



# **EIT ICT Labs – Guidelines and Submission Procedure**

Ilina Petkanovska (Trento RISE)

Trento, 25 March 2014

# OUTLINE



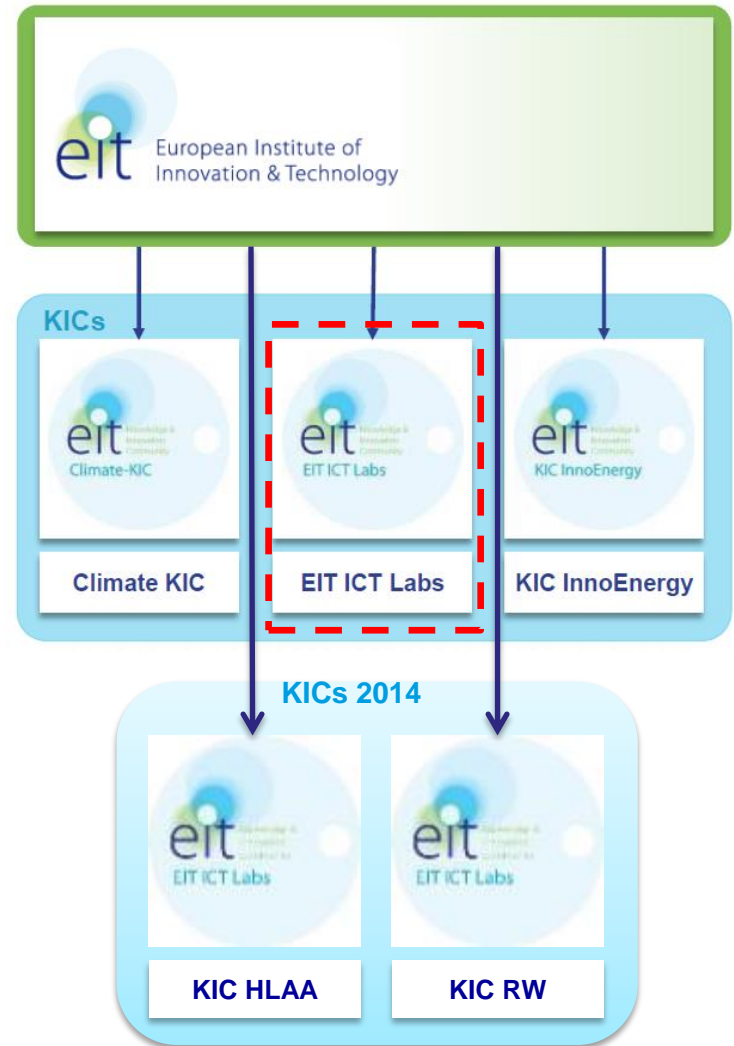
- Introduction
  - KICs funding by the EIT
- KIC Activities and EIT ICT Labs Model
  - Basic definition by the EIT and the implementation in the EIT ICT Labs Catalyst-Carrier model
- Call for Activities 2015:
  - What is Old and What is New
- Proposals Preparation and Support
  - Useful information to keep in mind
- What happens After
  - Timelines
- Q&A

