



**ROB4GREEN**

## **Robotics and AI as Enablers for Greener Dismantling, Remanufacturing and Recycling**

**-ROB4GREEN-**

**HORIZON-CL4-2024-DIGITAL-EMERGING-01-04 – Industrial leadership in AI, Data and Robotics  
boosting competitiveness and the green transition (AI Data and Robotics Partnership) (IA)**

**Grant Agreement No. 101189665**

### **Annex 1: Guide for Applicants\_R1**

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## HISTORY OF CHANGES

Version	Release date	Changes
V0	05/02/2026	No changes (Original version)
R1	17/03/2026	Update in section 3.6, Table 3. The ending date of the FSTP's programme's projects is corrected to 31/03/2027 (instead of 01/03/2027)





## 1 INTRODUCTION

This document provides a full set of information regarding the **ROB4GREEN 1st Open Call for External Pilots**, also referred to as **Open Call 1 (OC1)**.

All associated Annexes should be read prior to the submission of a Proposal:

- Annex 1: Guide for Applicants (current document) → describes eligibility criteria, funding conditions, necessary documentation, etc.
- Annex 2: ROB4GREEN Technical Description → describes: a) the ROB4GREEN objectives and consortium, b) OC1 challenges and KPIs, c) the ROB4GREEN tools and support to be available.
- Annex 3: F6S Application Form → **required to be filled in** <https://www.f6s.com/rob4green-open-call-1/apply/>
- Annex 4: ROB4GREEN Proposal Template → **required to be uploaded** in the F6S application form.
- Annex 5: ROB4GREEN Consortium Declaration of Honor → **required to be uploaded**
- Annex 6: SME Declaration → **required to be uploaded**
- Annex 7: ROB4GREEN Sub-Grant Agreement → **required to filled and signed** upon acceptance
- Annex 8: Banking information form → **required to filled** upon acceptance

For the application, **the preparation of Annex 3, Annex 4, Annex 5 and Annex 6 are mandatory.**

Upon successful evaluation, the applicants need to prepare and sign the sub-grant agreement based on Annex 7 and share banking information via Annex 8.

### 1.1 Before you start, go through this checklist

- ✓ **Does your planned work fit the call for proposals?** → Check that your proposed work does indeed address the Open Call 1 objectives.
- ✓ **Is your proposal eligible?** → The eligibility criteria are given in Section 4 “Who can apply?”. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- ✓ **Are within budgetary limits and conditions?** → Check that you comply with any budgetary limits as expressed in Section 3.5 “Funding conditions”.
- ✓ **Is your proposal application complete?** → Make sure that you have filled in or uploaded all necessary annexes outlined in Section 0.
- ✓ **Does your proposal fulfil the requested information?** → Proposals should be precise, and concise and must answer to requested information, which is designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- ✓ **Have you maximized your chances?** → There will be strong competition. Therefore, edit your proposal tightly, and strengthen or eliminate weak points. Ensure that you use and contribute to the ROB4GREEN ecosystem. Make sure you provide solid KPIs in line with the requirements of the Annex 1: ROB4GREEN technical description.
- ✓ **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 application as recorded by the submission system will be definitive.
- ✓ **Have you provided the necessary annexes (Annex 3, Annex 4, Annex 5 and Annex 6\*)?**
- ✓ **Do you need further advice and support?** → You are strongly advised to communicate with the ROB4GREEN team using the contacts details of section 10.





## 2 WHAT IS THE ROB4GREEN PROJECT?

ROB4GREEN is an EU-funded project under the Horizon Europe Programme designed to bridge the gap between labor-intensive Re-X processing and automated circularity by developing intuitive, collaborative, and AI-driven robotic systems. By addressing current limitations in cognitive intelligence, product state perception, and value-chain decision-making, the project enables industries to adapt seamlessly to key circular “R-strategies” for processing products after their first life. The ROB4GREEN framework is built upon three core technological pillars: cognitive mechatronics that “understand” material compositions in real-time through advanced perception; AI-based interfaces for continuous learning and human-robot interaction in high-variability contexts; and a modular architecture for multi-level optimization that scales from individual robotic cells to the entire value chain. These innovations are rigorously validated through three industrial pilots focused on wind blade decommissioning (energy), tire remanufacturing (automotive), and high-value component harvesting (electronics). To maximize European industrial impact and ensure architectural interoperability, ROB4GREEN integrates a € Financial Support to Third Parties (FSTP) program, facilitating the deployment of external pilots and the co-development of solutions with external Research and Technology Organizations (RTOs) in additional real-world scenarios. For more information about the project and its consortium, refer to Section 2 of Annex 2.

## 3 WHAT IS THE ROB4GREEN - OPEN CALL 1?

This Open Call is part of the ROB4GREEN research project that is funded under the Horizon Europe Programme. The objective is to maximize impact on the European economy and validate the rapid technology deployment of the project’s solutions. In this direction, ROB4GREEN incorporates a Financial Support to Third Parties (FSTP) program with a *total budget of €4 million*.

### 3.1 Overview

OC1 aims to support third parties in the development and implementation of innovative solutions through funding, mentoring, and access to project’s digital tools, while demonstrating the replicability and sustainability of the ROB4GREEN framework. For the **1<sup>st</sup> Open Call (OC1)**, **ROB4GREEN will invest a total of €2.400.000**.

For having access to the ROB4GREEN programme, eligible applicants must submit competitive proposals that are evaluated based on four core criteria (refer to Table 4).

In this direction, the programme will select for funding **8 external pilot applications** by providing a **maximum contribution of 300.000€**, to be paid in form of **lump sums**.

Each external pilot must **address one of the challenges** defined in Table 1 and Annex 2,

The submission platform will be open for accepting OC1 applications between the **4<sup>th</sup> of February 2026** and the **8<sup>th</sup> of April 2026 at 17.00 CET (Brussels time)**.

After the selection is completed, the **selected applicants will be invited to sign the sub-grant agreement** and enter the ROB4GREEN Programme.

The **duration of the external pilot is ten (x10) months** and the starting date for the activities is planned for 01/06/2026. During the activities, the beneficiaries will have the support of a mentoring team composed of: a) an Innovation Mentor, b) a SSH Mentor (SSM), and c) an Industry Mentor (IME). In parallel, they will have access to a portfolio of technology blocks of ROB4GREEN that can support activities. Information for Mentoring team can be found in Section 8.9.

### 3.2 Technical Requirements

All applications need to be structured based on the following key technical requirements:





- The funded activities are expected to **start at TRL 4** (minimum) and **end at TRL 7** (final).
- The funded activities need to achieve the ROB4GREEN **overall KPIs for external pilots** (refer to Section 5.3 of Annex 2).
- The funded activities need to achieve specific **Dissemination KPIs** (refer to Section 5.3 of Annex 2).
- The funded activities **must address one of ROB4GREEN challenge** (section 3.2 of Annex 2).
- Each application needs to
  - ✓ demonstrate the proposed solutions onsite or at relevant testbeds,
  - ✓ justify product-market fit,
  - ✓ and support the comprehensive evaluation of the used ROB4GREEN tools by including end-users at the center of the pilot's deployment and validation.

