



Grant Agreement No.: 871498  
Call: H2020-ICT-2018-2020

# GUIDELINES FOR APPLICANTS

DAPSI 1<sup>st</sup> open call for proposals

Closing Date for Proposals:  
Wednesday, 22<sup>nd</sup> April 2020 at 12:00 (noon) CEST

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## 1 OVERVIEW AND SUMMARY OF THE OPEN CALL

DAPSI, the Data Portability and Services Incubator, is a European project funded by the European Commission under the European Union's Horizon 2020 Research and Innovation Programme, and part of the European Commission's Next Generation Internet (NGI) initiative.

It was launched in November 2019, to empower top internet innovators to develop human-centric technology solutions addressing the challenge of personal data portability on the internet as foreseen under the GDPR as well any other interesting topics related to data and service portability including free-flow of personal data.

DAPSI will support some 50 projects through a total of three open calls in the coming three years, distributing a total amount of €5.6M.

This 1st Open Call aims at selecting about 15 projects led and executed by developers, innovators, researchers, SMEs and entrepreneurs among others, actively involved in research, development and application activities in the field of Data and Service Portability. The selected projects should have potential to entail a substantial advance in the state of the art, delivering new services with potential to improve the internet infrastructure and/or reach the market in the short run.

The call is open for submission from 20<sup>th</sup> February 2020 until 22<sup>nd</sup> April 2020, at noon (12 p.m.; CEST).

DAPSI will support the selected third parties through a 9-month programme where experts in diverse fields will provide a successful working methodology, access to top infrastructure, training in business and data related topics, coaching, mentoring, visibility and community building support. This programme is divided in two different phases:

- DAPSI's **Phase 1** (about 5 months duration), will help the selected teams to clearly detail the R&I activities and related use case to be carried out and will provide them with funding (up to € 100,000), technical and non-technical

support services and potentially access to FIWARE Lab Infrastructure. By the end of this phase, the selected teams will deliver at least a first prototype of their solutions to demonstrate how their solution shall look like and will operate.

- From the pool of teams participating in Phase 1, the 10 best teams selected by a panel of qualified experts will get into **Phase 2** (about 4 months duration) where they will implement an operational and viable solution (e.g. MVP (Minimum Viable Product) or service or similar). They will receive an additional funding (up to € 50,000) and support with a pack of technical and business-related services as well as access to top infrastructure, if needed.

## 1.1 WHAT TYPES OF PROJECTS WILL BE ELEGIBLE?

Projects must be based on innovation and research components that are relevant for Data and Service Portability. The low technology maturity and the lack of standards in the Data and Service Portability field require advancing the state of the art, hence the participation of innovators and research groups is essential. The teams will work to demonstrate that the proposed solution progresses from the beginning of the project, reaching a higher maturity level by the end of the programme. Thus, projects must evidence a substantial progress.

These projects should address at least one of the challenges described below. It is highly recommended to use Free and Open Source Licenses (i.e. Open Source Hardware and Free and Open Source Software) and Open Standards. If not, it should be duly justified.

## 1.2 WHAT ARE THE SUBDOMAINS TO BE ADDRESSED?

NGI DAPSI will support projects on data and service portability in general including the following sub-domains:

- **Data Transparency** for a more transparent personal data storage and a more fine-grained data transfer when exercising personal data access rights;

- **Data Compatibility & Interoperability** to facilitate switches between service providers;
- **Security & Privacy** of consumers when their personal data are transferred from one provider to another.
- Other Data and Service portability projects

The subdomains are not separate but merge into one another. This transition can be fluid.

The results of the funded projects should be compliant with Open Licences (i.e., Open Hardware, Open Software and/or Creative Commons) and advance the state of the art.

An indicative list of possible areas of concern/opportunities (specific topics) is provided below.

Notice that proposers may use these suggestions as inspiration for developing their use cases or may address additional fitting topics for which they have clearly identified a user need or market demand.

## DATA TRANSPARENCY

Whenever private citizens exercise a data access right, companies must answer within a legally defined period of time. However, they do not have to follow any specific data structure. This sub-domain concerns personal data storage that is clearly structured in order to be able to answer personal data requests in a more fine-grained fashion (e.g. obtain specific personal information rather than a text block). Solutions might follow best practices and adopt standard structures (e.g. vocabularies, metadata descriptions, and formats), while at the same ensuring that all the legal clauses are respected. More data transparency also improves data traceability when ported across different providers. Often a combination of user experience (UX), legal and technical challenges need to be taken into consideration.