# INTRODUCTION

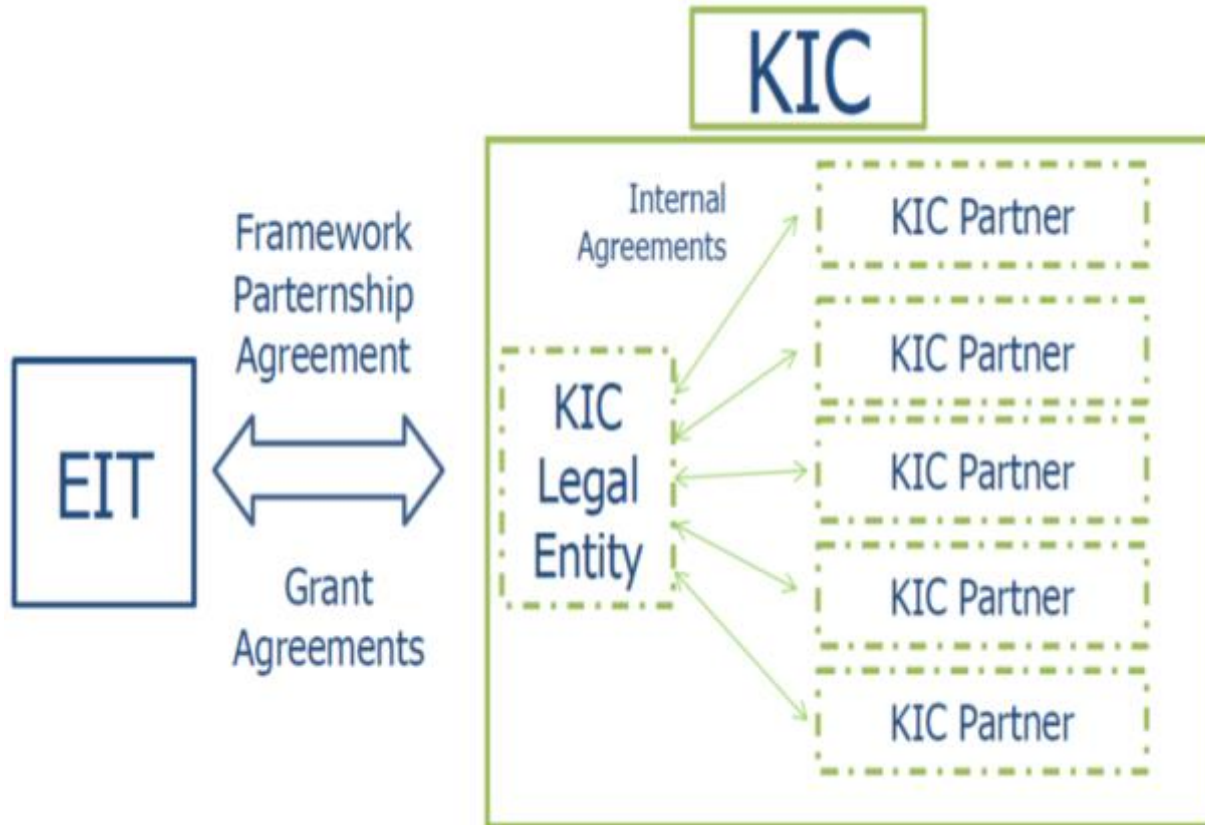
# European Institute of Innovation and Technology



- EU instrument for **promoting innovation** in Europe
  - Legally established in 2008 as an independent agency within the EU
- Funds “**Knowledge and Innovation Communities**” (KICs)
  - Official call and selection of 3 KICs during 2009
  - KICs fully operational in **October 2010**
  - **New KICs 2014:** healthy living and active ageing & raw materials

