

EIT Raw Materials

Call for KAVA Regional Innovation Scheme (RIS) and Internationalisation projects

Instructions and process description

September 2017

1. Purpose and scope of this document

This document describes the process for preparation, submission, evaluation and selection of proposals in response to the 2018 call launched by the EIT Raw Materials for the following KAVA types:

- RIS,
- Internationalisation

For further description of the KAVA types, see section 3.4-3.8. The Calls for Education and for Upscaling projects are described in separate call documents.

All proposals in response to the present call must be framed as **projects** in the sense that:

- They must lead to specific deliverables over a defined time schedule;
- They will be financed by EIT RawMaterials (the KIC) only for a defined duration.

All KIC partners involved in the submission of a project proposal in response to this call should read the following documents carefully:

- The present document (call text);
- Internationalisation/RIS *project proposal guidance*;
- FAQ (Frequently Asked Questions) that will be posted in the online proposal submission platform “Seedbook” (<https://seedbook.eitrawmaterials.eu>), also containing explanations of the terminology used in this document;
- The Strategic Agenda 2016-22 of EIT RawMaterials (FPA, Annex I)
- The RIS strategy documents for EIT RawMaterials

It is a requirement to register your intention to submit a proposal and contact CLC staff before submitting the proposal. The CLC staff can offer further advice.

2. Project call and selection process

2.1 Guiding principles

Aim of EIT RawMaterials is to take the optimal pathways to reinforce and expand activities towards regions of strategic importance, taking into account synergies with the various raw materials actions that the EU Commission has planned to implement with non-EU partners from 2015 onwards.

Partners are invited to put forward small **Internationalisation** projects that are building on the results and experiences of the earlier projects.

Proposals should target one of the following four target regions:

1. EUNC: Neighbouring Countries of the EU (EU definition, including the European Free Trade Association)
2. RDVP: Resource-rich developing economies (e.g. DR Congo, Bolivia, Peru, Liberia)
3. RREM: Resource-rich emerging economies with strong activities in the RM sector (e.g. Brazil, Chile, South Africa, India, China)
4. TECH: Developed economies leading in the RM sector (e.g., Australia, Canada, USA, South Korea, Japan)

As part of the so called **RIS¹-activities** EIT RawMaterials will outreach mostly to those EU regions where a smart specialisation strategy supports the RM issues and where there is no critical mass of KIC partners. EIT RawMaterials identified the following two priority outreach regions:

- The East & South-East Europe (ESEE) region is of particular interest due to its unique RM potential, especially for critical minerals (both geological resources and secondary RM) and its specific geopolitical situation. The ESEE region is also included in specific transnational programmes as part of the EU Cohesion Policy.
- Baltic countries as fast developing regions.

The type of RIS activities can be defined on a case-by-case basis, and may include for example mobility programmes for students and professors, study visits, scientific and technical valorisation of the results, technology transfer, support of local start-ups, joint communication and networking events. Please refer also to the 2017 RIS strategy document for EIT RawMaterials.

Partners are invited to put forward **RIS** projects that will contribute to main KPIs.

Expected budget and funding

Based on the current financial outlook of EIT RawMaterials, the KIC expects to be able to support around 5 internationalisation projects.

RIS projects are funded from a separate EIT budget and is estimated to be between 1.5 and 4 M EUR for 2019. The exact number of projects proposed funded will depend on the quality of the received proposals, and on the total available funding.

¹ See description of RIS; <http://eit.europa.eu/activities/outreac/eit-regional-innovation-scheme-ris>

Internationalisation and RIS projects are requested to reach a non-EIT/EIT funding ratio of 50:50. Non-EIT funding is the sum of KCA and KAVA co-funding. EIT funding is the requested EIT budget for executing the proposed project. Co-funding can also be “in kind”. Co-funding contributed by the project consortium is encouraged and will be evaluated positively. (For explanation of terminology and eligibility of KCA and KAVA Co-Funding, please refer to FAQ). Co-funding can be contributed only by Partners (not by Task Partners).

Selection of the projects

Two types of criteria are defined to select the best projects according to these guiding principles:

- Eligibility criteria = mandatory requirements (projects which do not meet such criteria will not be considered for further evaluation), as described in section 2.3 below;
- Evaluation criteria = criteria against which the collected proposals will be scored and ranked; according to the evaluation grid presented in section 2.4 below.