The expected outcome of the funded activities, at the end of their 10-month duration, needs to include:

- the demonstration of the solution including the selected (1 or 2) ROB4GREEN functionalities (refer to Annex 2)
- a report presenting the testing with actual users (individuals such as workers, operators, engineers) in the selected industry. This should be supported by a user satisfaction study and documented in a report.
- a report presenting their go to market strategy.

### 3.3 Types of projects

Applicants are required to select **one of the challenges** presented in Table 1. More information and technical details on the challenges can be found in Annex 2.

In line with its core mission for having broad impact on the European Circular Economy, the OC1 aims to fund innovative projects that improve working conditions and efficiency across diverse Re-X processes. Therefore, a balanced **baseline distribution of two (x2) applications per challenges** is foreseen, as showcased in Table 1.

**Table 1. Challenges of the ROB4GREEN - Open Call 1**

Code	Challenge Title	Baseline number of funded applications <sup>1</sup>
C#1	AI, Data and Robotics for Life Extension	2
C#2	AI, Data and Robotics for Value Retention	2
C#3	AI, Data and Robotics for Parts Harvesting	2
C#4	AI, Data and Robotics for Decommissioning and Recycling	2

### 3.4 Project structure and phases

<sup>1</sup> While ROB4GREEN targets balanced distribution, in the event of a shortage of high-quality proposals in a specific challenge, the consortium may adjust this distribution to guarantee the scientific and technical impact of the programme. Refer to Section 6 for further details on the selection process.





The programme's structure is summarized in Table 2.

**Table 2. Programme phases**

Phase number	Name	Duration
Sprint 1	Requirements	M01 – M02
Sprint 2	Deployment & development	M03 – M08
Sprint 3	Validation	M09 – M10

For more information of the phases and corresponding achievement criteria, refer to Annex 2.

### 3.5 Funding conditions

#### 3.5.1 Financial support

Any entity, applying individually or as part of a consortium, will only be considered for funding under this Open Call **once**.

Each proposal application may receive a **maximum of up to €300.000** in the form of **lump sum**.

The budget distribution must be clearly allocated to the members of the consortium as **each member can only receive up to €200.000**.

The €200,000 limit is a cumulative ceiling per legal entity across all ROB4GREEN open calls; therefore, the total financial support a single partner receives throughout the entire duration of the ROB4GREEN project (for Open Call #1 and Open Call #2) cannot exceed this threshold.

These amounts are inclusive of all taxes and indirect costs. The total amount **requested must represent 100% of the project costs** (including indirect costs). All applications will be required to provide a justification of the planned costs and resources of the project.

#### 3.5.2 Eligible costs categories

Funding is foreseen to support the following categories of costs:

- A. Personnel costs: these involve work performed by employees of the third-party for:
  - Project management;
  - Research and technical development;
  - Testing and piloting;
  - Communication, promotion, and exploitation;
- B. Other direct costs: these include:
  - Investment in software/ hardware (only the value associated with its depreciation).
  - Travels associated with the project deployment or ROB4GREEN activities.
  - Participation in events/ conferences and promotion campaigns associated with ROB4GREEN.
- C. Indirect costs: these represent an amount equal to the 25% of "Personnel costs + Other Direct costs".

#### Relevant Notes:

- Subcontracting of activities is not eligible for this open call.
- This cost breakdown is only used to justify the requested lump-sum amount at proposal stage and during contracting. It does not imply later cost reporting or cost-based reimbursement.





### 3.5.3 OC1 lump sum conditions

For the ten (10) month period of the lump sum, funding will be performed in two (x2) payments, linked with the project's sprints. More specifically:

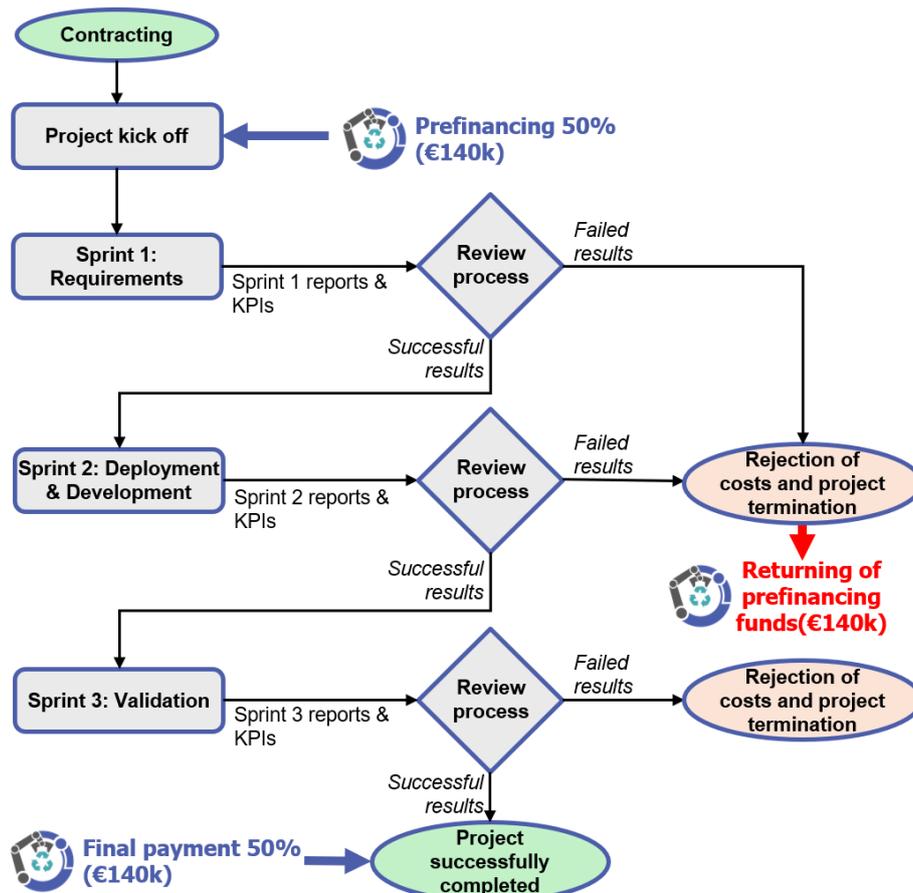
1. **50% prefinancing** at the start of the project (Linked to Sprint 1 and Sprint 2).
2. **50% final payment** after the successful completion of Sprint 3, and successfully delivery of results.

ROB4GREEN mirrors the rules applying to its Model Grant Agreement into this programme which is covered by its FSTP funding. Therefore, the applicants must comply to the **Article 22** and **Article 27<sup>2</sup>** of the Horizon Europe Model Grant Agreement.

The ROB4GREEN consortium applies a strict “performance-based” funding model. **Pre-financing is a liquidity tool, not an acquired right.**

**Should the technical reviews conclude that the work was not properly implemented or that the agreed milestones were not reached, the costs will be rejected, and any pre-financing paid shall be considered a debt to the ROB4GREEN coordinator (University of Patras\_ LMS) and must be recovered in full.**

Figure 1 visualizes the applied funding conditions and payment schedule.



**Figure 1. Funding conditions and payment schedule of programme (indicative example for a €280.000 grant)**

<sup>2</sup> Detailed descriptions of the articles applying and more specifically Article and Article 27 can be found [here](#).