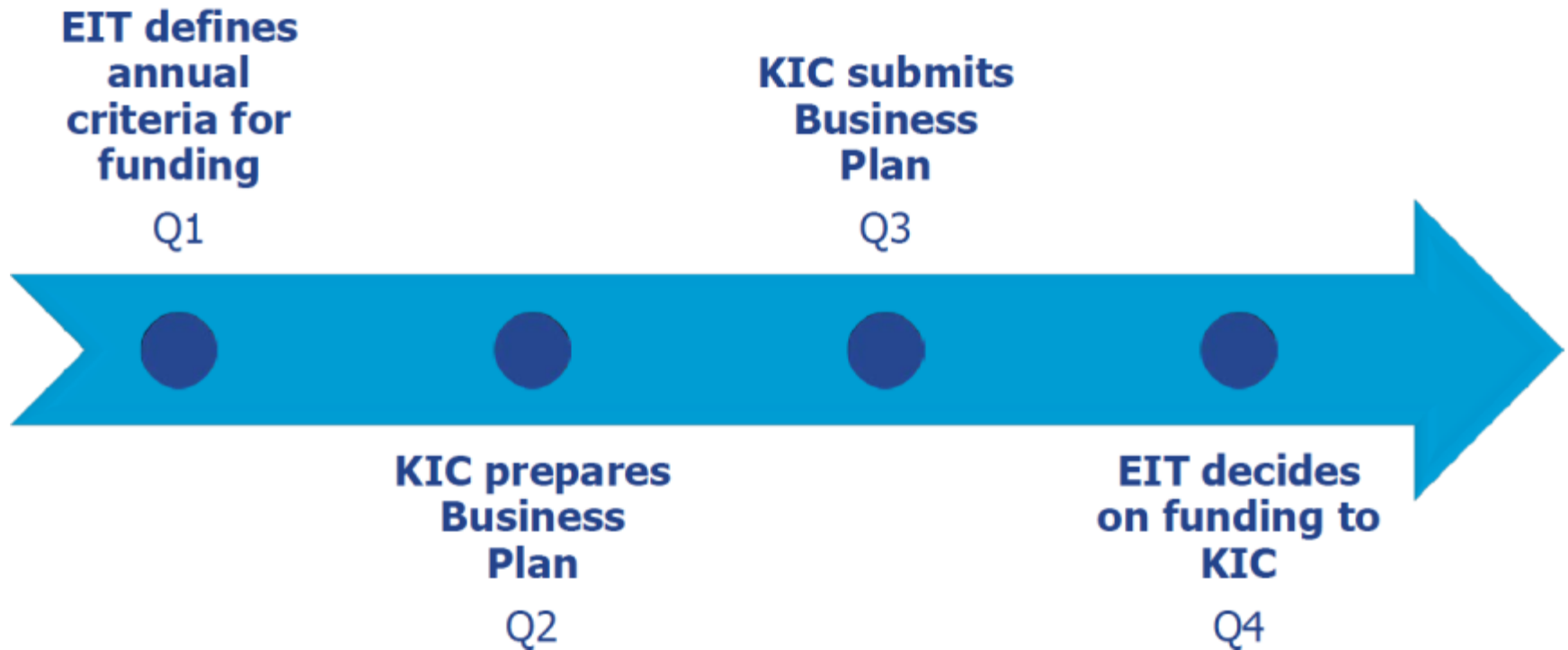


# Contractual Relations between the EIT and the KICs



- Seven year FPA Implemented through annual funding decisions (GAs);
- Internal agreements Regulate the long term relationship between the KIC and the Partners;
- Based on the GA partners sign PGAs on annual basis.

# The Annual Funding Decisions





# **KIC ACTIVITIES AND THE EIT ICT LABS MODEL**

# KIC Activities – Basic definition by the EIT



## ■ Portfolio of **integrated activities** from:

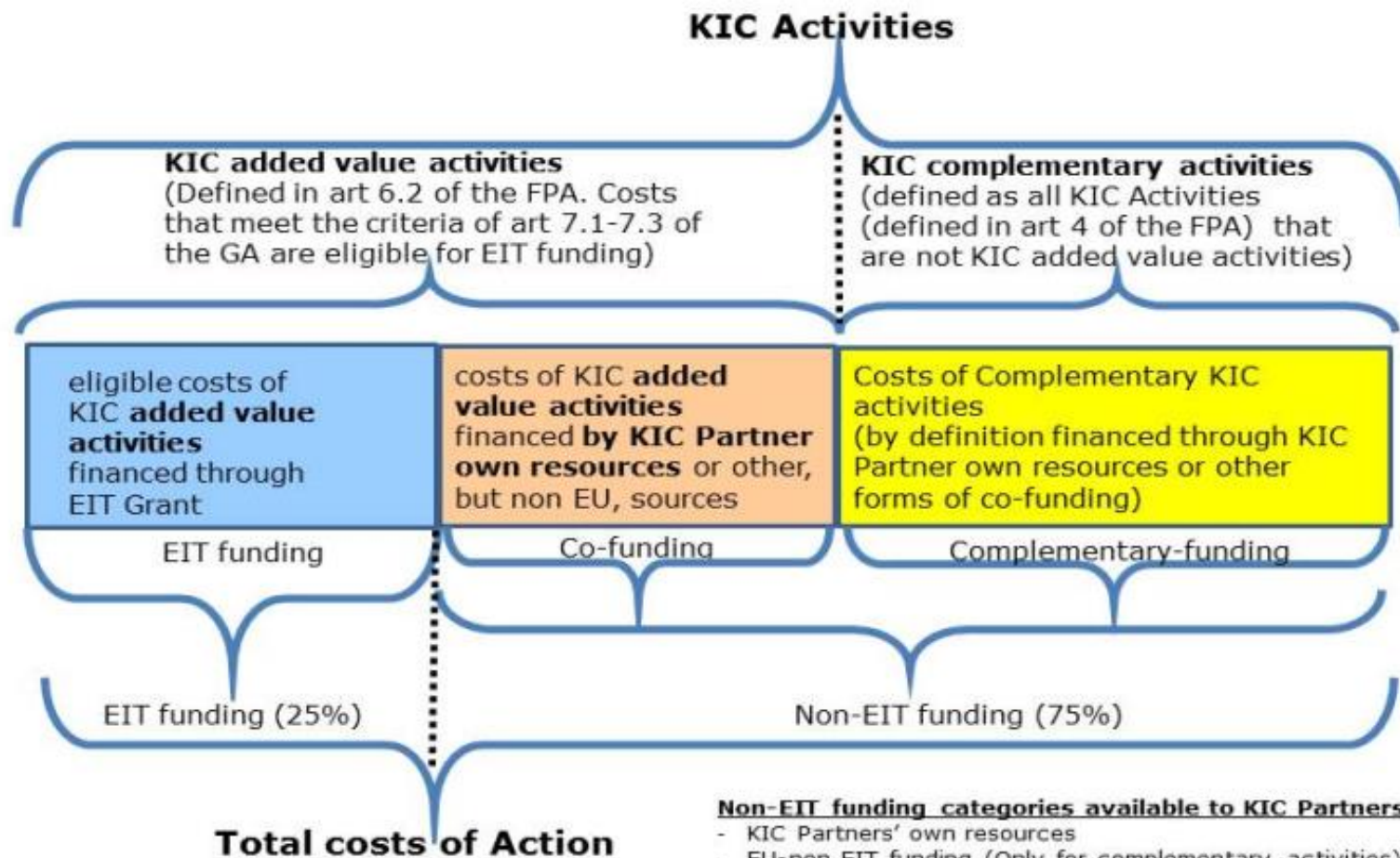
- Education
- Research and Innovation
- Entrepreneurship