Possible areas and aspects of work are therefore the following (a combination of which is also welcome):

- Best practices, technologies, or data frameworks that enable the user to more easily get an overview of which data has been collected, stored, manipulated, and analyzed. Solutions should ensure proper treatment of the data (e.g., via tamper-proof timestamps, data watermarking, sticky labels, blockchain), assuring the control of the traceability, and keeping an eye on the overall personal data life cycle (capture, processing, analysis, storage etc. of data).
- Design, implementation, and deployment of data visualization tools that improve user understanding of the structure and interrelationship of data. Solutions should address issues such as defining the minimum needs of the personal data and consider visualizing different types of data, including, for instance, 'hidden' metadata.
- Frameworks, best practices, or technologies that formalize the conditions (purpose-based access control, security, and privacy measures) as well as legal compliance aspects.
- Best practices and user interfaces that present the - privacy conditions to the user in such a way that the user understands the content (clear and understandable language in a user-centered design), can personalize the privacy settings (negotiation) and enables consent management. Solutions should enable the users to actively choose their privacy settings, knowing all potential consequences a certain setting could have for their privacy (data sovereignty).

## DATA COMPATIBILITY & INTEROPERABILITY

Data portability enables the transfer of personal data from one environment to another, for instance, during switches between providers. These environments are often not directly compatible. One goal of data portability is to break data silos and enable individuals to control their personal data and use it to their benefits. This sub-domain is therefore dedicated to the development of specific methods and tools that transfer users' data from one environment to another with as little effort as possible. The FAIR<sup>1</sup> principles, as well as syntactic and semantic interoperability, must be taken

<sup>1</sup> FAIR: findability, accessibility, interoperability, and reusability

into account here. Solutions should also make use of open technologies, common shared formats, structures, and standards, where applicable. If it becomes necessary to develop a new standard, this must be well argued. It must be ensured that the standard-setting process involves relevant stakeholders and standardization committees and is efficient at the same time. A clear high-level definition is necessary.

Possible areas and aspects of work provided as example are the following (a combination of which is also welcome):

- Implementations featuring researched and evaluated models for interoperability, allowed open formats and open specifications of domain-specific data structures (e.g. a catalogue of basic standards and tools to transform between them).
- Design and develop standardized vocabularies and ontologies describing relevant domains and their exploitation to structure personal data in order to facilitate data transfer without giving away company secrets or violating legal duties and obligations (taking already available GRPR-compliant efforts in developing data privacy vocabularies into account).
- Tools or methods for semi-automatically converting data from one format to another (e.g., generic (semantic) mapping technologies, generic open API technologies, lifting/lowering concepts). The solutions should tackle issues such as loss-less transmission, dealing with incompatible data formats, and data correctness. Using these tools should be as transparent as possible for the user.
- Design, implementation, and deployment of support structures for start-ups and SMEs within the implementation of standards or data conversion tools in the Data Portability field and with relation to GDPR.
- Other open questions, which often touch these areas are:
  - How to retain specific functional requirements in data storage while standardizing data?
  - How to design a cross-domain data model architecture with an embedded trust model?

- Dealing with the user's (gesture of) consent that the old provider should transfer data to the new provider. Is it the new provider pulling from the old, the old one pushing to the new, or is there an interim broker that first pulls from the old, and then pushes to the new?

## SECURITY & PRIVACY

When transferring sensitive data between entities, privacy and security measures are always important. This concern does not just require secure data encryption and transmission during a transfer, but should also consider the data content per se, i.e., ensure that only the intended data is transferred, whether rights granted to the first party can be transferred together with the data and whether the individual user is fully aware of the implications. Solutions must ensure that the state of the art is appropriately included, and good data protection practices for data subjects are used.

Possible areas and aspects of work are the following (a combination of which is also welcome):

- Innovative demonstrations that build on and evaluate existing (or emerging) best practices regarding:
  - the concept of (inverse) privacy and personal data ownership;
  - legal powers concerning further processing of the personal data and methods for depersonalizing;
  - the synchronization of user expectations and experiences with the existing legal and technical constraints;
  - services for user awareness in the field of privacy and security implications.
- Pilot implementation of concepts ensuring that data protection within a company is observed. Solutions tackling issues such as:
  - compliance with the data protection guidelines and the conditions specified by the user for the use of the data;
  - dealing with conflicts in case of data breaches (e.g., notifying users in case of sharing with unauthorized third parties);



- secure storage;
- full anonymization/pseudonymization of data.
- Rules and approaches for the deletion of data and for ensuring the right to be forgotten.
- Solutions that ensure the (syntactic and semantic) correctness and integrity of data when it is transferred to another controller.
- Tools and services based on methods, concepts or best practices that seek to minimize security risks during data porting (including topics such as decrypted/encrypted communication, generic data obfuscation technologies, generic data anonymization technologies, proof of identity, access management, data provenance, security audit). The minimization or elimination of third parties required to make data encryption and transmission more secure should be duly considered here.