Detailed payment schedule and payment conditions will be settled in the Sub-grant Agreement (Contract) (Annex 7).

### 3.6 FSTP programme phases and Timeline

The FTSP programme phases and its timeline for OC1 is summarised in Table 3.

**Table 3 Application Process and Timeline<sup>3</sup>**

Phase	Description	Timeline
<b>Application</b>	<ul style="list-style-type: none"><li>○ Applicants prepare their proposals and submit them through the F6S Platform <a href="https://www.f6s.com/rob4green-open-call-1/apply">https://www.f6s.com/rob4green-open-call-1/apply</a></li><li>○ Annexes and proposal Supplement material can be found in ROB4GREEN website <a href="https://rob4green-project.eu/open-calls/">https://rob4green-project.eu/open-calls/</a></li></ul>	<b>Launch date:</b> 04/02/2026 <b>Submission deadline:</b> 08/04/2026 (17h00 CET)
<b>Eligibility &amp; Technical check Application evaluation</b>	<ul style="list-style-type: none"><li>○ ROB4GREEN Consortium performs internal checks the eligibility criteria of the applications (refer to 4.2).</li><li>○ An evaluation board reviews the received applications, scoring them based on the evaluation criteria. The evaluators rank the applications and select the top-ranked projects in online interviews.</li></ul>	<b>Launch date:</b> 09/04/2026 <b>Review deadline:</b> 15/05/2026
<b>Announcement of the results &amp; onboarding</b>	<ul style="list-style-type: none"><li>○ All applicants receive a written letter about approval or rejection of their project. The successful projects start the onboarding phase in the ROB4GREEN Programme.</li></ul>	<b>Launch date:</b> 16/05/2026 <b>Onboarding deadline:</b> 31/05/2026
<b>Project duration</b>	<ul style="list-style-type: none"><li>○ Applicants carry out the activities of their project in accordance to the sub-grant agreement</li></ul>	<b>Kick off date:</b> 01/06/2026 <b>Project end:</b> 31/03/2027

## 4 WHO CAN APPLY?

### 4.1 Types of applicants

Eligible applicants for the ROB4GREEN – OC1 are **consortia of 2 or 3 legal entities** composed by:

- **Mandatory: (x1) one SME/Startup** that will be responsible for the technical developments (serving as Technology Integrator/Provider/Developer) and acts as the pilot leader.
- **Mandatory: (x1) one Industrial end-user**, providing the external pilot scenario and it is responsible to validate the technical developments (serving as Technology Adopter)
- **Optional:** 1 organization providing technology and/or expertise for supporting the project implementation, which can be either mid-cap, SME or research organization (RTO or academia)

#### Relevant Notes:

1. It is mandatory that the leading organization and the end user organization are distinct entities.

<sup>3</sup> The submission date for applications is final. All other dates, including those of the programme, may be subject to change. In such case, all beneficiaries will be informed accordingly.





2. The “Optional” participant can be accepted only if there is already one technology adopter and one technology providing SME in the consortium (e.g., 1 university + 1 end-user is not eligible)
3. All organizations need to comply with the eligibility criteria and originate from eligible countries (section 4.2.2)
4. The characterization of an organization as an SME needs to follow the [EU SME definition](#) and the [Commission Recommendation 2003/361/EC](#)
5. A signed version of the Declaration of Honour and the SME Declaration will be requested during the contract preparation phase

## 4.2 Eligibility criteria

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The applications will go through a semi-automatic eligibility check which will exclude and mark as ineligible any application that does not comply with the criteria in this section.

### 4.2.1 Entities

**ALL entities** of the consortia need to comply with the following rules:

1. The applicants cannot be members or associated partners of the ROB4GREEN consortium (refer to Section 4.2.4).
2. The applicants should be legal entities established and based in one of the EU Member States or a Horizon Europe Associated country as defined in Horizon Europe rules for participation (refer to section 4.2.2).
3. SMEs and Start-ups will be considered eligible only in the case that they have been established at least one year (12 months) before the submission of the application.
4. The applicants must have a valid VAT.
5. The applicants must provide a PIC number. If no PIC number is available, participants can register in Funding and Tenders portal<sup>4</sup>.
6. The applicants should be able to prove their financial stability and capacity and pass any financial check required by the European Commission, including financial capacity assessment. Therefore, applicants must not be a) bankrupt, b) in the process of bankruptcy, or c) in a situation of significant tax or social security debt.
7. The applicants should not have been convicted for fraudulent behaviors, other financial irregularities, unethical or illegal business practices (e.g., fraud, corruption, money laundering, etc.) and subject to EU restrictive measures (sanctions lists).
8. The applicants should not be enterprises under liquidation or under difficulty according to the Commission Regulation No 651/2014 art. 2.18.
9. The applicants should submit a signed version of Annex 5 and Annex 6.

### 4.2.2 Eligible Countries

The ROB4GREEN – OC1 follows the rules applied by the EC for the R&D Programme Horizon Europe in terms of geographical coverage, eligibility, and exclusions, which take precedence. Therefore, **eligible countries of origin** that allow funding for ALL entities are:

- European Union (EU) Member States (MS), including their outermost regions.
- The Overseas Countries and Territories (OCT) linked to the Member States<sup>5</sup>.

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<sup>4</sup> PIC registration: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

<sup>5</sup> Entities from Overseas Countries and Territories (OCT) are eligible for funding under the same conditions as entities from the Member States to which the OCT in question is linked.





- Horizon Europe associated countries (**version V3.2**)<sup>6</sup>, published on 12/11/2024 (those that have signed an agreement with the EU as identified in the HE Programme Guide) according to the updated list published by the EC. Association to Horizon Europe is governed by the Horizon Europe Regulation 2021/695).

Relevant notes:

1. Entities from Switzerland are not eligible in this Open Call.
2. Version V3.2 was in place when ROB4GREEN Grant Agreement was signed, and it is the one used for this Open Call.

### 4.2.3 Proposal submission

**ALL applications must:**

1. respond to the technical challenges of OC1: Each application needs to address on the challenges described in Annex 2.
2. use 1 to 2 ROB4GREEN technology block: Each application needs to specify the number (1 or 2) and type of the available ROB4GREEN technology blocks (described in Section 4.2 Annex 2) that will be used and validated in the external pilot.
3. be submitted electronically, using the ROB4GREEN Online Submission Service: **Proposals submitted by any other means are not eligible and will NOT be evaluated.**
4. be submitted within deadline<sup>7</sup>: Failure to submit the application by the submission deadline, regardless of cause (e.g., network issues, multiple browsers or windows), is not acceptable as an extenuating circumstance. It is recommended to apply well before the deadline<sup>8</sup>.
5. follow file formatting: Unless otherwise agreed, all documents in all phases must be submitted electronically in PDF format without printing restrictions.
6. be within the page limit: the submitted files must follow the provided template (font sizes, rules, cover pages, etc.) and do not surpass the indicated page limit. Any content beyond the page limit will be excluded from the reviewing procedure. If proposal requirements are not satisfied by the material within the page limit rating will be negatively affected.
7. be complete: All mandatory questions must be answered, and all requested documents must be uploaded. Incomplete applications will be disqualified.
8. be submitted in English language: applications in any other language will not be evaluated. The same condition also applies for the whole duration of the ROB4GREEN programme. This means that it is mandatory that the submission of deliverables and reports is done in English.
9. accept proposed terms: applicants must agree to the application's terms and conditions.
10. review and accept sub-grant agreement: Applicants must get familiar with the documents that will be required in the contracting phase and accept their conditions. Sub-grant agreement rules cannot be negotiated during contracting phase (sub-grant agreement template Annex 7)
11. respect the budget limit: Proposals exceeded by any means the maximum budget are not eligible and will be automatically excluded from the evaluation.

