_definition
Technology readiness levels (TRL) in HORIZON 2020 : https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-g-trl_en.pdf

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 862156



The reference font for the body text of the proposal is Times New Roman (Windows platforms). The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing has to be used. The page size is A4, and all margins (top, bottom, left and right) should be at least 20 mm. In addition, figures, schemes and photos are encouraged to be provided to make clearer the aim of the proposal taking into account its final length (**max. 5 pages**).

In order to be eligible for this Call, your company has to be established in one of the eligible countries listed in the [attached document](#). Both Start-Ups and SME as well as large enterprises are eligible, whereas on same score Start-Ups and SME would be given priority.

By submitting a proposal to the FlexFunction2Sustain platform you declare that to your knowledge there are no conflicts of interest which might affect the objectivity of your proposal's evaluation. The list of FlexFunction2Sustain partners can be found [here](#).

Registration

COMPANY INFORMATION:

Company's name:

Company Registration Number (if applicable):

Date of Registration:

Size (Number of employees):

Annual turnover (in millions of €):

REGISTERED COMPANY ADDRESS:

Street:

Post code:

City:

Country of registration:

APPLICANT CONTACT DETAILS:

Contact name:

First name:

Last name:

Position in Company:

Email Address:

Telephone Number:

Password:

Password confirmed:

ADDITIONAL

How did you learn about FlexFunction2Sustain?

 *E.g. from one of the project partners, from its webpage, from social media, at a conference etc.*

Proposal

Proposal full name:

Proposal acronym:

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Summary (do not disclose any Intellectual Property Rights):

✚ Please provide a concise summary of the content and objectives of your proposed Pilot Case project, and the resulting Product Demonstrator / series of demonstrators including what is innovative about it. Please only include relevant information (2000 characters):

- product demonstrator / series of demonstrators you would like to develop and integrate in it/implement;
- definition of the business need, technological challenge and market opportunity;
- potential short and long term benefits for your business.

✚ ! Although the summary is not scored, it is a requirement of the application form, and all applicants are requested to provide it, including all abovementioned information. The summary of the preselected Pilot Cases projects will be shared with potential third-party technical suppliers who form part of the FlexFunction2Sustain network and who might be selected to provide service to the winning applications.

Is this the first time that you submit your proposal?

✚ Please select between *1st Submission* and *Re-submission*

Have you read and understood the Application guidelines? YES/NO

Have you read and understood the Joint Implementation Agreement (JIA) template and do you agree with its terms and conditions? YES/NO

✚ The JIA will be the primary legal contract between the beneficiary and FlexFunction2Sustain. Please note that the published JIA is a preliminary version which might still undergo minor changes before the first cut-off date. The content of JIAs are negotiated case-specifically.

Sector your Pilot Case project refers to?

✚ Please list all relevant ones.

Have you received any support in proposal preparation from the FlexFunction2Sustain consortium?

Evaluation criteria

The application will be evaluated following three main criteria as described below. Experts score each award criterion on a scale from 0 to 5 (half point scores may be given):

0 – Application fails to address the criterion or cannot be assessed due to missing or incomplete information.

1 – Poor: The criterion is inadequately addressed or there are serious inherent weaknesses.

2 – Fair: The application broadly addresses the criterion, but there are significant weaknesses.

3 – Good: The application addresses the criterion well, but a number of shortcomings are present.

4 – Very good: The application addresses the criterion very well, but a small number of shortcomings are present.

5 – Excellent: The application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.



The threshold for individual criteria is 3 (out of 5) and the overall threshold is 10 (out of 15). In order to be considered for support, the application must score above both individual and overall thresholds.

During the evaluation, a geographic representation will be taken into consideration by giving a priority to companies located in countries with no FlexFunction2Sustain partners.

EXCELLENCE

- ✚ **Challenges to be overcome:** Provide a description of the problem to overcome (including some quantifications). Please describe the business need for your proposed solution and the associated market including some quantification (market size, growth strategy, potential access to investors, etc.).
- ✚ **Description of the proposed solution:** Provide a detailed description of the final prototype part/demonstrator to be developed in collaboration with the FlexFunction2Sustain (including a description of the functionality, size, etc.). Explain how it will solve the challenges described above.
- ✚ **Description of current State-of-the-art:** Describe how your final prototype part/demonstrator goes beyond the state of the art. Do you have background knowledge including Intellectual Property Rights related to this final prototype part/demonstrator? Have you validated the Freedom-To-Operate (i.e. there is no external IP that would limit the scope of the Pilot Case)?
- ✚ **Alignment with the scope of the FlexFunction2Sustain initiative:** How do the FlexFunction2Sustain services help you solve the challenge(s) described?
- ✚ **Regulation, standardization and certification issues:** Will the final prototype part/ demonstrator be subjected to any policies and/or regulatory requirements? Do you expect the need for standardization or certification?

IMPLEMENTATION

The objective of the implementation section in proposal phase is to assess the feasibility of the project within the given time frame and the available resources. The final work-plan including the services of the FlexFunction2Sustain consortium will be mutually agreed between the applicant and involved FlexFunction2Sustain partners during preparation of the Joint Implementation Agreement.

- ✚ **Work plan description:** Please provide a description of the proposed work plan (key inputs, deliverables and time schedule). Please concentrate on the timeline for expected results and deliverables, and (if applicable) planning that you need to do for e.g. accessing your production facilities. Please further include a list of services that you would need to achieve your goals. Please refer to FlexFunction2Sustain catalogue of services on <https://flexfunction2sustain.eu> and don't hesitate to contact the consortium through helpdesk@flexfunction2sustain.eu for assistance.
- ✚ **Resources to be committed:** Please provide a description of the internal resources you will allocate to the project (including the number of hours and a description of the associated skills and prior experience). Will cooperation with third parties in the supply chain be required? Do you expect us to handle the access to these third parties?
- ✚ **TRL level:** Please describe the TRL positioning of your proposed solution and the change from current state (e.g. from a laboratory verified component – TRL4 – to demonstration in relevant industrial environment – TRL7).
- ✚ **Risk management:** Please provide a description of the possible risk (technological, business and managerial risks together with a mitigation strategy).



IMPACT

- +** **Market opportunity:** *Please describe how your innovation provides a competitive advantage with respect to competitors. Can it be sustained (e.g. through protecting technology)?*
- +** **Go-to-market strategy:** *Please provide a detailed description of how the target market(s) will be penetrated including the necessary tools, resources and timeframe. Are channels to reach the market(s) identified?*
- +** **Key exploitable results:** *What are the expected results to be exploited. Please describe your Return On Investment and the global economic value creation.*
- +** **Other expected impacts:** *Please provide a detailed description of any societal, environmental and economic impacts outside your company itself that can be expected.*

