

# EIT RawMaterials

## Call for KAVA Regional Innovation Scheme (RIS) projects

### Instructions and process description

October 2019

#### 1. Purpose and scope of this document

This document describes the process for preparation, submission, evaluation and selection of proposals in response to the 2020 call launched by the EIT RawMaterials for RIS (Regional Innovation Scheme) Projects (RIS KAVA – KIC Added-Value Activity in EIT terminology). It is a requirement to register your intention to submit a proposal and contact Co-Location Centre/Innovation Hub staff and the Thematic Officers/Senior Advisors before submitting the proposal. The Co-Location Centre/Innovation Hub staff can offer further advice.

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

- The present document (call text)
- *RIS Project proposal: Guidance and Template for complementary information*
- *EIT RawMaterials communication and dissemination guidance*
- *EIT RawMaterials Project Management guidance*
- The *Lighthouse Appendix* that outlines the topics and criteria for application through the Lighthouses
- *Go-to-market strategy for upscaling projects – Process and guidance (for RIS Acceleration and Lifelong Learning projects)*
- FAQ (Frequently Asked Questions) that will be posted in the online proposal submission platform “Seedbook” (<https://seedbook.eitrawmaterials.eu>), also containing explanations of the terminology used in this document; Project Coordinators should check this section regularly to ensure that they are fully informed and updated on important matters such as eligibility and evaluation criteria, advice on the compilation of the proposal, costs and cost allocation
- The Strategic Agenda 2018-22 of EIT RawMaterials (FPA, Annex I)

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## 2. Project call and selection process

### 2.1. General rules and guiding principles

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

For the so called RIS<sup>1</sup> activities, EIT RawMaterials regards the RIS regions as areas where there are opportunities to make an impact in line with our objectives and the overall aim of increasing the innovation level of RIS countries. We are integrating RIS projects into the overall KIC portfolio structure, with the aim of them being fully part of our structure rather than a separate category.

Our strategy for delivering maximum impact in the RIS regions is:

1. Engage strong key partners from RIS regions or those having focus on and commitment to RIS regions to enable outreach to the local stakeholders. Engage the local stakeholders so that they benefit from being involved in KIC activities.
2. Transfer the Knowledge Triangle Integration concept into RIS regions to contribute to increasing the innovation level and skills and capacity building.
3. Carry out core KIC activities in innovation/upscaling and education with partners and external stakeholders in RIS regions.
4. Grow KIC participation from non-partners (and potential partners) from RIS regions by securing a strong presence in the RIS countries (Hubs) and by targeted matchmaking & networking events.

EIT RawMaterials will outreach mostly to those EU regions where a smart specialisation strategy supports the raw materials agenda and/or where there is potential for raw materials related activities (and where smart specialisation strategies are not yet developed). EIT RawMaterials identified the following three priority outreach regions:

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

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

The type of RIS activities can be defined on a case-by-case basis, but should generally fit into one of the three Activity Areas of EIT RawMaterials, which are Matchmaking and Networking, Acceleration, and RM Academy. Projects may include for example mobility programmes for students and professors, study visits, scientific and technical valorisation of the results, technology transfer, skills and capacity building in RIS countries, support of local start-ups, joint communication and networking events. Please refer also to Strategic Agenda 2018-22 of EIT RawMaterials.

The following general rules and guiding principles apply:

- All RIS Acceleration projects follow the same rules that apply to Upscaling projects, including the provision of a strategy for the financial sustainability of the KIC and minimum 30% co-funding. RIS Acceleration proposals will be evaluated using the same criteria that apply to Upscaling proposals. For other types of RIS proposals, partners may request up to 100% funding for eligible KAVA costs. Co-funding above the minimum requirement and/or opportunities for revenue generation from joint service creation signalled by the project consortium will be evaluated positively. The co-funding contributed by each partner does not need to be proportional to the funding allocated. In fact, it is expected that Industry partners will contribute the largest proportion of co-funding.
- All RIS RM Academy projects follow the same rules that apply to Education projects. RIS RM Academy proposals will be evaluated using the same criteria that apply to Education proposals.
- All types of RIS proposals may include RIS Task Partners. Eligibility and selection criteria are outlined in the document *RIS Project proposal: Guidance and Template for complementary information*.
- All projects must lead to specific deliverables and outputs over a defined time schedule and they will be financed by EIT RawMaterials (the KIC) only for a defined duration.
- Proposals must meet the highest expectations and performance on the creation of impact (e.g., number of jobs created/saved; please refer to Strategic Agenda 2018-2022).
- RIS projects are requested to reach a non-EIT/EIT funding ratio of 50:50 (80:20 for RIS Acceleration projects). Non-EIT funding is the sum of partners' in-kind contributions to a project (i.e., KIC Complementary Activities - KCAs) and KAVA co-funding (see FAQ). EIT funding is the requested EIT budget for executing the proposed project.
- A detailed work plan must be provided for each year of the project duration at the time of proposal submission.
- Deliverables must include a mandatory Final Report and an explanation of whether and how the KAVA project will be continued by the partners. The Final Report must include a Conclusion.
- All projects will be tracked and their progress will be assessed for 5 years after the end of the funding period.