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<sup>6</sup> V3.2: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation\\_horizon- Euratom\\_v3.2\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon- Euratom_v3.2_en.pdf)

<sup>7</sup> The deadline may be extended only in case of unforeseen F6S platform technical issues that affects all applicants. All applicants will be notified of the new deadline.

<sup>8</sup> Resubmissions are possible provided the call deadline has not passed, but are only guaranteed if requested at least 2 business days before the deadline via [support@f6s.com](mailto:support@f6s.com).





Furthermore, given that this call is competitive, **multiple applications are not allowed**. More specifically:

1. **Each legal entity or individual member** of a team will be eligible to participate in this Open Call with only one (x1) proposal. Submission of more than one (x1) proposals will be a disqualifier factor.
2. In case an entity submits more than one applications, **only** the application submitted first in the system will be considered. Additional applications regardless of eligibility or excellence will be automatically disregarded.

In addition to the previous conditions, it is noted that **proposals need to ensure that there is no risk of double funding**. The fundamental principle underpinning the rules for public expenditure in the EU states that no costs for the same activity can be funded twice from the EU budget, as defined in Article 111 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation.

#### 4.2.4 Conflict of interest

To avoid conflicts of interest, applications will not be accepted from entities who are partners in the ROB4GREEN consortium or who are formally linked in any way to partners of the consortium. The list of partners is available in the technical Annex 2, or ROB4GREEN project [website](#).

Applicants shall not have any actual or/and potential conflict of interest with the ROB4GREEN selection process and during the whole project. The applicants will be required to declare that they know of no such potential conflicts of interest by submitting Annex 5 – ROB4GREEN Consortium Declaration of Honour. All suspected cases of conflict of interest will be assessed case by case. Applicants must take all measures to prevent any situation where the impartial and objective implementation of the project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

## 5 HOW TO APPLY?

### 5.1 Application process

The F6S platform will be the **single-entry point for all applications** to the ROB4GREEN - Open Call 1. Interested applicants should register at the ROB4GREEN F6S page →

<https://www.f6s.com/rob4green-open-call-1/apply>.

**After application submission, editing is not possible.**

If the applicant discovers an error in the proposal and provided the call deadline has not passed, the applicant may request the Open Call ROB4GREEN team to re-submit the proposal. For this purpose, please contact us at [oc@rob4green-project.eu](mailto:oc@rob4green-project.eu) with a message titled: RESUBMISSION REQUEST.

However, ROB4GREEN is not committed that resubmission in time will be feasible in case the request for resubmission is not received by the Open Call ROB4GREEN team at least 48 hours before the call deadline (see section 3.1).

The templates to the Open Call 1 documents are available here: → <https://rob4green-project.eu/open-calls/>

For any support or question refer to the provided contacts of Section 10.

#### Relevant Notes:

- Additional material, which has not been specifically requested in the online application form, will not be considered for the evaluation of the proposals and may be subject to withdrawal from the evaluation.





- It is strongly recommended to avoid waiting till the last moment of submission. **Failure of the Proposal to arrive in time for any reason, including communications delays, or network issues is not acceptable as an extenuating circumstance and will automatically lead to rejection of the submission.** The time of receipt of the proposal as recorded by the submission system will be definitive.

## 5.2 Additional insights and instructions

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Applying to an open call takes time and dedication and we would like to make sure that you understand the crucial rules:

- **Be on time:** Make sure you submit your proposal through the F6S platform before the deadline. If you submit the form correctly, the system will send you a confirmation of your submission (please check your SPAM folder as well). Proposals submitted by any other means are ineligible, hence will not be evaluated.
- **F6S application:** The F6S platform allows you to work flexibly on the content, which is automatically saved once you progress filling out the form. All members of your team can have access to the application form and contribute to the work.
- **Be exhaustive:** Have you answered all the sections of the form and uploaded all required Annexes?
- **Every question deserves your attention:** All sections of your proposal must be filled in. Make sure that the data provided is true and complete.
- **Documentation format:** Any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.
- **Review future documents:** Applicants are encouraged to get familiar with the documents that will be required in the contracting phase described in Section 7 “What happens after selection”?
- **Don’t miss anything:** Applicants are encouraged to enable F6S notifications for the programme in their profile settings to ensure communications regarding their application are received.





## 6 HOW WILL APPLICATIONS BE EVALUATED AND SELECTED?

The evaluation process is structured into 4 phases, as illustrated in Figure 2.

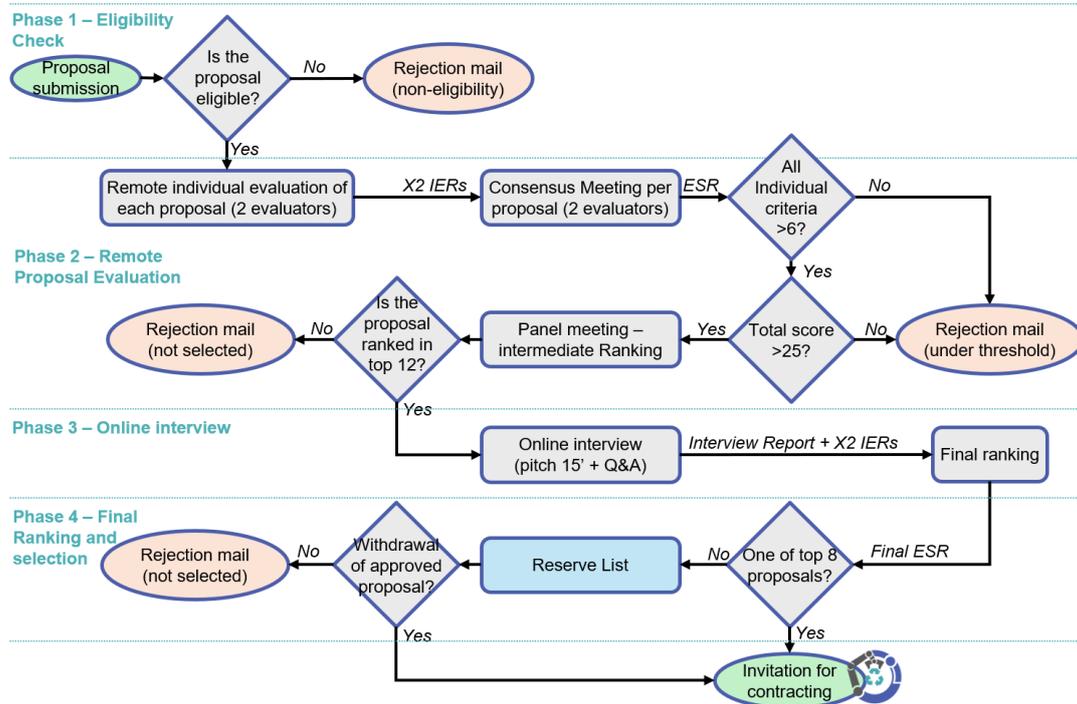


Figure 2. Evaluation process workflow

ROB4GREEN reserves the right to request at any moment of the process additional information and/or documentation to clarify any doubts regarding the eligibility of the applicant(s) and/or the application.