- Contributing to the **integration of the knowledge triangle** and the overall objectives of the EIT
- Establishment, administrative and coordination activities
- **May** be financed up to 100% by the EIT

- Having a **clear and described link** with at least one KIC Added Value Activity
- Not financed by the EIT



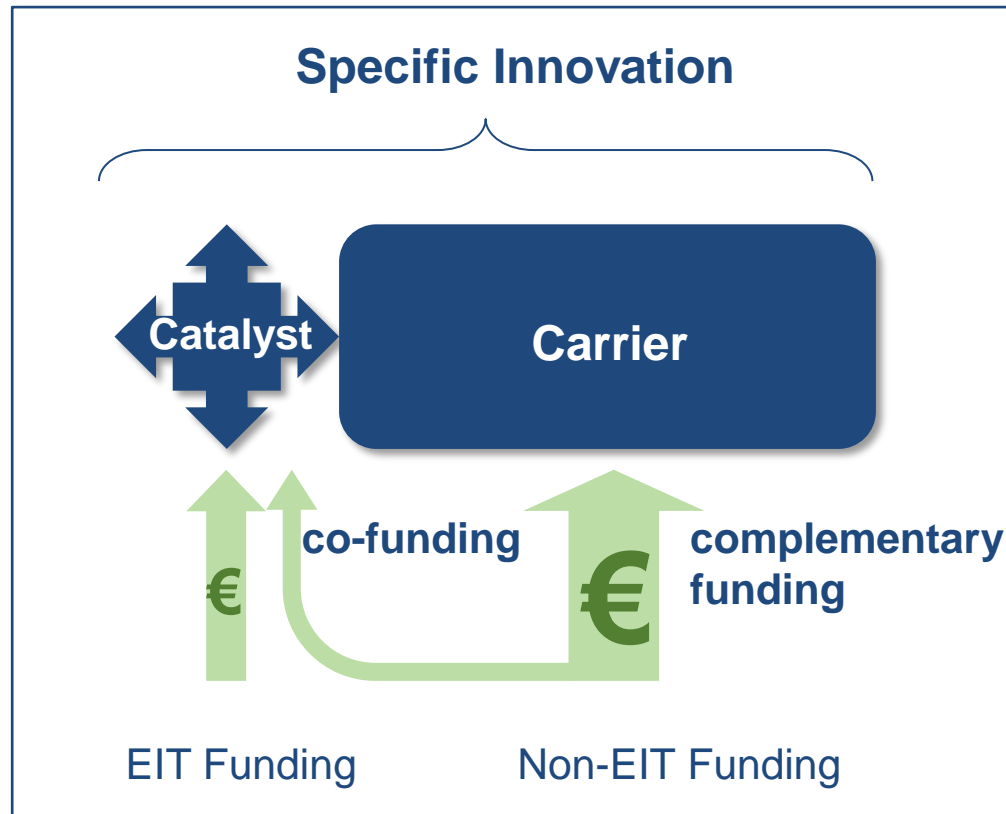
# KIC Activities - Cost Structure from FPA



**Non-EIT funding categories available to KIC Partners:**

- KIC Partners' own resources
- EU-non EIT funding (Only for complementary activities)
- National/Regional funding
- Private (e.g. donations).
- Other funding

# EIT ICT Labs – Catalyst-Carrier model

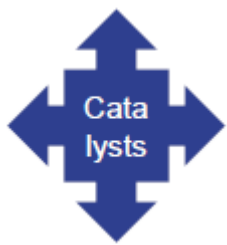


A Carrier, basically, is an **existing project**, that is being/has been carried out by the KIC Partner itself or in cooperation with other entities, and it is in line with the nature of the KIC activities.