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- Specific tasks may be attributed to subcontractors, as long as the necessity is clearly justified and follows the general H2020 principles. Please note that only a limited part (in budget and scope) of a project may be subcontracted; depending on the scope of the work to be provided, it may be necessary for the entity to become a partner.
- It is possible to add other partners to the consortium after the project selection, but without changes to the total KAVA budget allocated to the project.
- Regardless of the funding source, if an entity incurs costs as part of a KAVA they need to become KIC partners (with the exception of the RIS task partners). In other words, non-members who receive funding, or who incur costs as a result of a KAVA (even if the funding is brought in by them) need to become partners, supply all documents, pay fees and they need to report their costs, be subject to eligibility, etc. like any regular partner. Non-members who participate in a KAVA but receive no funding and incur no costs in the project do not need to become partners. They need to sign the PA, however, because this includes statements on IP, confidentiality, etc. that still need to be respected.
- The project duration can be from a minimum of 1 year to a maximum of 4 years. Note, however, that the current Framework Partnership Agreement (FPA) with EIT expires at the end of 2022. Therefore, the extension of projects beyond 2022 will be conditional upon and subject to the conditions set in the new FPA.
- Above and beyond the specific EIT RawMaterials Eligibility criteria, all projects must comply with H2020 and EIT rules, and with the conditions set in the current EIT RawMaterials Framework Partnership Agreement (FPA).
- Consortia are encouraged to consider offering our EIT RM Alumni an internship in their project and/or a site visit. Our Alumni are past or present participants in EIT RM Education or Business Development activities. The EIT RM Alumni Association would assist in the logistics involved in an internship or study/project visit.
- Proposals claiming to achieve any positive environmental impact, such as resource and energy savings, waste reduction, waste valorization, emissions reduction, etc., must include a Work Package on the assessment of the environmental impacts of the developed products or processes using LCA (Life Cycle Assessment) methodologies.

### 2.1.1. Expected budget and funding

RIS projects are funded from a separate EIT budget that is estimated to be between 1.5 and 4 M EUR for 2021. The exact number of projects funded will depend on the quality of the received proposals from the KIC, and on the total available funding. The funding allocation to Lighthouse projects will depend on the overall strength of the proposals. Lighthouse and non-Lighthouse proposals will be evaluated together, and selection for funding will be based only on the eligibility, quality and strategy criteria outlined in Section 2 of

this document (additional eligibility criteria apply to Lighthouse projects as outlined in the ‘Lighthouse Appendix’ document).

### **2.1.2. Confidentiality, data protection and ethical considerations**

Access to the proposals will be given to EIT RawMaterials Management Team and to the evaluation panel conducting the evaluations. Everyone with access to the proposal texts will have signed a non-disclosure and confidentiality agreement before access is granted.

If a proposal is approved for funding, the full details of the approved project will be communicated to the EIT as part of the proposed Business Plan 2021, where it will be included in EIT’s evaluation of the Business Plan.

The title, scope, summary, name of partners in the consortium, name of coordinator and overall budget of projects approved for funding will be shared within the EIT RawMaterials community, and therefore will be made publicly available (e.g., on the EIT RawMaterials’ web site, in presentations at conferences etc.). Public dissemination of the project’s main results and outcomes is a mandatory condition for funding, and will be arranged jointly by the consortium and EIT RawMaterials staff taking into account the consortium’s legitimate confidentiality requirements.