### 1.3 WHAT HAPPENS AFTER THE PROPOSALS ARE SUBMITTED?

Immediately after the submission deadline (22<sup>nd</sup> April 2020 at noon) is over, the evaluation process begins (as described in detail in Section 3 of this Guide).

Experts will evaluate proposals submitted through the online system and score them adequately to the quality of the content presented. The goal of the process is to select around 15 proposals with the highest scores that will be invited to join the programme<sup>2</sup>.

<sup>2</sup> The exact number of selected projects will be subject to available budget.

## 2 ELIGIBILITY CRITERIA

**All applicants will have to abide to all general requirements described in this section to be considered eligible for DAPSI.**

Therefore, please read this section carefully.

### 2.1 TYPES OF BENEFICIARIES

The target audience of this call are:

- Internet technologists, researchers and innovators
- Researchers and developers employed in third-level education institutes, research infrastructures, non-profit organisations and charitable (scientific) foundations and research centres or enterprises among others.

These expert profiles can apply as individuals or linked to a legal entity. Hence, the participation is possible in two ways:

- **Natural person(s):**
  - One or more individuals (team);
  - established in any eligible country (see section 2.2). This does not consider the country of origin but the residence permit.
- **Legal entity:**
  - one or more entities (consortium);
  - established in an eligible country (see section 2.2);
  - universities, research centres, NGOs, foundations, micro, small and medium-sized enterprises (see definition of SME according to the Commission Recommendation 2003/361/EC)<sup>3</sup> working on internet or/and other related technologies are eligible. Large enterprises cannot participate.
- any **combination** of the above

<sup>3</sup> SME definition: [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

In addition, the following conditions apply:

- The organisations or individuals applying should not have convictions for fraudulent behaviour, other financial irregularities, unethical or illegal business practices.
- The participating organisations should not have been declared bankrupt or have initiated bankruptcy procedures.

## 2.2 ELEGIBLE COUNTRIES

Only applicants legally established/resident in any of the following countries (hereafter collectively identified as the “Eligible Countries”) are eligible:

- The Member States (MS) of the European Union (EU), including their outermost regions;
- The Overseas Countries and Territories (OCT) linked to the Member States<sup>4</sup>;
- H2020 associated countries (those which signed an agreement with the Union as identified in Article 7 of the Horizon 2020 Regulation): according to the updated list published by the EC<sup>5</sup>;
- The UK applicants are eligible under the conditions set by the EC for H2020 participation at the time of the deadline of the call.

## 2.3 LANGUAGE

English is the official language for DAPSI open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the DAPSI programme. This means any requested submission of deliverables will be done in English in order to be eligible.

<sup>4</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.

<sup>5</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cpart/h2020-hi-list-ac\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf)

## 2.4 MULTIPLE SUBMISSIONS

### **Only one proposal will be accepted for funding per applicant.**

Given the fact this call is a competitive one, and the third parties will focus in a specific challenge, **only one proposal per applicant will be evaluated**. In the case of a multiple submission, only the last one received (timestamp of the system) will enter into our evaluation process, the rest being declared as non-eligible.

If the last submitted proposal is declared then non-eligible or fails to reach the thresholds of the evaluation, the other proposals submitted earlier will not be considered for evaluation in any case.

In the case of applicants participating as natural person (or group of individuals):

- The same individuals will be selected for funding only once, as in the case of a legal entity.
- If an individual is taking part in several teams:
  - The members of the other teams will be informed about the participation of an individual in multiple teams.
  - The individuals participating in multiple teams will be requested to select only one proposal and will be removed from the others.

## 2.5 SUBMISSION SYSTEM

Only proposals submitted through the Open Call submission tool (F6S platform) at <https://www.f6s.com/> and within the Call duration will be accepted. Proposals submitted by any other means, will not be evaluated.

Only the documentation included in the application will be considered by evaluators. It will be composed by a form with administrative questions to be completed directly in the platform and the proposal description attached in PDF format.

The information provided should be actual, true and complete and should allow the assessment of the proposal.