Some examples would be:

- EU Projects (e.g. FP7/ITEA)
- Industrial projects
- National/regional-funded projects (e.g. FESR)
- Internal projects (own resources)
- Living Labs





# EIT ICT Labs – Catalysts



Catalysts are a set of instruments, classified as:

- Common
- Education
- Research
- Business

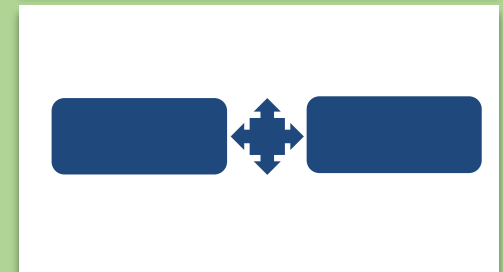
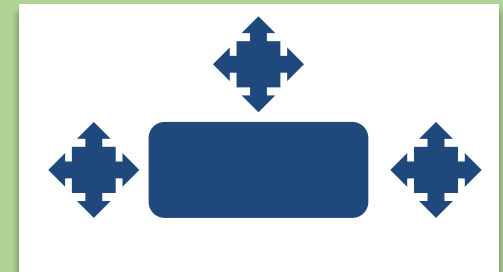
which, typically, are intended to valorize the results of the Carrier projects, in terms of innovation

KIC Infrastructure Catalysts		
<b>KIC Management</b> reserved for central management	<b>Co-Location Centres</b> lead Nodes and CLCs towards world-class innovation hotspots	<b>Innovation Radar</b> create strategic business intelligence on the future of ICT for defining the innovation portfolio of EIT ICT Labs
<b>Innovation Leader</b> leads an Action Line or Activity towards its goals	<b>CLC Mobility Program</b> foster inter-CLC mobility of educators, researchers and innovators	
Education Catalysts	Research Catalysts	Business Catalysts
<b>EIT - I&amp;E Education Program</b> provide integrated I&E education fulfilling the EIT label requirements	<b>Innovation Opportunity Scouting</b> identify and define a technology-based innovation opportunity	<b>Business Modelling</b> develop business scenarios and business models to increase the success rate of innovation incubation
<b>EIT Labelled Program Management</b> provide a platform for EIT labelled education	<b>Technology Maturation</b> raise the maturity of a technology-based innovation opportunity towards exploitation	<b>Technology Transfer</b> develop and execute exploitation plans for mature technological innovations
<b>I&amp;E Education Events</b> provide KIC branded education modules, events, and Summer/Winter Schools relevant for and integrated with Action Line Activities	<b>Technology Experimentation</b> validate experimentally the technical, user and/or business performance of a technology-based innovation	<b>Strategic Coaching</b> develop and execute "Go-To-Market" and growth strategies
<b>Disruptive Education Modalities</b> provide new education formats such as remote and life long education and industry driven education	<b>Open Source Booster</b> boost the exploitation of OSS by industries and relevant communities	<b>Soft Landing</b> accelerate European growth of innovative companies
<b>Scholarships for EIT Labelled Education Programs</b> attract top talent students to participate in EIT labelled education programs	<b>Standards Booster</b> identify and promote contributions from KIC activities to standards	<b>Access to Finance</b> support the access to capital and increase investment readiness