All data and information related to the proposal and its evaluation will be handled and stored in the ‘SeedBook’ platform according to EIT RawMaterials’ customary procedures. The EIT RawMaterials’ Code of Conduct will be followed throughout the evaluation process. External evaluators will receive specific instructions on the evaluation process, and access to the proposals will be granted to each Evaluator only after the upload of her/his ‘Evaluator Agreement’ with provisions on confidentiality, conflict of interest and code of conduct.

## **2.2. Proposal preparation, submission, evaluation and selection process**

### **2.2.1. Proposal preparation**

Matchmaking and brokerage events throughout the year allow partners to discuss project ideas and form potential consortia. It is mandatory for the Coordinator to inform her/his Innovation Hub Manager for each project proposal to be submitted. The Innovation Hub staff and the Thematic Officers/Senior Advisors provide guidance and support in order to:

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

Frequently asked questions and further guidance and advice of general interest will be posted in the FAQ section of the online proposal submission platform “Seedbook” (<https://seedbook.eitrawmaterials.eu>) throughout the proposal preparation period. Project Coordinators should check this section regularly to

ensure that they are fully informed and updated on important matters such as eligibility and evaluation criteria, advice on the compilation of the proposal, costs and cost allocation.

### 2.2.2. Proposal submission

- **Coordinators must register their intention to submit a proposal no later than Friday 17 January 2020 at 13.00 CET (Berlin time)** using the SeedBook online platform. It is a requirement to register your intention to submit a proposal and contact Co-Location Centre/Innovation Hub staff and the Senior Advisors before submitting the proposal using the Seedbook platform. The registration form will become available through Seedbook by early November 2019. Following registration, the proposal will be assigned to a Project Officer who will be the primary point of contact with the Project Coordinator throughout the submission process. Note that Project Coordinators will be able to access the online proposal submission template only after their project has been registered and assigned to a Project Officer.
- **Proposals must be submitted no later than Friday 28 February 2020 at 13.00 CET (Berlin time)** using the SeedBook online platform. The attached *Education Project proposal: Guidance and Template for complementary information* offers guidance for the content of the proposal.

### 2.2.3. Proposal evaluation and selection process

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

Eligibility criteria - mandatory requirements (proposals that do not meet such criteria will not be considered for further evaluation), as described in section 2.3 below;

Quality criteria - quality criteria against which the collected proposals will be scored and ranked by external evaluators, according to the evaluation grid presented in Section 2.5 (but see NOTE: below).

Strategy criteria - strategy criteria against which the collected proposals will be scored and ranked by the EIT RawMaterials Management Team, according to the evaluation grid presented in section 2.6 (but see NOTE: below).

#### NOTE:

Upscaling RIS proposals, designated as such by the consortium (Segment D2.4 – Acceleration Regional Innovation Schemes) will be evaluated using the same criteria used for Upscaling proposals (outlined in the document ‘EIT RawMaterials - Call for KAVA Upscaling projects - Instructions and process description).

RIS RM Academy proposals, designated as such by the consortium (Segment D3.5 – RM Academy Regional Innovation Schemes) will be evaluated using the same criteria used for Education proposals (outlined in the document ‘EIT RawMaterials - Call for KAVA Education projects - Instructions and process description).

Eligible proposals will be selected based on the quality and strategy criteria ranking. Quality criteria (external evaluation) account for the 70% of the final score, while strategy criteria (EIT RawMaterials evaluation) account for 30%.

Proposals' quality will be evaluated by a panel of external experts appointed by the EIT RawMaterials Management Team. EIT RawMaterials will strive to achieve balance in the Evaluators' gender and geographic provenance.

- All members of the evaluation panel will sign non-disclosure and conflict of interest agreements.
- A minimum of three experts will be assigned to the evaluation of each proposal.
- In the first step, these assigned experts evaluate each proposal remotely using the criteria set out in the 2.5 Quality Criteria grid.
- Final evaluation of all proposals is conducted by the entire panel (with the exclusion of any member with a conflict of interest). The strengths and weaknesses of each proposal as perceived by the panel will be documented and communicated to the Project Coordinator once the evaluation process is completed.
- EIT staff and management will act as the secretaries of the panel and facilitate the discussion during evaluation panel meetings but will otherwise not take part in the evaluation process.

