

GUIDELINES FOR APPLICANTS

Valid for Call 3 'Call for Applications'

July 2014



CHEST

Valid for Call 3 'Call for Applications' of the CHEST project, which is supported by the **Seventh Framework programme of the European Commission**



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1. The CHEST Project - Summary

CHEST (Collective enHanced Environment for Social Tasks) is a 30 month Research and Development project supported under the Seventh Framework Programme to promote the development of digital social innovations. These can be defined as a *'type of social and collaborative innovations in which innovators, users and communities collaborate using digital technologies to co-create knowledge and solutions for a wide range of social needs and at a scale that was unimaginable before the rise of the Internet'*, F Bria (NESTA, 2014)

CHEST is based on the collaboration of three partners, Engineering Ingegneria Informatica SpA (IT), PNO Consultants Ltd (UK) and the European Institute for Participatory Media e. V. (D).

In addition to the development of an online community platform (www.chest-project.eu) that will facilitate the sharing and exchanging of ideas, the CHEST project will also invest up to €2.5 million in seed finance for highly innovative digital based technologies, concepts and systems that address a specific societal challenge. The €2.5 million will be allocated through three open calls, the first of which (Call 1, 'Calls for Ideas') opened on the 31st January 2014.

The type of the societal challenge targeted is open and can include any economic, environmental or social problem currently facing European citizens (potential categories are detailed in Section 5).

It will be the task of the applicant to justify why there is a need for their idea or solution with an understanding of the potential impact that could be achieved. Although open in topic, any challenge targeted cannot be limited to a single location or community but instead must be representative of a larger European issue.

Applications can be submitted by any individual or legal entity (either as a single applicant or collaborative submission), including private companies (irrespective of size), academic organisations or public bodies. All submissions must be made using the appropriate application form which can be downloaded via the CHEST website (www.chest-project.eu), according to the timetable described on in Section 4.

The CHEST project is a competitive application process. Submissions made to *Call 3 - Call for applications* will be assessed and evaluated solely by independent assessors appointed by the CHEST Partners according to the process and evaluation criteria described in Section 5. Only the highest ranked proposals will receive support.

PLEASE NOTE: This document contains the eligibility criteria, key dates, competition process and application form details specific to Call 3- Call for applications. It is essential for applicants to read this document before submitting an application.

2. The CHEST Competition

The €2.5 million available will be allocated through three specific calls:

Call 1 – Calls for Ideas

Award of €6k to investigate an innovative idea (see Call 1 Guidelines for further information).

This call will support projects that seek to explore the technical feasibility, social impact potential or commercial viability of an idea. Activities could include market research or desk based investigation regarding the need and potential of an idea, competitor analysis, and even initial planning to take the project to a prototype stage, including potential costs and timescales.

Call closed on the 31st May 2014

Call 2 - Call for Partners

Funding of up to €150k to develop an innovative 'market ready' product, service or process.

This call will support projects that seek to advance a novel idea or basic research investigation to a stage that could be classified as 'market ready' (ready for deployment/roll out in the field).

Eligible activities include: advanced prototype development and evaluation (resulting in a market ready deliverable) and the development of marketing/exploitation strategies (including routes to market).

Call closed on the 31st May 2014

Call 3 - Call for Applications.

This call will seek to **support the best projects resulting from Call 1.**

AND

The call will invite submissions **from new applicants irrespective of their participation in Call 1.**

Projects will receive a financial contribution of up to €60k. Activities should aim to advance an innovative idea to the development of a prototype/demonstrator of a technologically innovative product, service or process. This can include the development of a prototype that could be classified as a 'works-like' and 'looks-like' version of the expected final solution which could not yet be sold commercially.

Eligible activities include

- user centred prototype development (it is important that the needs of the targeted end users are considered and that this is demonstrated either through background work or as part of the proposed project through activities such as a small scale user needs analysis)
- trials and testing
- the development of a business plan (for commercial projects) or a details of planned deployment (for non-commercial projects) indicating routes for future exploitation.