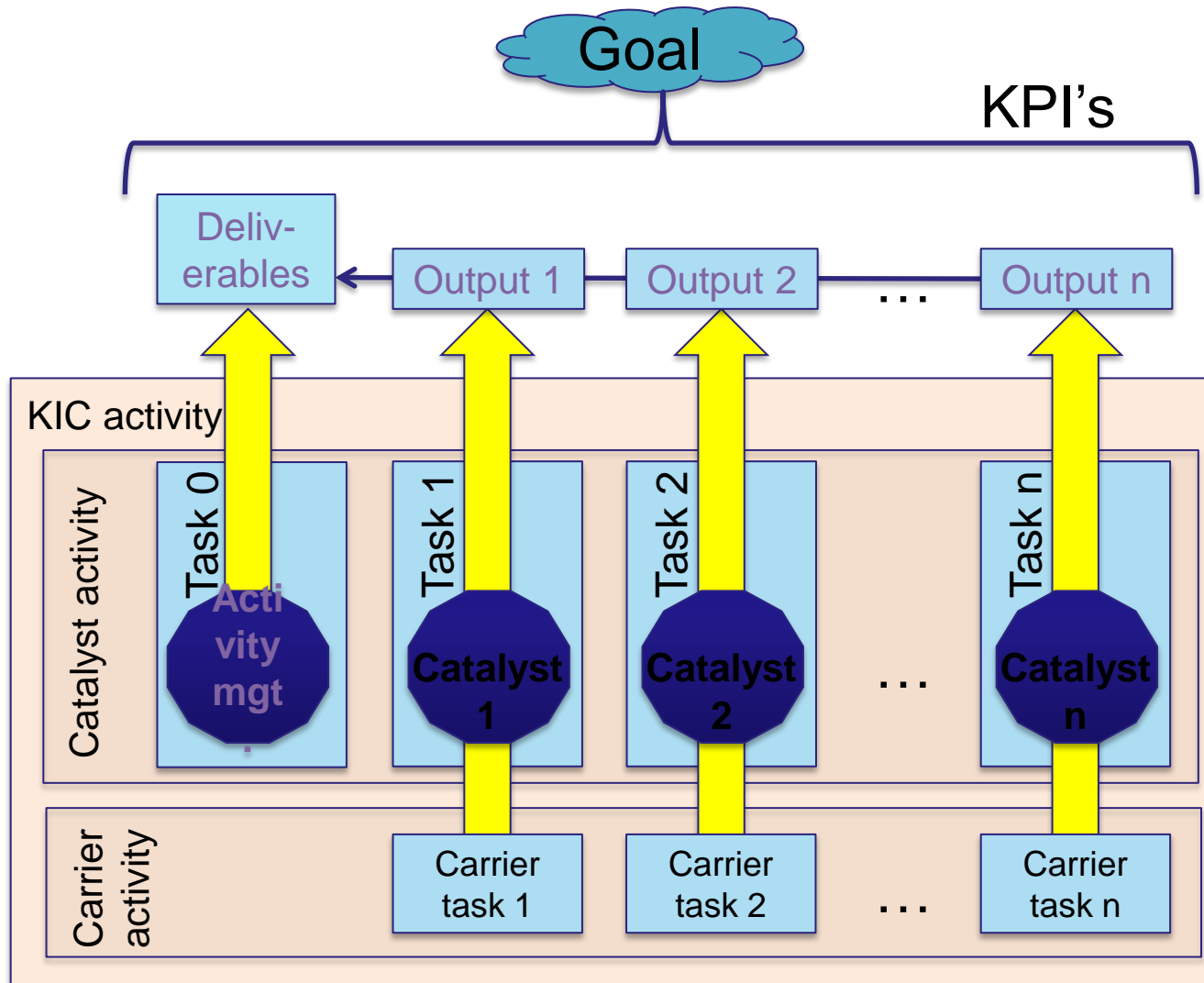
# EIT ICT labs Activities



Activities can have **different configurations** of catalysts and carriers: they can consist of one or more Catalysts applied to one or more Carrier projects



# What is an Activity made of?



KPIs track progress towards the overall impact goal.

Activity deliverables summarize / embody the per-task outputs at KIC activity level.

Catalysts are applied to carriers to produce specific outputs.

Catalyst tasks - funded by EIT (+ co-funding)  
Management task is up to 100% EIT-funded.

Carrier tasks - funded by complementary funding (EU, national, partners own resources, 3<sup>rd</sup> parties).



# **CALL FOR ACTIVITIES 2015**

# Access via the EIT ICT Labs Intranet



<http://www.eitictlabs.eu/home/>

1. Go to the EIT ICT Labs Webpage

2. Enter by clicking the link "Intranet"



Please fill in username and password.

Username:   
Password:

[Forgot your password?](#)

Is this your first time? Then register [here](#)

3. Enter the registration process and provide your information on the following pages

4. Submit your information. After your e-mail address has been verified you will receive a confirmation e-mail containing a temporary password (may take up to 24 hours)



# Call 2015 Novelties



- **More than two months duration of the call for proposals (including an adjustment period):**
  - The Call has **opened on March 24**, 2014, with the publication of the [EIT ICT Labs Call for Proposals 2015](#);
  - It **closes on May 16**, 2014, at 6pm CET (“submission deadline”). After the deadline, no Activity Proposals or Offers for Contribution will be accepted;
  - Remarks and improvement suggestions from the Quality Team (**until May 29**).