### 6.1 Phase 1 – Eligibility check

An initial eligibility verification will be done to filter out and discard non-eligible applications. This is a semi-automatic process carried out by the ROB4GREEN team<sup>9</sup> considering all the **eligibility criteria and requirements** listed in Section 4. The check will verify:

- ✓ All entities are eligible for EC funding under the rules of Horizon Europe [Y/N].
- ✓ The application has a minimum of 2 and a maximum of 3 partners in addition to correct types of entities [Y/N].
- ✓ The proposed project is aligned to the Open Call 1 objective, per Challenge [Y/N].
- ✓ The Proposal is written in English [Y/N].
- ✓ All required documentation is submitted correctly [Y/N].
- ✓ The Proposal does not exceed the maximum available funding [Y/N].

The eligible Proposals will be given to external evaluators to initiate the remote evaluation of the next phase.

Applications marked as non-eligible (for not meeting one or more of the eligibility criteria) will receive a rejection letter with a justification. The letter will not involve any additional feedback related to the evaluation criteria of Table 1.

<sup>9</sup> ROB4GREEN reserves the right to request at any moment and at any phase of the process additional information and/or documentation to clarify any doubts regarding the eligibility of the applicant(s) and/or the application.





## 6.2 Phase 2 – Remote Proposal evaluation

The external proposal evaluation will be done remotely by the expert evaluation board. This is a collective body composed of individual members, who will be selected from a pool of experts that will be established through a call for expressions of interest. The experts will be evaluated and selected based on their knowledge of the ROB4GREEN challenges and general experience in the evaluation of proposals (e.g., Horizon 2020, HE, FSTP programmes).

The **evaluators will perform evaluations on an individual basis**, not as representatives of their employer, or any other entity. They are required to be independent, impartial, and objective. All evaluators are providing their services under a contract, which includes a declaration of confidentiality and the absence of conflicts of interest; that might influence the impartial and objective analysis and evaluation of all submitted proposals.

### 6.2.1 Remote proposal evaluation

Each application will be reviewed by a minimum of two experts from the expert evaluation board. They will individually evaluate each proposal based on the criteria listed in the Table 4.

**Table 4. Evaluation Criteria**

#	Criteria Name	Score	Description	Threshold
1	<b>Concept and Innovation</b>	<ul style="list-style-type: none"> <li>○ <b>1-2: Fail.</b> The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.</li> </ul>	<ul style="list-style-type: none"> <li>○ Innovation, novelty and feasibility of the proposed application or tool.</li> <li>○ Design, reliability, feasibility, and quality of the proposed application or tool or pilot.</li> <li>○ Instructional challenge considered.</li> </ul>	6/10
2	<b>Technology implementation approach</b>	<ul style="list-style-type: none"> <li>○ <b>3-4: Very poor.</b> The criterion is addressed in an unsatisfactory manner.</li> <li>○ <b>5: Poor.</b> There are serious inherent weaknesses.</li> <li>○ <b>6-7: Good.</b> While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.</li> </ul>	<ul style="list-style-type: none"> <li>○ Analysis of the technological and implementation capacity.</li> <li>○ Quality and feasibility of the work plan (including proposed milestones).</li> <li>○ Connection and co-development with ROB4GREEN team.</li> <li>○ Details on how the proposed components will be tested and validated.</li> <li>○ Reach to other pilots to ensure exchange and pilot enrichment.</li> </ul>	6/10
3	<b>Impact</b>	<ul style="list-style-type: none"> <li>○ <b>8-9: Very Good.</b> The proposal addresses the criterion well, although certain improvements are possible.</li> </ul>	<ul style="list-style-type: none"> <li>○ Economic and societal impact of the proposed pilot.</li> <li>○ Market potential and go to market strategy.</li> <li>○ European dimension, cross-border scalability.</li> <li>○ Exploitation / business plan and commercialization milestones.</li> </ul>	6/10
4	<b>Applicant Entity/Team</b>	<ul style="list-style-type: none"> <li>○ <b>10: Excellent.</b> The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.</li> </ul>	<ul style="list-style-type: none"> <li>○ Capacity to applicant entity/team to perform the task.</li> <li>○ Knowledge, technological and business expertise.</li> <li>○ Financial viability/stability and capacity.</li> <li>○ Commitment of the company and the team.</li> <li>○ Allocation and justification of requested resources.</li> </ul>	6/10





Each of the **two (x2) evaluators** will rate the applications for each criterion on a scale from 0 (zero) to 10 (ten), and will record his/her individual assessment using an Individual Evaluation Report (IER). The scores of each criterion will be the average of the scores of the evaluators rounded to the nearest integer.

After the individual remote evaluation, one of the experts will be assigned the role of rapporteur and will:

- For proposals with scoring difference of more than 4 points, host a consensus meeting between both experts try to agree on scores with difference less than 4 points, in which case, experts will update their IERs accordingly
- Consolidate the comments of both experts into a single coherent comment.
- Deliver the Evaluation Summary Report (ESR), which is the average of the two IERs rounded to the nearest integer.

The Rapporteur cannot change the scores of the other expert, only update the consolidated comments.

If after the consensus meeting the experts cannot agree on scores with difference less than 4 points, a third expert will be invited to score the same proposal and act as rapporteur. The score of each criterion will be the average of the scores of the three evaluators rounded to the nearest integer.

It is noted that the minimum threshold for each criterion is 6 (Six) out of 10 (Ten), while the overall threshold (sum total) is 25 (Twenty-five) out of 40 (Forty) points.

**Applications that do not meet the minimum thresholds (per criteria or overall score) will be excluded from the programme.**

### 6.2.2 Intermediate Ranking

Once all proposals, that have not been automatically rejected, have an ESR, they will be ranked per issued challenge. 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 (sum of criterion 1 to 4 scores).
- ✓ Rule 2: In case following Rule 1 there are proposals in the same position, priority will be given to proposals that their technology better fit to ROB4GREEN scope (Criterion 2).
- ✓ Rule 3: In case following Rule 2 there are proposals in the same position, priority will be given to proposals that have higher impact and market potential (Criterion 3).
- ✓ Rule 4: In case following Rule 3 there are proposals in the same position, priority will be given to the application that has a lower funding request.
- ✓ 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.

In case following Rule 5 there are still proposals in a funding borderline position, the ROB4GREEN Open Call Management Team will invite at least 1 additional evaluator to read the specific proposals and break the tie by re-evaluating them.

### 6.3 Phase 3 – Online Interview

The objective of the interview is to better understand the proposal, particularly its quality and excellence, the expected impact and exploitation potential, quality of the workplan, quality of the





applicant(s), and willingness to exploit the results. Any complementary material that can support the presentation of the project is acceptable during the interview.

