

Frequently Asked Questions - FAQ

EIT Raw Materials KAVA Call 6

Q: How do I create a new proposal?

A: You need to open SeedBook (<https://seedbook.eitrawmaterials.eu>), and sign up for SeedBook if you have not already done so (basic instructions on this process and on SeedBook can be found in the document 'SeedBook – User's guide'). Once you are logged in, the system will ask you to provide some basic information on your proposal and it will guide you through the registration process. After registration, your proposal will be forwarded to the Innovation Hub manager who will appoint a Project Officer based on the available information. The proposal will also be forwarded to the relevant Senior Advisor. A few days after submission of your registration, you will receive a confirmation that your proposal has been registered and that you can start editing it. In some cases, however, the Innovation Hub manager or the Senior Advisor may contact you to obtain additional information before they can finalize the registration process. Note that you will be able to make changes once the proposal has been registered. The information provided in the registration page, however, should be accurate and complete enough so that we can assist you in the best possible way.

Q: How do I create a Lighthouse proposal?

A: In exactly the same way as a non-Lighthouse proposal. The only difference is that in the registration page you must select one of the two Lighthouses from the drop-down menu.

Q: What is a Lighthouse proposal?

A: Lighthouse proposals are those aligned with specific topics that have been identified as strategic priorities by EIT RawMaterials, as outlined in our strategic agenda (see 'Strategic Agenda 2018-22 of EIT RawMaterials (FPA, Annex I)'). Additional information on the Lighthouses topics and eligibility criteria can be found in the Lighthouse Appendix. Note that all types of proposals (education, upscaling, RIS and International) can apply as Lighthouse proposals.

Q: How do I decide if I should apply for a Lighthouse or a non-Lighthouse proposal?

A: Proposals that fit the Lighthouse topics and scope (see 'Strategic Agenda 2018-22 of EIT RawMaterials (FPA, Annex I)' and the Lighthouse Appendix) should be submitted as Lighthouse proposals. You are most welcome to contact Massimo Gasparon or one of the Senior Advisors before registration if you are considering the submission of a Lighthouse proposal. One of the Senior Advisors will get in touch with you if you choose one of the Lighthouses from the drop-down menu in the Registration. Proposals initially registered as Lighthouse may end up being submitted as non-Lighthouse, and vice-versa, after discussion and mutual agreement between the project consortium and KIC staff.

Q: What is the registration deadline?

The deadline for proposal registration using SeedBook is 13.00 CET on Friday 11 January 2019. Only proposals registered by this deadline will be given full consideration. You will not be able to create a new proposal after this deadline. The Manager of your Innovation Hub may be able to create a new proposal for you under absolutely exceptional circumstances within a few days after the deadline, as long as these are fully documented. Please contact the Manager of your Innovation Hub if you need any advice.

Q: What is the submission deadline?

A: All proposals must be submitted using SeedBook by 13.00 CET on Friday 15 February 2019. Note that the submission function will automatically shut down at 13.01 CET on 15 February. Late submissions will not be accepted. To avoid last-minute problems, we recommend that you submit your proposal at least 12 hours before the deadline.

Q: In terms of SeedBook functions, what are the main differences from KAVA Call 5?

A: In addition to the Lighthouse selection in the registration process, the main difference is in the Excel template used for the costs, as it now includes fields for position type, workload unit, cost per unit and number of units. We recommend that you use the template to enter costs, although you still have the option of entering costs manually directly in SeedBook. The template must be downloaded and then uploaded again once all the cost details have been entered. Make sure to add all the partners and work plans before you download the template. Please do not change the format of the Excel template – if you do, you will not be able to upload it.

Q: In terms of rules, eligibility and evaluation criteria, what are the main differences from KAVA Call 5?

A: There are some relatively small, but important changes compared with the call for KAVA 5. Note that different rules and evaluation criteria apply to Education, Up-scaling, and Internationalization/RIS projects. RIS Upscaling and Life-long Learning projects have some very specific rules. Please check the call texts very carefully. Also, note that more restrictive eligibility criteria apply. The inclusion of RIS Task Partners must be fully justified and in line with EIT's expectations (see below). Other (non-RIS) Task Partners are not eligible.

Q: Do the projects have to be linked to critical raw materials?