Proposals' strategy will be evaluated using the criteria set out in the 2.5 Strategy Criteria grid (but see NOTE: above). The final selection of all proposals is conducted by the EIT RawMaterials Operational Management Team (OMT) using the same criteria. The strengths and weaknesses of each project will be documented and communicated to the Project Coordinator once the evaluation process is completed.

Based on the evaluation and the overall available funding, the EIT RawMaterials Management Team will propose a portfolio of projects to be funded. The Executive Board will approve the portfolio of projects to be submitted to the EIT for funding, for the Business Plan 2021.

Coordinators of projects that are selected for funding will be informed after approval by the Executive Board and receive also the feedback from the evaluation panels. The feedback may include a list of requested changes that must be made by the Project Coordinator before the project can be given the final approval.

Also following approval by the Executive Board, Coordinators of projects that were not selected for funding will be informed. They will receive evaluation feedback as soon as it is finalised.

### **2.3. Eligibility criteria**

Eligibility will be checked at the time of proposal submission and at the time of signing the Project Agreement, and apply throughout the project's funding period. In line with H2020 rules, proposals that do not meet all the eligibility criteria at the time of proposal submission will be deemed ineligible and will not be evaluated. Proposals that do not meet all the eligibility criteria at the time of signing the Project Agreement will be deemed ineligible and will not be funded. After the signature of the Project Agreement, EIT RawMaterials

will not consider any changes that impact on eligibility criteria, and the project will be immediately terminated if these are not met. The following criteria apply to Upscaling proposals:

- The lead organization must be from a RIS country
- It must clearly explain how the proposal is aligned with the Strategic Agenda 2018-22 of EIT RawMaterials (FPA, Annex I)
- The project must reach a non-EIT/EIT funding ratio of 50:50 (80:20 for RIS Acceleration projects). Non-EIT funding is the sum of partners' in-kind contributions to a project (i.e., KIC Complementary Activities - KCAs) and KAVA co-funding (see FAQ). EIT funding is the requested EIT budget for executing the proposed project
- For RIS Acceleration projects ONLY: the co-funding contributed by the project consortium should be minimum 30% of the total funding (NOT 30% of the EIT funding)
- For RIS Acceleration projects ONLY: the proposal must include a strategy for the financial sustainability of the KIC (as outlined in the document 'EIT RawMaterials - Call for KAVA Upscaling projects - Instructions and process description')
- The project consortium must consist of a minimum of 3 KIC Core, Associate or Project Partners (at the time of proposal submission), coming from a minimum of 3 different countries
- The lead organization must be a Core or Associate Partner (or Linked Third Party to a Core or Associate Partner) of EIT RawMaterials at the time of proposal submission
- The project consortium must include KIC partners from at least 2 sides of the knowledge triangle (education, research, industry/business - as defined in the Partner registration documentation)
- Non-members are eligible to apply only if they submit an EIT RawMaterials membership application by 30 June 2020. Failure to apply for EIT RawMaterials membership by 30 June 2020 will result in their removal (including the requested funding) from the proposal (note that the project will be immediately terminated if eligibility criteria are not met at this stage). This provision does not apply to non-members that meet eligibility and selection criteria for RIS Task Partners
- The project cannot have one partner (including its Linked Third Parties) as the Work Package leader in all Work Packages. In most projects, it is envisaged (but not mandatory) that each partner will lead at least one WP, and that no more than 50% of the EIT funding will be assigned to any one partner (justification to be provided otherwise)
- A detailed work plan must be provided for each year of the project duration at the time of proposal submission

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- All proposals must include a ‘Dissemination and Communication Plan’ Work Package, following the communications guidelines included in the document ‘*EIT RawMaterials Communication and dissemination guidance*’
- For RIS Acceleration projects ONLY: all proposals must include a Go-to-market Strategy Work Package (WPO), following the guidelines outlined in the document ‘*Go-to-market strategy for upscaling projects – Process and guidance*’
- For RIS Acceleration projects ONLY: a Preliminary Market analysis must be included in the proposal
- All proposals must include a ‘Project Management’ Work Package, following the guidelines included in the document ‘*EIT RawMaterials Project Management guidance*’. The project should be managed by a project manager (PM) with relevant expertise in managing complex projects. Her/his profile can differ from the PC’s, and s/he should commit to the project with a 15% FTE, to be monitored with timesheets (timesheet approved internally + declaration of honour) during project reporting. A one-page CV of the PM must be provided.
- Additional eligibility criteria apply to Lighthouse proposals as outlined in the document ‘*Lighthouse Appendix*’

## 2.4. Evaluation criteria

Upscaling RIS proposals, designated as such by the consortium (Segment D2.4 – Acceleration Regional Innovation Schemes) will be evaluated using the same criteria used for Upscaling proposals (outlined in the document ‘EIT RawMaterials - Call for KAVA Upscaling projects - Instructions and process description’).