The regular functioning of the F6S platform limits to one application submission per F6S user in each call. If an F6S user wishes to submit more than one application, for example on behalf of different legal entities, the F6S user should request support from the F6S support team ([support@f6s.com](mailto:support@f6s.com)) at least 10 days prior the open call deadline.

## 2.6 DEADLINE

Only proposals submitted before the deadline will be accepted. After the call closure no additions or changes to received proposals will be taken into account. The deadline for this call is **22<sup>nd</sup> April 2020, at 12.00 noon (midday)**.

## 2.7 ABSENCE OF CONFLICT OF INTEREST

Applicants shall not have any actual or/and potential conflict of interest with the DAPSI selection process and during the whole programme. All cases of conflict of interest will be assessed case by case. In particular, **applicants cannot be DAPSI Consortium partners or affiliated entities nor their employees or co-operators under a contractual agreement.**

## 2.8 OTHER

Each applicant must confirm:

- It is not under liquidation or is not an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18,
- Its project is based on the original works and going forward any foreseen developments are free from third party rights, or they are clearly stated,
- It is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority,

### 3 EVALUATION PROCESS

The evaluation process is shown in the following figures:

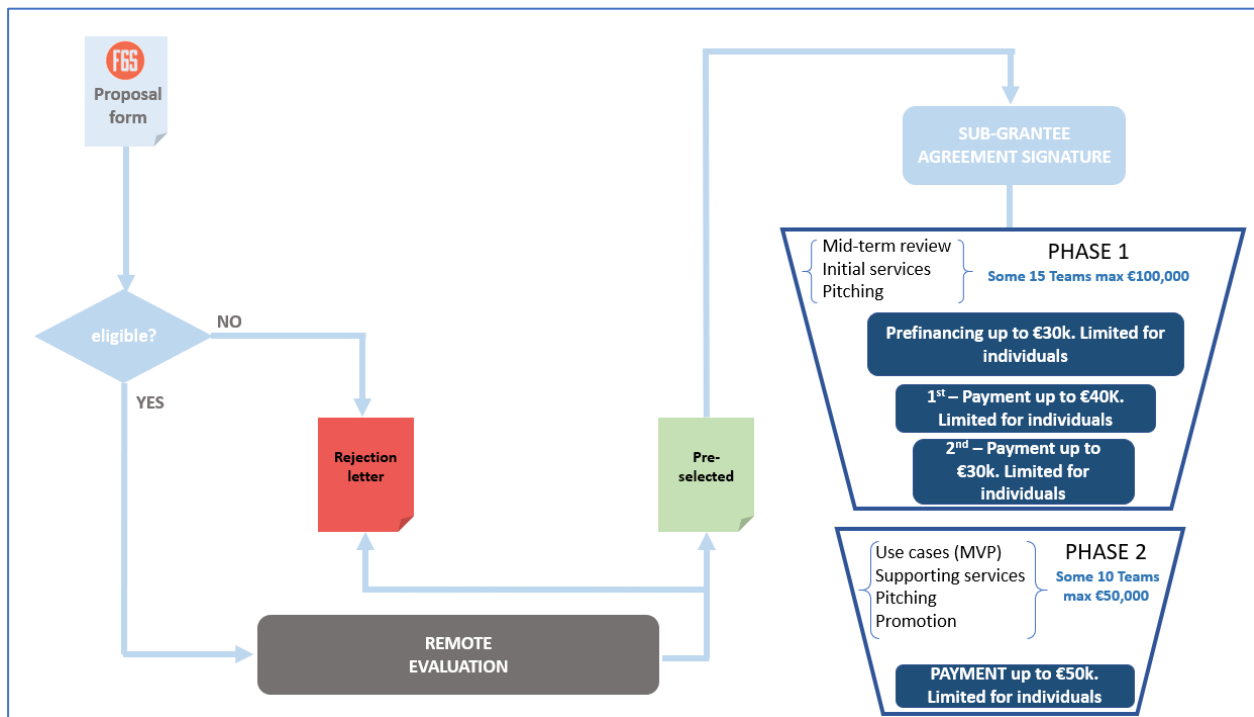


FIGURE 1: DAPSI EVALUATION PROCESS SCHEME

Each of the stages will have a set of criteria to access the next stage but also to raise the obligation from DAPSI consortium on the financial support. The following paragraphs provide a detail set procedures and criteria at the time of evaluating and awarding the financial support to the third parties.