# Documents Available on the Intranet



## Supporting Documentation

- [Strategic Innovation Agenda 2014-2016](#)
- High Impact Initiative Descriptions (Per Action Line)
- [Catalyst Tutorial](#)

## Create and Submit Proposals

- For Activity Proposals, [go here for instructions](#) or directly to the [PromiseSuite Submission System](#)
- For Offers for Contribution to High Impact Initiatives, [read the instructions](#) and download the [Excel template](#)

## Background Documentation

- [Business Plan 2014](#) and [addendum](#)
- [Annual Report 2013](#)
- Financial Aspects ([Grant Agreement](#); [EIT Financial Guide](#); [Budget Justification Section](#))
- [KPI overview](#)
- [Education Area](#)

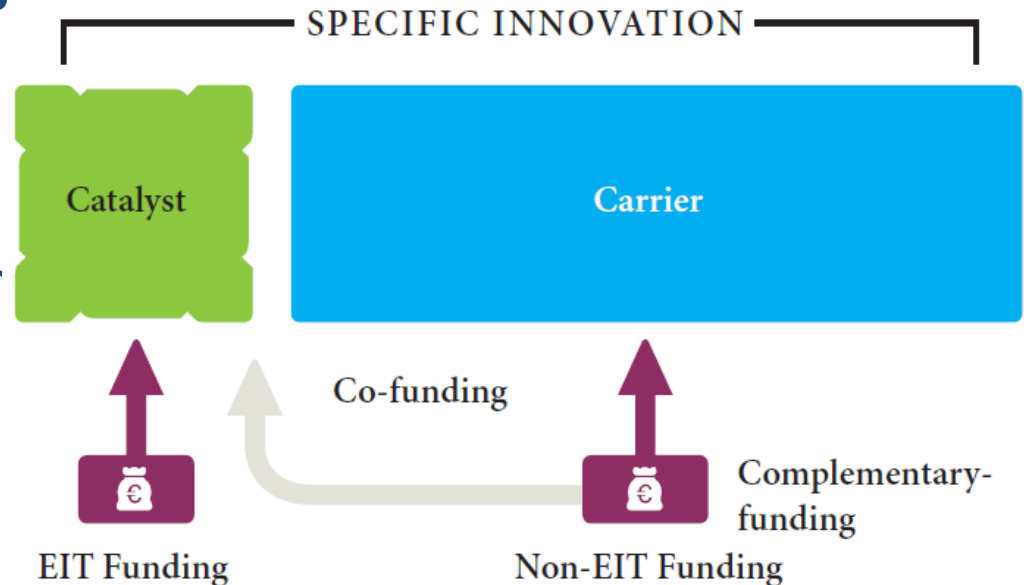
## FAQs

# **PROPOSALS PREPARATION AND SUPPORT**

# Activity Proposals – Approach



- Important: **Start planning the proposal from the Carrier!**
- Catalysts are intended to valorize the results in terms of innovation
- **Note:** Carrier projects are considered as valid, in terms of application, of a (set of) Catalysts over a certain **temporal window**



(Carrier Activity funding eligibility - not yet known)

# Activity Proposals - Submission



- Both existing and new **Activities must be prepared and submitted via the PromiseSuite Submission System via the EIT ICT Labs Intranet;**
- Can be **edited only by the Activity Leaders and one additional person** - assigned as co-editor;
- Activity **Proposals can be saved and re-edited** until the closing of the call – **the system contains a number of checks**, which have to be passed;

# A Glance at the PromiseSuite Submission System






EIT ICT Labs  
INTRANET



## Call | Activity Proposals

View	Edit	Final Submit	Code	Existing Activity Code	Activity Name	Action Line	Created On	Created By	A
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

No records to display.

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# A Glance at the PromiseSuite Submission System



1. Header    2a. KIC Activity    2b. Business Proposition    3. Catalysts Workplan    4. Remarks

Select Action Line for Proposed Activity		★	Select Action Line (Required)
Action Line Leader		★	Select Action Line Leader from dropdown list (Required)
Email Action Line Leader			<input type="text"/>
Business Developer		★	Select Business Developer from dropdown list (Required)
Email Business Developer			<input type="text"/>
New or Existing Activity		★	<input checked="" type="radio"/> New Activity <input type="radio"/> Continuation of Existing Activity
New Activity : Proposed Activity Name		★	<input type="text"/>
Activity Web Site (if applicable)			<input type="text"/>
Generated ID			<input type="text" value="15019"/>
Lead Partner		★	Select Lead Partner from dropdown list (Required)
Activity Leader of Lead Partner		★	Select Activity Leader from dropdown list (Required)
Email Activity Leader			<input type="text"/>
Start / End Date		★	<input type="text" value="01-Jan-2015"/> <input type="text" value="31-Dec-2015"/>

Save

Check and Save



# Offers for Contribution for High Impact Initiatives



- Must be **prepared via the Excel-template** that is available on the Intranet **and submitted** prior to the submission deadline **by e-mail to [HII@eitictlabs.eu](mailto:HII@eitictlabs.eu)** and the **responsible Action Line Leader**;
- The **Action Line Leader** will update the **HII Activity description in the PromiseSuite Submission System** - to always reflect the latest status and include all Offers for Contribution that have already been submitted;
- Task entries **for the Partners that have not been selected will be removed** from the HII Activity description.