Only the top **sixteen (x16) proposal applications will be invited**, based on the results of the “Intermediate Ranking”.

Interviews will be carried out by the two external experts, that evaluated each proposal and have provided the corresponding original IERs, and two internal evaluators from the ROB4GREEN Consortium. Members of the ROB4GREEN team directly involved in the selected challenge that each proposal is addressing will participate in the interview and respective final evaluation process.

**Interviews are expected to last approximately 30-45 min** per application. The applicants are expected to prepare and present a **presentation (approximately 15 minutes)** and answer any questions regarding their proposal from the internal evaluators.

If at any time during the interview the applicants do not commit to what was included in the submitted proposal, the proposal will be automatically disqualified. If after the interview process the internal evaluators still have questions, the applicant may be requested to provide additional information in written format.

All experts, external and internal, are responsible for delivering a new ESR with scores and comments resulting from the interview that will be considered for the final ranking and selection of Phase 4. The evaluation criteria are identical as in the previous phases, as described in Table 4.

#### **6.4 Phase 4 – Final Ranking and selection**

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All applications will be ranked in a single list based on their **overall score (using Phase 3’s ESR for each application)**.

Eight proposals will be selected for funding (2 per challenges, if applicable)

If multiple applications have the same overall score, the tie breaking criteria of the “Intermediate Ranking” will be reused. Refer to Section 6.2.2.

**All eligible Proposals will receive:**

1. an acceptance or rejection letter together with
2. an anonymised version of their Evaluation Summary Report (ESR), which will include “Remote Proposal Evaluation” results; and in the case of interview invitation, “Online Interview” results as well.

#### **6.5 Appeals**

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Within five (x5) working days of receiving an ESR or a rejection letter informing that the proposal is not non-eligible, applicants may submit a request for redress if they believe the results of the eligibility checks have not been correctly applied, or if they feel that there has been a shortcoming in the way their proposal has been evaluated.

All requests for appeal must be sent to the Open Call Management Team (that includes the ROB4GREEN coordinator) to [oc@rob4green-project.eu](mailto:oc@rob4green-project.eu) and must:

- Focus on provisional inconsistencies in their evaluation (e.g. admissibility or eligibility checks, evaluation procedure, etc), not their merits.
- Clearly describe the complaint.
- Be received within the time limit (5 working days) from the reception of a rejection letter considering the application as non-eligible or the ESR information letter delivered.





- Sent by the entities' legal representative that has also submitted the application.

In that case, the Open Call Management Team will examine the request for appeal. 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 proposal will be re-evaluated.

Important Note: The evaluation is carried out by highly qualified experts. ROB4GREEN will neither question nor interfere with their original evaluation. Mere repetitions of the content of the application or disagreements with the result or reasoning of the technical evaluation will not be considered.





## 7 WHAT HAPPENS AFTER SELECTION?

After the Open Call evaluation conclusion and project selection, the ROB4GREEN coordinator will start the contract preparation in collaboration with the selected proposals' coordinators. Contract preparation will go via 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(s) or teleconference(s) may be needed for clarification.

The steps of this phase are summarized hereunder, whereas more details can be found in Table 5:

1. Inclusion of comments (if any) provided in the Evaluation Summary Report of the proposals as part of the sub-grant agreement (contract) (Annex 7).
2. Validation of the entities based on the provision of the following documentation:
  - ✓ Formal proof of the entity's legal existence and tax activity.
  - ✓ Proof of the SME status, including the SME Declaration Form (Annex 5).
  - ✓ Declaration of Honour, for all participating entities, signed by the legal representative of the entity (Annex 5).
  - ✓ Consortium Declaration of Honour, signed by the legal representative of each consortium partner (Annex 5).
  - ✓ Bank Account Information (Annex 8).
3. Signing of the sub-grant agreement (Annex 7) between ROB4GREEN Consortium represented by its Coordinator PANEPITIMIO PATRON (LMS), and the Beneficiaries.

**Table 5. Requirements for contract preparation**

Legal requirement	Description
<b>Proof of legal existence</b>	Company register, official journal 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).
<u>Specific to SMEs</u>	
<ol style="list-style-type: none"> <li>1. Proof of the SME condition is required:               <ul style="list-style-type: none"> <li>○ SME Declaration (Annex 6) signed (with a valid e-signature or by hand) and stamped: In the event the beneficiary declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organisations is required.</li> <li>○ Status Information Form, which includes the headcount (AWU), balance, profit &amp; loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company.</li> </ul> </li> <li>2. Supporting documents:               <ul style="list-style-type: none"> <li>• In cases where either the number of employees 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.</li> </ul> </li> </ol>	
<b>Consortium Declaration of Honour (Annex 5)</b>	Signed declaration that all conditions related to the ROB4GREEN Open Call 1 are accepted by the applying entities.





<b>Declaration of Financial Stability</b> (Annex 5)	The lead partner in a consortium should ensure that the consortium members have the necessary financial capacity to implement the activities assigned to them based on the sub-grant agreement. By signing this declaration, the lead partner assumes responsibility for the financial implementation of the proposal. This declaration is within Annex 5.
<b>Sub-grant agreement</b> (Annex 7)	Signed between the ROB4GREEN consortium, represented by its coordinator (UNIVERSITY OF PATRAS, LMS), and the beneficiary. The sub-grant agreement will also include the comments (if any) of the proposal's ESR to the work plan.  The account where the funds will be transferred will be indicated via a specific form signed by the entity, individuals, and the bank owners. The holder of the account will be the entity/ individual.

#### Relevant Notes:

- A **valid VAT identification number for each entity is mandatory**. Failure to provide the VAT<sup>10</sup> number will automatically result in proposal rejection.
- The sub-project document preparation should be **concluded within two (x2) weeks**, starting by the invitation date. An additional week may be provided by the ROB4GREEN coordinator in case of significant reasoning.
- The Sub-grant Agreement (Annex 7) is definitive; its **terms and conditions are non-negotiable and cannot be altered**.
- The **Sub-grant Agreement shall be executed and signed in physical format**. Each beneficiary is required to sign the designated fields of the contract. Multiple original hard copies will be produced to ensure that the Beneficiary, the ROB4GREEN Coordinator, and the relevant Pilot Leader each retain a copy, with additional backup copies archived by the Coordinator and pilot leader.
- **Failure to conclude the contracting phase within the established timeframe will result in the rejection of the application**. In such an event, the ROB4GREEN consortium will invite the next highest-ranked project from the reserve list to initiate the contracting process.
- The consortium leader and the other consortium partners are responsible to make an agreement that shall cover the rights and obligations between them.

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<sup>10</sup> To be checked at European Commission services such as [http://ec.europa.eu/taxation\\_customs/vies/](http://ec.europa.eu/taxation_customs/vies/)





## 8 WHAT ELSE IS IMPORTANT TO KNOW?

### 8.1 Intellectual Property Rights (IPR)

When participating in the ROB4GREEN project, successful applicants will enter a co-creation process with the current partners of the ROB4GREEN consortium. In the case where the applicant produces a software, data, know-how or information independently on any other partner, the applicant will remain the sole owners of their respective IPR. In case of co-creation with multiple partners, an IPR co-creation is applied where generation IPR will be established through the joint efforts of multiple parties. Any commercial exploitation beyond the project is the responsibility of the beneficiaries.