#### 3.1 EVALUATION PROPOSALS AND ACCESS TO DAPSI PROGRAMME

1. Proposals reception: via F6S.
2. Eligibility filter: An automatic filtering to discard non-eligible proposals will follow the short list. Eligibility check will verify that applicants should be

registered in an EU Member State or a Horizon 2020 associated country. In addition, the uniqueness of the proposal, the existence of the same proposal selected by DAPSI in the previous call(s), etc.

3. Remote evaluation: After the eligibility filter, the final shortlists for evaluation will be created. Then, the proposals will be given to the external evaluators bound by confidentiality agreement. Every proposal will be evaluated by two different experts. The criteria for evaluation will be:
  - Excellence & innovation (40% weighting).
  - Expertise and excellence of the proposed team (30% weighting)
  - Project planning and value for money (30% weighting)

The experts will score each award criterion on a scale from 0 to 5 (half point scores may be given):

- 0 = Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1 = Poor: criterion is inadequately addressed or there are serious inherent weaknesses.
- 2 = Fair: proposal broadly addresses the criterion, but there are significant weaknesses.
- 3 = Good: proposal addresses the criterion well, but a number of shortcomings is present.
- 4 = Very good: proposal addresses the criterion very well, but a small number of shortcomings is present.
- 5 = Excellent: proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

For each section, the minimum threshold is 3 out of 5 points. The default overall threshold, applying to the sum of the three individual scores with the corresponding weight each, is 12.

The result of this phase is a shortlist of proposals that will be presented for validation/final selection during the Consensus Meeting.

4. Consensus meeting of the evaluation panel: Following the individual evaluations, a consensus meeting of the evaluation panel will be organised.

During this meeting, a final ranking will be agreed and where necessary an additional review of projects for which there was a lack of consensus in terms of scoring by individual evaluators or for which additional clarifications are required will be undertaken.

5. The DAPSI consortium will then formally approve a list of projects within the limits of the available funding.
6. Approval by European Commission prior to contracting: The list of selected projects will be submitted to the European Commission for final screening.
7. Communication of Results: Every applicant will receive via e-mail:
  - An Evaluation Summary Report (ESR)
  - A letter informing of rejection decision, invitation to negotiation and following steps.

## 3.2 NEGOTIATION PROCESS

The objective of the negotiations is fulfilling the legal requirements between DAPSI consortium and every selected project of the call. The items covered will be:

- **Status information of the beneficiaries:**

- For legal entities:

- **Legal existence.** Company Register, Official Journal and so forth, showing the name of the organization, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent)

- **In the specific case of enterprises:** Additional documents to prove the SME condition:

If the applicant has been fully validated as an SME on the Beneficiary Register of the H2020 Participant Portal, the PIC number must be provided. The following documents will be required to prove the status as an SME if the applicant has not been fully validated as an SME on the Participant Portal:



1. SMEs check list: signed and stamped.

In the event they declare being non-autonomous: the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations

2. **Status Information Form.** It includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company.

3. **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.

- For natural persons (individuals):
  - A copy of the ID-card or passport of participant(s) in the project team will be required.
  - A proof for every participant in the project that (s)he is legally established and working in an eligible country (see section 2.2).
- **Bank account information:** The account where the funds will be transferred will be indicated via form signed by the entity, individuals and the bank owners. The holder of the account will be the legal entity and/or all the individuals (or the coordinator of the group on its own if allowed by the other team members).
- **Sub-grantee funding agreement:** Signed between the DAPSI Consortium (represented by its coordinator Zabala Innovation Consulting.), and the beneficiary/ies.

The information request, by DAPSI consortium will be done including deadlines. Failing to meet the deadlines requested will directly end up the negotiation process.

## EVALUATION OF PHASE 1

The selected DAPSI teams will have an initial set-up KPIs (by the coaches) to set clear and objective indicators to which the funding will be linked. The assessment of the KPIs execution will be done twice, at midterm of the period (in a remote way) and at the end. Selected teams will be requested to attend two internal events during this phase. The first event (Kick off) will be devoted to knowing the different third parties and their ideas of project to be developed. This event will take place at the beginning of the Phase 1, in September 2020 and its attendance is mandatory to receive the pre-financing. In the midterm, there will be another evaluation but in a remote way to follow up the progress of the teams according to the KPIs defined. Finally, there will be a final face to face event during January 2021 to evaluate the teams and their initial version of use cases.

The mid-term assessment will be carried out by an internal coach, who will be in charge of the follow-up process of each of the teams. Payments are linked to the degree of fulfilment of those KPIs in the two revisions. Only the teams with an average completion of an 80% of their KPIs will receive the funding. The final evaluation of the phase will finish with a pitch contest where the third parties will present their projects and the best will progress to Phase 2.