2.2. Project preparation, submission and selection process

Matchmaking and brokerage events throughout the year allow partners to discuss project ideas and form potential consortia. For each project proposal to be submitted, it is mandatory for the lead partner to inform her/his Co-Location Center (CLC) Manager. The CLC staff provides guidance and support to:

- Set up a solid consortium and find missing partner(s) if required
- Advise and support the consortium with their project proposals to ensure they are in line with the evaluation criteria
- Check eligibility criteria

Frequently asked questions and further guidance and advice of general interest will be posted in the FAQ section of the online proposal submission platform “Seedbook” (<https://seedbook.eitrawmaterials.eu>) throughout the project preparation period. Project Coordinators should check this section regularly to ensure that they are fully informed and updated on important matters such as eligibility and evaluation criteria, advice on the compilation of the proposal, costs and cost allocation.

Project submission

- **Project Coordinators must register their intention to submit a proposal no later than Friday 12 January at 17.00 CEST** using the SeedBook online platform. The registration form will become available through Seedbook towards the end of November 2017. Following registration, the proposal will be assigned to a Project Officer who will be the primary point of contact with the Project Coordinator throughout the submission process. Note that Project Coordinators will be able to access the online proposal submission template only after their project has been registered and assigned to a Project Officer.
- **Project proposals must be submitted no later than Wednesday 28 February at 17.00 CEST** using the SeedBook online platform. The attached *RIS-INT Project Proposal: Guidance* offers guidance for the content of the proposal.

Project evaluation process

There are three types of criteria for evaluation and subsequent selection of the best projects according to these guiding principles:

- Eligibility criteria = mandatory requirements (projects which do not meet such criteria will not be considered for further evaluation), as described in section 2.3 below;
- Evaluation criteria = criteria against which the collected proposals will be scored and ranked; according to the evaluation grid presented in section 2.4 below.
- Selection criteria = criteria used by Management Team to select the list of projects proposed to be funded – see details in section 2.5 below.

Proposals will be evaluated by a panel of experts appointed by the Management Team.

- All members of the evaluation panel will sign a non-disclosure and conflict of interest agreement.
 - A minimum of three experts will be assigned to the evaluation of each project proposal.
 - As the first step, these assigned experts evaluate each project remotely following the criteria set out in the evaluation grid.
 - Final evaluation (and ranking) of all education projects is conducted by the entire panel (with the exclusion of any member being in a conflict of interest situation). The strengths and weaknesses of each project as perceived by the panel will be documented and communicated to the project coordinator once the evaluation process is completed.
 - EIT staff and management will act as the secretaries of the panel and facilitate the discussion during evaluation panel meeting but will otherwise not take part in the evaluation process.
- Based on the evaluation, the overall available funding, and following the selection criteria, the Management Team will propose a portfolio of projects to be funded.
 - The Executive Board will approve the portfolio of projects to be submitted to the EIT for funding, for the Business Plan 2018.
 - Coordinators of projects that are selected for funding will be informed after approval by the Executive Board and receive also the feedback from the evaluation panel. The feedback may include a list of mandatory changes that must be made by the Project Coordinator before the project can be funded.
 - Also following approval by the Executive Board, coordinators of projects that were not selected for funding will be informed. They will receive evaluation feedback as soon as it is finalised.

2.3 Eligibility criteria

Eligibility will be checked according to the following criteria:

- Project consortium consists of a minimum of 3 KIC Core or Associate Partners, coming from a minimum of 2 different CLCs and a minimum of 2 different countries
- Project consortium includes KIC Core or Associate partners from at least 2 sides of the knowledge triangle (education, research, industry/business)
- The project cannot have one partner as the work package leader in all work packages