RIS RM Academy proposals, designated as such by the consortium (Segment D3.5 – RM Academy Regional Innovation Schemes) will be evaluated using the same criteria used for Education proposals (outlined in the document ‘EIT RawMaterials - Call for KAVA Education projects - Instructions and process description’).

The following Quality and Strategy criteria apply to the other types of RIS proposals.

## 2.5. Quality criteria

Weight	Description of Criteria
7	<p><b>Innovation / impact creation capacity</b></p> <ul style="list-style-type: none"> <li>• Overall rationale for the project’s importance, impact and innovation capacity</li> </ul>

	<ul style="list-style-type: none"> <li>• Economic importance of the targeted theme/market (market size, breadth of customers/applications)</li> <li>• Potential to deliver tangible results and products, processes or services that have not been delivered by other institutions</li> <li>• Clear dissemination strategy and application (to other countries, on-going initiatives and programmes, links to development in other materials, themes, markets, audiences, partners, etc.)</li> <li>• Creation of synergies with other actors in the local ecosystem to create an impact beyond the individual project itself</li> </ul>
7	<p><b>Quality of the project definition and scope</b></p> <ul style="list-style-type: none"> <li>• Explanation of the raw materials challenge addressed by this project and why the project will deliver robust solutions (background, current situation, issues and opportunities – specifically pertaining to EIT RawMaterials)</li> <li>• Detailed, step-by-step project work plan, broken down into design and implementation phases and defining work packages, management and milestones to show how the project delivers value to the project consortium and its key stakeholders</li> <li>• Definition of aims, objectives and deliverables and their relevance to EIT RawMaterials</li> <li>• Demonstration of the project’s added value in terms of promoting entrepreneurship and innovation</li> <li>• Identification of key risks and success factors supplemented with a mitigation strategy to overcome those risks</li> <li>• Quantitative demonstration of short-term and long-term impact of the project, especially illustrating how the project impact will contribute solutions to societal and industrial challenges</li> <li>• Effective and comprehensive communication and dissemination plan, building on the communication guidelines</li> </ul>
3	<p><b>Quality of the consortium</b></p> <ul style="list-style-type: none"> <li>• Relevance and demonstrated commitment of the lead partner</li> <li>• Relevant experience, expertise and resources, and demonstrated commitment and engagement of each of the partners</li> </ul>

	<ul style="list-style-type: none"> <li>• Diversity and complementarity of the partners, and clear definition and description of roles and responsibilities with justification of why these partners were selected</li> <li>• Appropriate level of cooperation and interaction within the consortium to support effective knowledge management</li> <li>• Active involvement of industrial partners where applicable</li> <li>• Clear definition and description of role and responsibility of the industrial partner within the project</li> <li>• Demonstrated commitment and engagement of the industry partner(s) with written evidence</li> <li>• Involvement of relevant external stakeholders from RIS countries to contribute to the project objective and scope</li> <li>• Project governance structure and operational coordination mechanisms</li> </ul>
3	<p><b>Business Potential</b></p> <ul style="list-style-type: none"> <li>• Expected financial sustainability for the continuation of the program</li> <li>• Soundness of the proposal from a customer demand perspective</li> </ul>

## Total weight =20

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

## 2.6. Strategy criteria

Weight	Description of criteria
8	<p><b>1. Strategic importance for the KIC</b></p> <ul style="list-style-type: none"> <li>• Overall contribution to the KIC's objectives and strategic agenda</li> <li>• Contribution to the KIC's financial sustainability strategy</li> </ul>
8	<p><b>2. Expected impact for the KIC (return on KAVA investment)</b></p>