The jury selecting the winners will be formed by experts assessing the (1) Advance research of the state of the art and technological excellence, (2) business strategy and commercialisation potential of the use case, (3) Overall impression on the progress made with the grant.

## EVALUATION OF PHASE 2

In addition to the fulfilment of the KPIs in Phase 2, the third parties will be requested to attend a final event during May 2021. This event will be used to evaluate the teams on a face to face pitch contest. The teams will present a demo/MVP/service of their use case implemented, the research carried out and their business idea.

A panel of judges consisting of the DAPSI Advisory Board members (and consortium partners), who are experts in the field of Data Portability will assess the teams to release the final payment as well as the assessment of the coaches.

## MAIN REQUIREMENTS AS PART OF THE EVALUATION

As part of the evaluation of each phase, to monitor the progress and proper evolution of the teams, some requirements are defined:

- Delivery of a Project Plan at the beginning of Phase 1
- Physical presence during 2-3 meetings (kick-off at the beginning of Phase 1, Phase 1 review, Phase 2 review)
- Online presence to 80-100% webinars
- Online presence to individual mentoring
  - 2 sessions in Phase 1
  - 1 session in Phase 2
- Delivery of a Phase 1 short report
- Delivery of a Phase 2 short report

## 4 FINANCIAL SUPPORT PROVIDED

Selected teams will become part of DAPSI programme and will go through an exhaustive sequential process which will last 9 months and will be composed of 2 phases. Payments will be done in 4 instalments based on concrete results and the amounts will vary depending on the type of team (See Section 2.1 Type of Beneficiaries). Applicants participating as **natural persons will get a maximum of 37,5k€ for one individual and 75k€ for groups of two or more individuals. Legal entities could obtain up to 150k€.**

### PHASE 1

- **Beginning of the implementation and Pre-financing:** Each team will define a set of KPIs to be achieved with their coach during the first weeks of the Phase 1. These KPIs are different for each team and are related on the use case to be implemented. These KPIs will measure the technological advance, the progress in the business strategy if any, but also the commitment and involvement of the teams (i.e. attending periodic call meetings with the coaches, meeting the deadlines for reporting, etc). After this KPIs definition, and the attendance to a welcome event where teams, partners and coaches will know each other (attendance mandatory), a pre-financing of 20% will be released.
- **Mid-term review and first payment:** By the end of month 3 of the phase and at the end of the implementation period, the coaches will assess the KPI's percentage of execution of the project. A 100% completion of the KPIs will unlock the total of the first payment. A lower completion of the tasks will launch the proportional payment. If the KPIs are met by less than a 50% the payment will be retained until the end of the phase. If less than a 25%, the teams will be automatically disqualified from the process.
- **Final review and second payment:** Following the same logic as before, teams will be paid according to their overall completion of KPIs. Only in the case of an underperformance below of a 25% the team will be disqualified, and no further payment released. This will be paid at the end of Phase 1, after the attendance to the face to face competition organised in January 2021 (attendance compulsory).

PHASE 2:

- **Final review and third payment:** Teams will be paid according to their overall completion of KPIs and attendance and presentation in the final event. Only in the case of an underperformance below of a 25% the team will be disqualified, and no further payment released.

Summary of funding per type of beneficiary:

	Phase 1			Phase 2	Total
	Pre-financing	First payment	Second payment	Third payment	
One natural person	7.500 €	10.000 €	7.500 €	12.500 €	37.500 €
Group of natural persons	15.000 €	20.000 €	15.000 €	25.000 €	75.000 €
Legal Entity(ies) or combination of legal entity(ies) and individual(s)	30.000 €	40.000 €	30.000 €	50.000 €	150.000 €

Detailed payment schedule and payment conditions will be settled in the Sub-grant Agreement.

In the case of projects with multiple beneficiaries, the payments will be done to the coordinator. The coordinator must distribute the payments between the beneficiaries and will be done according to the conditions set in the Consortium Agreement, signed by all the beneficiaries, previous to the signature of this Subgrantee Agreement.