Expected outcome:

1. *An advanced prototype of an innovative product, service or process.*
2. *Final Report.* All participants must complete a 'Final Report' template after the finalisation of the project, when the project is declared ("completed"). This form is required for all projects whether they are successfully or unsuccessfully finished. The document will summarise your activities delivered within the scope of CHEST funding as well as the results obtained while executing the project. It will also detail how market introduction is planned. The Report should also be in line with the format suggested by the Social Reporting Standard (SRS). Please refer to <http://www.social-reporting-standard.de/en> for details on SRS.

3. Funding and Eligibility

- ∞ The project must be based on activity conducted within an established Member State or an FP7 Associated country¹. Proof of address may be requested.
- ∞ Applications must meet all of the requirements for submission as detailed in these Guidelines for Applicants.
- ∞ Any project submitted must offer a level of innovation or novelty with regard to solving the specific societal challenge addressed, must be digital-based and must be targeted towards a specific and clearly defined societal challenge (see definition of Digital Social Innovation below).
- ∞ Projects can be either technically innovative or include the application of an established technology to a new market/application.
- ∞ The same project idea can only be submitted once within a particular call. It is however acceptable for the same idea to be submitted under both Call 2 and Call 3 although not to receive funding from both. We therefore welcome submissions from applications rejected under Call 2, providing that the scope of the project has been revised to take into account the difference in project scope and maturity targeted under Call 3 and that any feedback from the Call 2 assessment process has been taken into account.
- ∞ An individual or legal entity can only submit one proposal under Call 3.
- ∞ Proposals must meet the scope of the competition as detailed in the Summary section above.
- ∞ Applications can be submitted by any individual or legal entity, including private companies (irrespective of size), academic organisations or public bodies.
- ∞ In consideration of the results of the evaluation procedures, any awards made are at the sole discretion of the CHEST Project Partners and are not subject to appeal.
- ∞ The applicant must agree to the terms of use of the CHEST website in full.
 - *You must not use our website in any way that causes, or may cause, damage to the website or impairment of the availability or accessibility of the website; or in any way which is unlawful, illegal, fraudulent or harmful, or in connection with any unlawful, illegal, fraudulent or harmful purpose or activity.*
 - *You must not use our website to copy, store, host, transmit, send, use, publish or distribute any material which consists of (or is linked to) any spyware, computer virus, Trojan horse, worm, keystroke logger, rootkit or other malicious computer software.*
 - *You must not conduct any systematic or automated data collection activities (including, without limitation, scraping, data mining, data extraction and data harvesting) on or in relation to our website without our express written consent.*
 - *You must not use our website to transmit or send unsolicited commercial communications.*
 - *You must not use our website for any purposes related to marketing without our express written consent.*
 - *You must not post or transmit any unlawful, threatening, libellous, harassing, defamatory, vulgar, obscene, pornographic, profane, or otherwise objectionable content.*

Levels of Funding

Funding is subject to the following maximum values and project durations.

¹ The FP7 Associated countries are Albania, Bosnia and Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey.

Call	Maximum Award	Maximum Project Duration
Call for Ideas	€6k	2 months
Call for Partners	€150k	12 months
Call for Applications	€60k	10 months*

*Revised from the originally published 12 months

Definition of Digital Social Innovation (DSI)

All applicants should consider their project ideas in the context of the following definition

‘Digital Social Innovation (DSI) is ‘a type of social and collaborative innovation in which innovators, users and communities collaborate using digital technologies to co-create knowledge and solutions for a wide range of social needs and at a scale that was unimaginable before the rise of the Internet’ [Digital Social Innovation – Interim Report. for further details please refer to: http://content.digitalsocial.eu/wp-content/uploads/2014/05/DSI-report_final_19.05.2014.pdf]

All applications must align with this definition. To demonstrate alignment, applicants need to state how the projects objectives, activities and impact meet the scope and definition of DSI. The CHEST partners will make this judgement based on your response to the Gateway Question – see Section 5 of this document.