A: Not only, projects may address mineral or metalliferous raw materials. Other types of substances and materials may be considered as long as the focus of the project is on the raw materials value chain. Your Project Officer will be able to advise you if you have any doubts.

Q: What is the expected duration of a project?

A: The expected duration of a project depends on the type of activity. Please refer to the call documents for more information on the duration of projects in each activity. It is expected that most projects will have a duration

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between 12 and 36 months, typically with 12-month increments (i.e., 1, 2 or 3 years, although other durations are possible). The project duration by itself is not a parameter considered in the project evaluation. Note, however, that budgets are approved on a yearly basis.

Q: What is the expected budget of a project?

A: As for the duration, the expected budget of a project depends on the type of activity. Note, however, the limit of €300.000,00 per year across all projects for Associate Partners and €100.000 year across all projects for Project Partners. The project budget by itself is not a parameter considered in the project evaluation.

Q: Does the EIT require a minimum Technology Readiness Level (TRL)?

A: This depends on the type of project. In Upscaling projects ‘the technology must be at Technology Readiness Level (TRL) of at least 5 at the beginning of the project, corresponding to a technology validated in relevant environment’. Please refer to the specific Call text for information.

Q: In simple terms, what is the difference between ‘co-funding’ and ‘KCA’?

A: Co-funding is the funding (cash and/or in-kind) related to the specific project you are applying for. It is the funding contributed by the Partners at the same time as the EIT funding. KCA is the project-related value contributed by the Partners before the project commenced.

Q: What is the minimum amount of co-funding and KCA?

A: These vary for the different project types; please check the specific Call texts. Keep in mind, however, that although they account for very little in the evaluation grid, the Evaluators will consider these, in the context of the project’s scale and scope, to assess the overall strength, feasibility and business potential of the proposal. Would you put your money into someone’s idea, if the proposer of this idea is not willing to commit much of her/his time, money and resources?

Q: How important are the KPIs?

A: Please remember that we are evaluated by EIT on our KPIs. Thus, KPIs are extremely important and need to be described accurately. They need to be accurate and realistic, but at the same time ambitious, to reflect the innovative nature of our KIC. Most importantly, projects should try and address both (ideally) EIT and KIC-specific KPIs, otherwise there is the risk that they may be seen as not aligned with the goals of EIT and of the KIC. There is an expectation that the number and impact of KPIs is directly correlated with the project’s scope and budget. Also, if possible, KPIs should be distributed across the duration of the project.

Please read the KPI descriptions carefully and make sure that you choose the correct KPIs. A typical mistake last year was the use of EIT02.01 and EIT02.02 for graduate students in general. This is incorrect, because these two KPIs apply only to graduates from EIT LABELLED programs. Another common mistake was with EITN06 (Investment

attracted by start-ups supported by KICs): this KPI is about the AMOUNT OF MONEY attracted, NOT the number of start-ups involved.

Q: What is the difference between 'deliverable' and 'output'?

A: For the purposes of our calls, a 'deliverable' is something 'physical' that can be handed over to someone. It can be a machine, an instrument, an instruction manual. An 'output' is somewhat more abstract, like the training of students, an advancement in the understanding of a process. For example: a lecture is an output, but the lecture notes, or a recording of the lecture, are deliverables. Please check with your Project Officer if you have any doubts. Also, keep in mind that, if your project is funded, in the Reporting stage you will need to attach some form of evidence for your deliverables, while the outputs will require only a description.

A project MUST have Deliverables and Outputs. How many and what kind? Use your judgement, keeping in mind the scope and budget of the project. Keep in mind that before the funding can be granted, EIT will demand a detailed description of the deliverables/outputs. If it is a report, is it in printed or electronic form? If it is a database, is it something available to the partners (or to the wide community?) through a website, with thousands of entries? Or is it a confidential Excel file with 10 numbers in it?

The bottom line is that you need to use KPIs, deliverable and outputs to demonstrate that it is worth investing in your project.

Q: How much information do I need to provide on costs?