	<ul style="list-style-type: none"> <li>• Realistic assessment of the expected contribution that the project will make to the impact of the KIC in terms of its EIT core and impact KPIs (see the Strategic Agenda 2018-22 of EIT RawMaterials) in relation to the requested budget</li> <li>• KAVA co-funding brought by the consortium beyond the minimum requirement</li> <li>• For Acceleration and Lifelong Learning proposals: expectation and extent of revenue generation for the KIC</li> <li>• For Acceleration proposals: outline of a convincing strategy for introduction to the market within the project funding period</li> </ul>
4	<b>3. Completeness and Compliance</b> <ul style="list-style-type: none"> <li>• Completeness and clarity of information provided in the proposal</li> <li>• Alignment with feedback given by EIT RawMaterials on previous submissions (if applicable)</li> <li>• Quality of the project budget definition: clear explanation and justification of costs, proper balance of costs among partners in line with their assigned roles</li> </ul>

## Total weight =20

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

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

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

5	<b>Excellent:</b> The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor only
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## 2.7. Calendar

28 October 2019	Launch of call for Education projects
Early November 2019	The proposal registration and submission platform "Seedbook" ( <a href="https://seedbook.eitrawmaterials.eu">https://seedbook.eitrawmaterials.eu</a> ) goes online
Friday 17 January 2020 at 13.00 CET	Proposal registration deadline
Friday 28 February 2020 at 13.00 CET	Proposal submission deadline
March-April 2020	Evaluation by panel of external experts
May 2020	Preparation of list of projects for funding by KIC Management Team
Late June 2020	Approval of list of projects for funding by KIC Executive Board & communication to partners
June-July 2020	Response to mandatory changes requested by the Selection Panel ('Change requests')
August 2020	Inclusion of selected projects in Business Plan 2021, to be submitted to EIT
December 2020	EIT approval of project portfolio after all the requests for clarification have been satisfied
1 January 2021	Earliest starting date for approved projects
1 July 2021	Latest starting date for approved projects

The next call for projects is expected to be launched in late 2020, with a submission deadline in winter/spring 2021.

## 2.8. Registration and proposal submission using SeedBook

Registrations and proposals can **only** be submitted using the IT-tool SeedBook. Project Coordinators are invited to register via this link <https://seedbook.eitrawmaterials.eu> from early November 2019 to get the

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access to the tool, register their proposal and commence the proposal submission process. Innovation Hub staff will assist in using the IT tool.

The Registration must be submitted by **Friday 17 January 2020 at 13.00 CET (Berlin time)**. Within a few days of registration, Project Coordinators will be given access to the online submission template in Seedbook. The proposals must be submitted by **Friday 28 February 2020 at 13.00 CET (Berlin time)**.

## 2.9. Appeal and redress procedure

Upon reception of the feedback, the applicant may wish to lodge a request for redress, if there is a concern that there might have been a shortcoming in the way a proposal was evaluated, or if the results of the eligibility checks are incorrect. The redress procedure is not meant to call into question the judgement made by the expert-evaluators. It will consider only procedural shortcomings and factual errors.

Requests for redress should be raised within one month of the reception of the evaluation feedback sent by EIT RawMaterials, and should be sent to [Compliance@eitrawmaterials.eu](mailto:Compliance@eitrawmaterials.eu). Requests must:

- be related to the evaluation process, or eligibility checks;
- include a clear description of the grounds for the complaint;
- be received within the time limit specified above.

An initial reply will be sent to complainants no later than two weeks after the deadline for redress requests. This initial reply will indicate when a definitive reply will be provided. A redress committee of EIT RawMaterials may be convened to examine the evaluation process for the case under consideration. The committee's role is to ensure a coherent interpretation of requests, and equal treatment of applicants. The redress committee itself, however, does not re-evaluate the proposal. Depending on the nature of the complaint, the committee may review the evaluation report, the individual comments and examine the CVs of the evaluation experts. Following its review, the committee will recommend a course of action to the EIT RawMaterials OMT. If there is clear evidence of a shortcoming that could affect the funding decision, it is possible that all or part of the proposal may be re-evaluated. Unless there is clear evidence of a shortcoming there will be no follow-up or re-evaluation. The Executive Board of EIT RawMaterials will be informed of any redress procedures in due course.

Please note:

- This procedure is concerned with the evaluation and/or eligibility checking process.
- The committee will not call into question the judgment of the individual expert-evaluators, whose qualifications have been already assessed and validated.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the quality assessment of a proposal. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on the other criteria.

- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.
- Only one request for redress per proposal will be considered by the committee.
- All requests for redress will be treated confidentially.