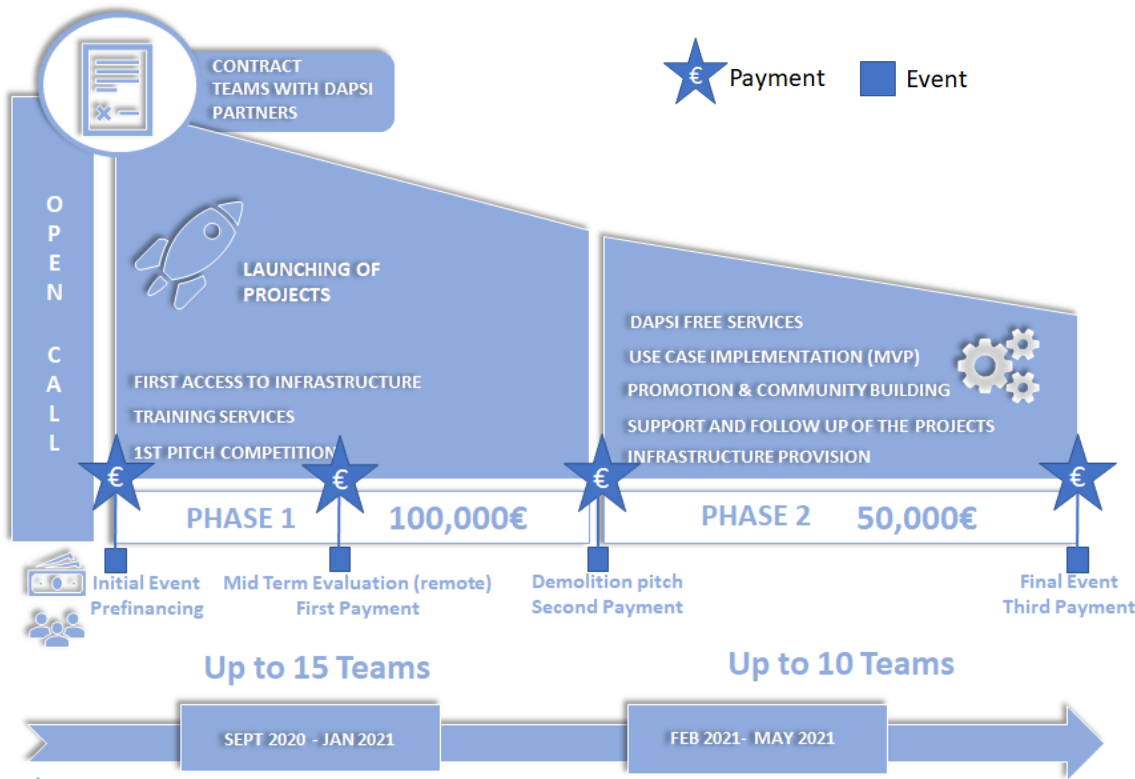


FIGURE 2: DAPSI MAIN MILESTONES AND PAYMENTS

## 4.1 ORIGIN OF THE FUNDS

Any selected proposer will sign a dedicated Sub-Grantee Funding Agreement with the DAPSI project coordinator (on behalf of DAPSI Consortium). The funds attached to the Sub-Grantee Funding Agreement come directly from the funds of the European Project DAPSI, and the DAPSI consortium is managing the funds according to the Grant Agreement Number 871498 signed with the European Commission.

As will be indicated in the Sub-Grantee Funding Agreement, this relation between the sub-grantees and the European Commission through DAPSI project carries a set of obligations to the sub-grantees with the European Commission. It is the task of the sub-grantees to accomplish them, and of the DAPSI consortium partners to inform about them.

## 5 PREPARATION AND SUBMISSION OF THE PROPOSALS

The submission will be done through the F6S platform (<https://www.f6s.com/>) which is directly linked from DAPSI website. The applicants are required to register a profile at FS6 to be able to submit a proposal.

The documents that will be submitted are:

- **Application form:** administrative questions to be completed directly in the F6S platform. In addition, some general questions for statistic purpose and tick boxes to be clicked by the third parties confirming they have read the conditions and agree with the conditions defined in this document. In addition, an ANNEX III will be uploaded in case that more than 3 applicants participate as individuals (natural persons) or/and more than 3 applicants participate as organisations (Legal entities) filled with the information about the applicant(s) that do not fit in the application form.
- **Proposal description:** document in PDF format containing the description of the project. It will include different sections: (1) Overview of the proposal, (2) Excellence/Innovation, (3) Expertise and Excellence of the proposed team, (4) Project Planning and value for money.

The project proposals must strictly adhere to the template provided by DAPSI consortium via F6S platform, which defines sections and the overall length. Participants are requested to carefully read and follow the instructions in the form. Evaluators will be instructed not to consider extra material in the evaluation. Additional material, which has not been specifically requested in the online application form, will not be considered for the evaluation of the proposals. Data not included in the proposal will not be taken into account.