Each Beneficiary shall bear sole responsibility for ensuring that its acts within the project do not knowingly infringe third party property rights. Therefore, there is no obligation to conduct research with regard to the property rights of third parties.

In the Sub-grant Agreement (Contract) (Annex 7), applicants shall identify their Background for the Project and should also, where relevant, inform the ROB4GREEN consortium that access to specific Background is subject to legal restrictions or limits.

During implementation, access rights to results of the project and Background needed for the performance of the own work of a party under the project shall be granted on a royalty-free basis, unless otherwise agreed for Background in the Sub-grant Agreement (Contract) (Annex 7).

For the exploitation, access rights to results if needed for exploitation of a party's own results shall be granted on fair and reasonable conditions and upon prior written agreement. Access rights to results for internal research and for teaching activities shall be granted on a royalty-free basis.

Regarding the evaluation and the review processes, each evaluator will sign an Agreement including confidentiality clauses before receiving access to the applications database to protect the applicants' intellectual property and sensitive non-disclosed information.

The ROB4GREEN Consortium itself will not retain an equity stake in any applicant's company, nor will it retain any IPR. However, the ROB4GREEN Consortium will be granted the right to make internal use of any IPR applicants produce as part of their ROB4GREEN Open Call activities.

ROB4GREEN and the European Commission may ask participants who have received funding to present their work as part of public relations and networking events to showcase the benefits of the ROB4GREEN project. This preconditions prior agreement regarding sensitive content.

### 8.2 On conflicts of interest

Applicants must not have any actual and/or potential conflict of interest with the ROB4GREEN selection process and during the project implementation. All cases of conflict of interest will be assessed case by case. Refer to section 4.2.4 for more details.

### 8.3 Ethical issues

ROB4GREEN complies with the fundamental ethical issues particularly those outlined in the "European Code of Conduct for Research Integrity".

- All applicants must submit a self-assessment ethics questionnaire, available in the Proposal Template
- If the applicant confirms the existence of potential ethical issues, they must contact the ROB4GREEN Open Call Management Team for guidance, as required.





- The ROB4GREEN will verify the declaration's consistency with the application contents and may contact applicants to resolve any ethical issues.
- Applications that fail to properly address ethical issues or inadequately deal with privacy aspects will be rejected.

## 8.4 Data protection

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In order to process and evaluate applications, and manage project implementation, the ROB4GREEN consortium will need to collect Personal and Industrial Data.

- F6S Network Ireland Limited, will act as Data Controller for data submitted through the F6S platform for these purposes. Please see our privacy policy [here](#).
- A Data Protection Officer (DPO) has been appointed by F6S generally, to ensure compliance with data protection regulations, such as the General Data Protection Regulation (GDPR), and that personal data is collected, processed, and stored in a secure manner.
- 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 compliance. Please refer to <https://www.f6s.com/privacy-policy> to review the F6S platform's privacy policy and data security policy.
- Apart from the F6S platform, data will also be stored in the F6S Google Drive, and in the project repository on "ROB4GREEN\_Open Call repository" SharePoint managed by the project coordinator LMS.
- Note that the ROB4GREEN consortium must retain generated data until five years after the balance of the ROB4GREEN project is paid or longer if there are ongoing procedures (such as audits, investigations or litigation). In this case, the data must be kept until their conclusion.
- Applicants list: A full list of applicants containing their basic information will be created for statistical and transparency purposes and shared with the European Commission.

The following sub-sections outlines obligations and practices within ROB4GREEN.

### 8.4.1 Data security

- Encryption of sensitive data
- Multi-factor authentication for access to ROB4GREEN systems.
- Role-based access control to limit data access to authorized personnel.
- Regular security audits and vulnerability assessments.
- Activity monitoring to detect and respond to suspicious behaviour.

### 8.4.2 Data integrity

- Data validation and verification processes.
- Regular data backups and recovery procedures.
- Version control for datasets and software components.

### 8.4.3 Data Privacy

- Obtaining informed consent from individuals before collecting their personal data.
- Minimizing the collection of personal data to what is strictly necessary for the project's objectives.
- Implementing data anonymization and pseudonymization techniques
- Establishing clear data retention policies.





- In general, alignment with EU GDPR.

For the 3rd parties, the following security and privacy rules must be followed:

- Assure full compliance to the GDPR and other applicable data protection laws.
- Use suitable data anonymization and pseudonymization techniques to safeguard individual privacy.
- Perform thorough risk assessments for all new components and use cases.
- Clearly and openly demonstrate to users how their data is gathered, utilized, and protected.

## **8.5 Confidentiality**

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Selected applicants are required to maintain confidential any project data, documents, invoices and other materials (in any form) during the implementation of the activities and for 5 years after project completion.

Relevant notes:

- This confidentiality period can be extended by agreement with the EC and the ROB4GREEN consortium. This needs to be explicitly stated in the Sub-Grant Agreement.
- Information shared during the project, whether written or spoken, is only considered confidential if the ROB4GREEN agrees and confirms it in writing within 15 days.
- Confidential information must only be used for project implementation, unless otherwise agreed upon.
- The selected applicants may disclose confidential information to the ROB4GREEN consortium and to the selected reviewers, who will be bound by a specific Non-Disclosure Agreement.
- Any information shared during the application stage will be treated as confidential.

## **8.6 Promotion of the action and ensuring visibility of the EU funding**

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The selected Beneficiaries must promote the programme activities, the ROB4GREEN 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. The ROB4GREEN Communication team will guide and support these communication activities to selected beneficiaries.

Any publicity made by selected third-party 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 ROB4GREEN project is not liable for any use that may be made of the information contained therein.

The EC and the ROB4GREEN Consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the organizations of the selected project members.
- contact address of the selected project partners.
- the general purpose of the project.
- the amount of the financial contribution foreseen for the project; after the final payment, and the amount of the financial contribution received.
- the geographic location of the activities carried out.
- the list of dissemination activities and/or of a patent (applications) relating to the foreground.
- the details/references and the abstracts of scientific publications relating to the foreground and, if funded within ROB4GREEN project, the published version or the final manuscript accepted for publication.
- the publishable reports submitted to ROB4GREEN.
- any picture or any audio-visual or web material provided to the ROB4GREEN in the framework of the project.





## 8.7 Checks and reviews by European Commission

The EC may, at any time during the implementation of the sub-project and up to five years after the end of the sub-project, arrange for a check and review activity to be carried out, by external auditors, or by the EC services themselves, including the European Anti-Fraud office (OLAF). The procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC.

Beneficiaries are not required to report actual costs but must achieve the agreed results linked to the lump-sum milestones. There will be no financial checks, reviews, or audits to check costs, since beneficiaries have no obligation to document the costs incurred for the action. Checks, reviews, and audits will focus on the technical implementation of the action.

## 8.8 Financial support

For accessing the funding, the third-party projects deployment needs to demonstrate and present proofs of their progress and achievements and the deliverables presented must be assessed positively in each of the stages. In case of missing the above, the costs are rejected, and third parties must return the pre-financing or they are not receiving the final payment. Eitherway, the beneficiaries are requested to terminate their activities as they are not participating longer in the ROB4GREEN project.