A: All costs, even small cost items, must be fully described and justified. It is not enough to say that you need €20.000,00 to buy equipment. You need to describe what the equipment is, what it is used for, how many items, and the unit cost. With reference to equipment, the only eligible cost that can be claimed is the depreciation cost in a given year, not the actual purchase cost of the equipment. Depreciation costs should be calculated using the relevant national guidelines, and the cost justification should include the actual cost, the depreciation cost (which is the only eligible cost that can be claimed) and a brief explanation of how the depreciation cost was calculated. The difference between the purchase cost and depreciation cannot be included as co-funding. Similarly, it cannot be included as KCA, unless the item was purchased before the beginning of the project; in this case the depreciation rates from 09/12/2014 until start of the KAVA will be acceptable, unless they were financed by EIT means. Similarly, personnel costs MUST BE FULLY DOCUMENTED AND JUSTIFIED. Please 1) use realistic costs and 2) provide as much information as you can - FTE, role and qualification (assistant, technician, project coordinator, etc.) of the person, and certainly enough information to assess whether the cost is justified:

BAD example: Personnel cost €10.000,00 - 0.2 FTE

GOOD example: Personnel cost €10.000,00 - 0.2 FTE of a Researcher to work on WP2 (rate €XX/h)

Please note the Indirect costs will be calculated automatically, and therefore you do not need to worry about them. Also, remember that indirect costs exceeding 25% cannot be used as co-funding. The amount exceeding 25% can only be accounted as KCA.

Q: What is the difference between SeedBook and BlueBook? Why can't they be combined?

A: SeedBook is the web-based platform used by EIT RawMaterials for proposal submission and evaluation. BlueBook is the web-based platform used by EIT RawMaterials to manage the projects that have been approved for funding, and to report to the EIT through our annual Business Plan. Only EIT RawMaterials staff and the appointed evaluators have access to the information provided in SeedBook. In contrast, EIT internal and external assessors/auditors will be able to see ONLY the information available in the Business Plan Section of Bluebook. They do not have access to SeedBook. Therefore, the Project Coordinators need to make sure that all the information, and especially the Workplan and cost details are clearly visible in the appropriate sections of SeedBook.

SeedBook is not completely synchronized with BlueBook because the two platforms have different purposes: SeedBook is a proposal submission and evaluation tool, while BlueBook is a project management and reporting tool. In addition, EIT RawMaterials have control over Seedbook and can make decisions (through the Board, representing the Partners) on what information is required/desirable to submit and evaluate the proposals. In contrast, Bluebook must comply with the EIT reporting requirements.

Q: What is the difference between sub-granting ('Task Partner') and sub-contracting?

A: This is a very important difference, however it applies only to RIS Task Partners as other Task partners are no longer eligible. With sub-contracting, you are paying someone to do a specific job. Their primary interest in participating in the project is their immediate financial return. Sub-contractors must be appointed following a selection process. In contrast, a sub-grantee's (this is called a 'Task Partner' in EIT RawMaterials' language) primary interest is to benefit from the project in a non-financial way. Please see below for further clarification on this matter. Note that while there is no limit for sub-contractors, sub-grantees can receive a maximum amount of €60.000,00 per year across all their projects in a given year.

The key point from the EIT's perspective is that the RIS Task Partner must benefit from participating to the project in a way that is not purely financial. That is, they do not participate just to make money, but their primary reason is to increase their knowledge basis, extend their network, etc. In other words, the RIS Task Partner must benefit from participating in a project, not vice-versa. Following this argument, large companies are unlikely to qualify as RIS Task Partners, because they are unlikely to need to associate themselves. The EIT will look very carefully into this matter in our 2018 projects.

The bottom line is that the 'RIS Task Partner' category should be used sparingly, and that the inclusion of a RIS Task Partner in a project will require thorough justification if the proposal is funded. Of course, this does not apply to Seedbook and proposal submissions, but you need to be aware of this matter now, so that you can make decisions accordingly.

Specific guidance on what evidence will be required to include RIS Task Partners in a proposal can be found in the document 'RIS/Int Project proposal: Guidance and Template for complementary information'. A template ('RIS Task

Partner selection justification template) is also available to assist you with the gathering of information and evidence for inclusion of a RIS Task Partner in your project.

Q: Can I specify the name of the RIS Task Partner to be involved in the project?

An open selection process must be followed for the selection of RIS Task Partners to ensure compliance with EIT requirements. Specific instruction on this process will be communicated to the KIC partners by the end of November 2019. Therefore, the name of a RIS Task Partner can be mentioned in the proposal only after this open selection process has taken place.