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 communications delays, automatically leads to rejection of the submission. The time of receipt of the message as recorded by the submission system will be definitive.

DAPSI offers a dedicated support channel available for proposers at [dapsi@ngi.eu](mailto:dapsi@ngi.eu) for requests or inquiries about the submission system or the call itself. Those received AFTER the closure time of the call will neither be considered nor answered.



## 6 APPLICANTS COMMUNICATION FLOW

### 6.1 GENERAL COMMUNICATION PROCEDURE

The applicants will receive the communications after each step of the evaluation process indicating if they passed or not. A communication will be sent to applicants rejected, including the reasons for the exclusion.

### 6.2 APPEAL PROCEDURE

If, at any stage of the evaluation process, the applicant considers that a mistake has been made or that the evaluators have acted unfairly or have failed to comply with the rules of this DAPSI Open Call, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by email to: [dapsi@ngi.eu](mailto:dapsi@ngi.eu). Any complaint made should include:

- contact details,
- the subject of the complaint,
- information and evidence regarding the alleged breach.

Anonymous complaints or those not providing the mentioned information will not be considered.

Complaints should also be made within five (calendar) days since the evaluation results are presented to the applicants.

As a general rule, the DAPSI Team will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than twenty days from the date of reception of the complaint, provided that all required information has been submitted by the complainant. Where this time limit is exceeded, the DAPSI Team will inform the complainant by email.

## 7 TECHNICAL SERVICES AND INFRASTRUCTURES

Selected participants will receive support with the following services:

- **Data related services:** To help the teams being up to date with the most recent technologies, several online and on-site tutorial sessions will be set up. Experts will provide with in-depth “sprint” courses, packed in one-two days each time so that DAPSI teams will receive high-quality lessons about a very specific topic.
- **Business support services:** To support the teams to exploit their use cases and successfully reach the market, different trainings and sessions with mentors will be organised. Depending on the team profile, aspects such as Value Proposition, pitching or IPR (among others) will be explored.
- **Access to Infrastructure:** All the teams selected for the incubation programme will have access to the FIWARE Lab Infrastructure. The FIWARE Lab infrastructure provides an enhanced OpenStack-based cloud environment plus a rich set of open standard APIs that make it easier to process and analyse Big Data and real-time media or incorporate advanced features for user interaction. FIWARE includes a set of open source software technologies, the Generic Enabler (GEs), whose specifications are open (publicly and royalty-free). Each GE is associated to one or more Generic Enabler Implementations (GEi) which are platform products which implement a given GE specification.

## 8 INTELLECTUAL PROPERTY RIGHTS (IPR)

### 8.1 IPR OWNERSHIP OF THE SUB-GRANTED PROJECTS

The ownership of all IPR created by the beneficiaries, via the DAPSI funding, will remain with them. Results are owned by the Party that generates them. The Sub-Grant Agreement will introduce provisions concerning joint ownership of the results of the sub-granted projects.

This will be assessed and negotiated case by case.

### 8.2 COMMUNICATION OBLIGATIONS

There are no IPR obligations toward the European Commission (EC). However, any communication or publication of the beneficiaries shall clearly indicate that the project has received funding from the European Union and the DAPSI programme, therefore displaying the EU and logo on all printed and digital material, including websites and press releases. Moreover, beneficiaries will agree that certain information regarding the projects selected for funding can be used by DAPSI consortium for communication purposes.

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## 9 SUPPORT FOR THE APPLICANTS

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For more information about the DAPSI Open Call, please check the Frequently Asked Questions (FAQs) section included at <https://www.dapsi.ngi.eu/faq>.

For further information on the Open Call, in case of any doubts regarding the eligibility rules, the information that is to be provided in the Application Form, or if you encountered technical issues or problems with the Application Form, please contact DAPSI Technical Helpdesk email: [dapsi@ngi.eu](mailto:dapsi@ngi.eu).

## 10 SCHEDULE

The table below presents the indicative dates during which each phase of the evaluation and DAPSI's programme phases will take place:

DESCRIPTION	INDICATIVE DATES
Call Launch	20 <sup>th</sup> February 2020
Submission Deadline	22 <sup>nd</sup> April 2020 12:00 PM CET
Evaluation Period	Until end of May 2020
Signature of Sub-grant Agreement	During June and July 2020
Phase 1	From September 2020 to January 2021
Phase 2	From February 2021 to May 2021

The schedule is based on estimations according to the expected number of proposals received and the actual timing of the consecutive phases may vary.