More information on the applied funding conditions can be found in Section 3.5. in detail:

- Eligible cost categories -> section 3.5.2
- Payment schedule and conditions -> section 3.5.3 and Figure 2

## 8.9 Further support provided within ROB4GREEN Assistance Programme

Each selected project will be supported by a dedicated ROB4GREEN Mentoring Team, ensuring that External Pilots maximize the potential of ROB4GREEN digital tools while effectively implementing their solutions. The mentoring team includes, **Innovation Mentor (IME)**, **SSH Mentor (SSM)**, **Industry Mentor (IND)**. To ensure fair and objective assessment, an Internal Evaluator Board (IEB) will independently evaluate project progress, offering valuable feedback while remaining uninvolved in day-to-day activities. More information for the mentoring team can be found in Annex 2.

## 9 RELEVANT OPEN CALL DEFINITIONS

Table 6 summarises the definition of useful terms that can be found throughout this document and the OC1 Annexes.

**Table 6. Useful terms**

Term	Definition
<b>Applicant(s)</b>	The legal entity or group of legal entities that intend(s) to submit or that submitted an application to the Open Call.
<b>Application Eligibility Criteria</b>	Criteria used to assess if an application can be considered for the open call. Possible values (Yes/No).
<b>Application Eligible or Non-Eligible</b>	Application that is or is not compliant with eligibility criteria.





Term	Definition
<b>Application Timestamp</b>	Timestamp of the final submission of an application. If the application is reopened and resubmitted the last date will be considered.
<b>Bank Account Information</b>	Form where the beneficiary provides information of the bank account to which payments will be made during the project implementation.
<b>Beneficiary or 3rd Party</b>	An entity or a consortium that submitted an application to the open call that was accepted to be funded, and have signed, or are in the process of signing, a sub-grant agreement.
<b>Consortium</b>	Set of legal entities that are cumulatively responsible to implement the project as defined in the Grant Agreement signed with the European Commission.
<b>Consortium Declaration of Honour</b>	Declaration where the applicants/ beneficiaries, participating as a consortium, declare they accept all conditions of the open call, acceleration process & programme; and agree - if applicable - on budget share. One CDoH is required for each sub-granted project.
<b>Contract Deadline</b>	Date and time until when the selected entities need to provide contractual information.
<b>Declaration of Honour (DoH)</b>	Declaration where the applicant/ beneficiary declares they accept all conditions of the open call, acceleration process & programme. One DoH is required for each applicant/ beneficiary.
<b>External Evaluator</b>	Expert hired by the consortium to assist in the evaluation of the Open Call. External evaluators cannot have conflicts of interest and are bound by a confidentiality agreement.
<b>F6S Application Form</b>	Application form available in F6S Platform.
<b>F6S Platform</b>	Platform provided by F6S.
<b>FSTP</b>	Financial support to third parties. Payments made to entities that are not members of the consortium.
<b>FSTP – Lump Sum</b>	Payment made to the third party based on the achievement of a milestone.
<b>Internal evaluation committee</b>	Group of appropriately qualified persons of the consortium partners that are assigned the responsibility of performing evaluations or reviews at any stage of the open call implementation or programme.
<b>Mentor</b>	Person from the consortium that works closely with the beneficiary to foster communication with the consortium and assess progress of the project. The mentor may be part of an evaluation committee.
<b>Open Call</b>	Competitive process to access a Programme.
<b>Open Call and Programme deadlines</b>	The project has planned the programme carefully, but unexpected things can happen. The application deadline is fixed, and will only change if something unforeseen occurs. Other dates, including of the programme, are flexible and may be adjusted as needed, and communicated to all applicants.
<b>Open Call close date</b>	Date and time when applications close.





Term	Definition
<b>Open Call selection prioritisation</b>	Rules used to order applications.
<b>Proof of Bank Account Information</b>	The account where the funds will be transferred will be indicated via a specific form signed by the entity, individuals, and the bank owners. The holder of the account will be the entity/ individual. Provided using Annex 8.
<b>Proof of Legal Existence</b>	Company/ organisation register, official journal 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).
<b>Proof of SME Status</b>	<p>Proof of the SME condition is required:</p> <ul style="list-style-type: none"> <li>• If the applicant has been fully validated as an SME on the Beneficiary Register of the EC Participant Portal, the PIC number must be provided.</li> <li>• Provision of the signed (with a valid e-signature) <b>SME Declaration</b> (Annex 6): in the event the beneficiary declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organisations is required. A Status Information Form may be requested, which includes the headcount (AWU), balance, profit &amp; loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company.</li> <li>• Supporting documents: In cases where either the number of employees 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.</li> </ul>
<b>Reserve List</b>	Eligible applications that were not selected for funding which can be invited in case selected applications do not provide contractual data.
<b>Schedule for payments to Beneficiaries</b>	<p>All payments to beneficiaries are dependent on the successful review of deliverables/ reports at the end of each sprint/ stage/ phase, and reception by the consortium of the corresponding payment request.</p> <p>All payments will be made with undue delay preferably no later than 30 calendar days after the reception of the financial statement.</p>
<b>Score, Per Committee</b>	<p>When the evaluation is made by a committee, the average score of each criterion is rounded to the nearest point or half point (1, 1.5, 2, ..., 9, 9.5, 10), before computing the overall score.</p> <p>Overall score is the sum of the scores of each criterion multiplied by the respective weight, rounded to the nearest integer value.</p>
<b>Selected application</b>	Application that was selected to participate in the Open Call Implementation.





Term	Definition
<b>SME</b>	An incorporated enterprise that complies with the rules defined by the European Commission to be qualified as an SME <sup>11</sup>
<b>SME – Autonomous Enterprise</b>	An autonomous enterprise is not a partner with or linked to another enterprise
<b>SME – Linked Enterprise</b>	Linked enterprises are those that form a group through the direct or indirect control of the majority of voting rights of an enterprise by another or through the ability to exercise a dominant influence on an enterprise.
<b>SME – Partner Enterprise</b>	The enterprise holds a minimum of 25% (Capital or voting rights in another enterprise, or 25% (Capital or voting rights) are owned by another enterprise.
<b>SME Declaration Form</b>	Declaration where the SME status is assessed.
<b>Sub-grant Agreement</b>	Signed between the Project Consortium, represented by its Coordinator and the beneficiary. The sub-grant agreement will also include the comments (if any) of the application's ESR to the work plan.

## 10 USEFUL CONTACTS AND LINKS

Applicants may find support by the ROB4GREEN consortium via the following contacts and links:

- F6S Online Q&A: <https://www.f6s.com/rob4green-open-call-1/discuss/>
- Contact e-mail, and Open Call Management Team: [oc@rob4green-project.eu](mailto:oc@rob4green-project.eu)
- Contact e-mail for submission platform (technical support, resubmission or issues): [support@f6s.com](mailto:support@f6s.com)
- Open Call 1 Documents: <https://rob4green-project.eu/open-calls/>
- OC information: <https://rob4green-project.eu/open-calls/>
- Submission platform: <https://www.f6s.com/rob4green-open-call-1/apply/>

<sup>11</sup> [https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition\\_en](https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition_en)