2.4 Evaluation criteria

Weight	
4	<p>Strategic importance for the KIC: For example, but not limited to:</p> <ul style="list-style-type: none"> - Overall rationale for the project’s strategic importance to the KIC and the KIC RIS strategy - Economic importance of the targeted theme/market (« market » size, breadth of customers/applications) - Contribution to de-siloing (countries, CLCs, disciplines, partner categories, value chain segments, activities) - Contribution to building the KIC community - Potential for dissemination and application (to other countries, materials, themes, markets, audiences, partners, etc.) - Leveraging effect on other KIC activities - Clear link with one or several market(s) e.g. in terms of key stakeholder involvement, - Integration with other proposals if applicable
4	<p>Quality of the project definition and scope:</p> <ul style="list-style-type: none"> - Explanation of why the project is needed (background, current situation, issues & opportunities – specifically pertaining to EIT RawMaterials) - Clear definition of aims, objectives and deliverables and a description of why these are relevant to EIT RawMaterials including whether and how the program creates T-shaped entrepreneurial professionals - Identification of the project’s key stakeholders and target audience - Clear definition of work program, management, milestones and planning, including how the programme will interact and deliver value to the project consortium and its key stakeholders - Explanation of how the project deliverables will achieve the projects objectives and aims - Detailed justification of the proposed budget and timeline - Identification of key risk and success factors
4	<p>Quality of the consortium:</p> <ul style="list-style-type: none"> - Relevance and commitment of the lead partner - Relevant experience, expertise and resources of each of the partners - Diversity and complementarity of the partners, and clear definition and description of roles and responsibilities - Appropriate level of cooperation and interaction within the consortium to support effective knowledge management

	<ul style="list-style-type: none"> - Sufficient level of involvement of industrial partners - Project governance structure and operational coordination mechanisms
4	<p>Expected impact (return on KAVA investment)</p> <ul style="list-style-type: none"> - Realistic assessment of the expected contribution that the project will make to the impact of the KIC (see the Strategic Agenda 2016-22 of EIT RawMaterials) in relation to the requested budget - With specific reference to the activities, stakeholder interactions, deliverables and objectives, include a clear explanation of how the impact will be achieved - Expected stakeholders benefiting from the project; and, communication and dissemination plans to stakeholders - Other expected quantitative contribution to specific output KPIs and/or scoreboard numbers (see the Strategic Agenda 2016-22 of EIT RawMaterials)
4	<p>KCA and other contributions from partners</p> <ul style="list-style-type: none"> - Relevant KCA amount (€) - KAVA co-funding brought by partners - Balance in the level of resources committed by the different partners - Expected financial sustainability for the continuation of the product/service after the end of the KAVA funding period if relevant
20	TOTAL WEIGHT

Evaluation scale: In relation to each of the criterion above, each project will be scored from 0 to 5 according to the following scale:

0	Non existent: no relevant information provided in the application file or cannot be judged because out of range
1	Very poor: The criterion is addressed in a very incomplete and unsatisfactory manner
2	Poor: There are serious inherent weaknesses in relation to the criterion in question
3	Fair: While the proposal addresses the criterion, there are significant weaknesses that would need correction
4	Good: The proposal addresses the criterion well, although some improvements are possible
5	Excellent: The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor only.

The score given for each criterion by the panel will then be multiplied by the weight. Maximum score is 100 = 20 (total weight) * 5 (maximum score for each criteria). These quantitative scores will be used as input for the consensus evaluation panel.

2.5 Selection criteria

1 Evaluation ranking: Projects with higher ranking will be preferred for funding

- 2 For RIS, projects that actively contribute to knowledge building in the region will be preferred
- 3 Project that create new potential partnerships and in the longer-term and support innovation and business opportunities will be preferred

2.6. Calendar

September 2017	Launch of call for Education projects
Late November 2017	The proposal registration and submission platform “Seedbook” (https://seedbook.eitrawmaterials.eu) goes online
Friday 12 January 2018 at 17.00 CEST	Proposal registration deadline
Wednesday 28 February 2018 at 17.00 CEST	Proposal submission deadline
Late March-early April 2018	Evaluation by panel of external experts
Mid-May 2018	Preparation of list of projects for funding by KIC Management Team
Early June 2018	Approval of list of projects for funding by KIC Executive Board & communication to partners
August 2018	Inclusion of selected projects in Business Plan 2019, to be submitted to EIT
1 January 2019	Earliest starting date for approved projects
1 July 2019	Latest starting date for approved projects

The next call for projects is expected to be launched in late 2018, with a submission deadline in winter/spring 2019.

2.7. Registration and proposal submission using SeedBook

Registrations and proposals can **only** be submitted using the IT-tool SeedBook. Project Coordinators are invited to register via this link <https://seedbook.eitrawmaterials.eu> from late November 2017 to get the access to the tool, register their proposal and commence the proposal submission process. CLC staff will assist in using the IT tool.

The Registration must be submitted by **Friday 12 January 2018 at 17.00 CEST**. Within a few days of registration, Project Coordinators will be given access to the online submission template in Seedbook.

The proposals must be submitted by **Wednesday 28 February 2018 at 17.00 CEST**.