# Financial Aspects



The tab “**Catalyst Workplan**” contains the budget justification:

- Financial information + the Partner commitment in FTEs + **capex/infrastructure, sub-contracting and sub-granting** budgets

**In 2015:**

- Partners may benefit from simplified reporting for **Unit Costs and Lump Sums** - detailed conditions provided in Annex IV of the Grant Agreement
- **Alignment with the Horizon 2020** rules for participation:
  - Indirect Cost at flat rate of 25% excluding sub-contracting and sub-granting. **For budgeting purposes the Indirect Costs are assumed included in the personnel and capex/infrastructure budget**
  - **For Carrier Tasks, budgets should be separated out per year**
    - If a Carrier FP7 project will run from April 1, 2013, until December 31, 2015, three budget lines are required: 2013, 2014 and 2015.

# Our Support



## ■ Proposal Clinics:

- A short (typically 1 hour) session where we provide you with an interactive evaluation of your idea;
- In a coordinated action with Business Developers we will provide you with a proposal clinic summary template and send you the list of available pre-defined time slots to choose from.

## ■ Budget Template



## ■ Proposal Template

- to facilitate collecting information from Partners and entering it into the PromiseSuite system



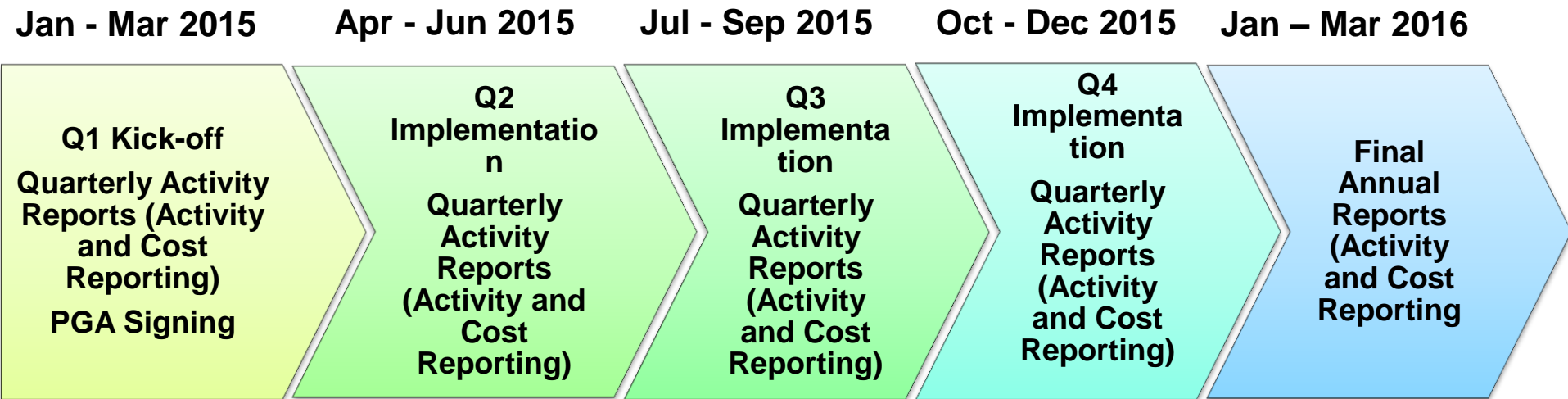
# WHAT HAPPENS AFTER THE CALL CLOSES

# Activity Proposals Review Process



- **Review Process** for each formally submitted Activity Proposal (within the deadline) - based on the submitted version;
- For each submitted proposal, a **new feedback tab** has been created in the Submission System containing:
  - the **remarks and improvement suggestions** from the Quality Team (until May 29)
  - the **feedback to the proposal authors after the final selection** (end of June)
  - the **allocated budget and the required modifications** to the submission that have to be implemented (by July 25).

# Activity Implementation





Thanks for your  
attention!

**Q&A**