4. How to apply for Call 3

Call 3 is based on a one stage submission process - there is no expression of interest or pre-qualification stage.

Registration for Call 3

Applicants can download and complete the application form entitled ‘Call 3 Application form (word document)’ from the “Call 3” page of the CHEST project website. All applications must be made using this form. Applications cannot be made via any other means. You will need to start a new application for each idea/project you wish to apply for.

Completed forms should then be emailed to call3@chest-project.eu.

Please note that once you have emailed your application (i.e. commit the application for assessment), you will not have the opportunity to revise your application. Therefore **please ensure that you are entirely happy with your application before you make the final decision to submit.**

Applications should be submitted in pdf format with the word FINAL included. Submission means that you agree to the Terms outlined in Section 7 of this document.

Applications to Call 3 can be submitted at any time up until **17.00 CET 30th September 2014.** Email confirmation of any applications received will be given.

Competition Timetable

Call 3 will be undertaken according to the following timetable.

Timeline Summary	Call	Date
<i>Launch of Call 3 - Call for applications*</i>	Call 3: Call for Applications	31 st July 2014
Deadline for the submission of applications for Call 3		17.00 CET 30 th September 2014
Evaluation process		From 1 st October to 30 th November 2014
Notification of Decision		From the 1 st Dec 2014
Signing of Grant Agreement		From the 1 st Dec 2014 to the 31 st January 2015
Earliest project start date*		1 st Feb 2015

**Revised from the originally published 2nd Jan start date.*

The submission deadline for Call 3 is **17.00 CET**. We are unable to accept any applications after this time. **Please do not leave your submission to the last minute.**

If any technical difficulties arise or if you identify any errors in your submission, we will not be able to grant an extension to the above deadlines. It is your responsibility to ensure you follow the competition guidance rules and in doing so allow sufficient time to complete all of the submission requirements described in this document.

Call 3 Assessment Process

The CHEST competition is a competitive application process.

Independent assessors will be appointed by the CHEST partners in accordance with standard European rules.

Assessors will be recruited according to their level of expertise relevant to CHEST with the aim of creating a balance between academics, users, gender balance and reasonable geographical distribution.

All assessors are required to sign confidentiality agreements and to declare any potential conflicts of interest. They are required to treat applications in the strictest of confidence and to apply due information protection rules.

Assessors are required to carry out an assessment of the proposals themselves and not to ask anyone else to review an application in their place nor to ask anyone to give another opinion of their assessment. All assessors will be briefed by the CHEST Partners to undertake assessments according to the CHEST Project requirements and evaluation criteria detailed in Section 5.

A standard assessment process applies to all applications as follows:

- The CHEST partners will conduct an initial screening of applications to assess eligibility. This assessment will be based on an applicant's compliance with the terms outlined in Section 3 of this document including adherence to the submission process and the maximum funding sought. If the CHEST partners consider that an applicant has not fulfilled these requirements then the application will not be considered for funding.
- Applications which pass the pre-screening process as stated above will be forwarded to the assessors for remote evaluation.

- Each application is assessed against the same set of questions.
- Assessors will first assess the alignment of a project to the definition of DSI as per the Gateway Question (See Section 5). If the answer given to the scope of the Gateway Question is 'No' then the application will not be considered for funding.
- Each assessor is required to complete and submit a scoring-sheet with comments for each application they are assigned to assess.
- A report is compiled to identify ranked order of all applications based on the average of all assessor scores; this is known as the results sheet.
- The results sheet is reviewed and moderated by the CHEST Partners. The highest ranking applications, subject to a minimum quality threshold, are recommended for funding.
- Whilst the CHEST Partners engage assessors to act on their behalf, the CHEST partners retain the right of decision over scope and to whether a proposal is in or out of scope absolutely. Projects considered out of scope will not be funded.
- All applications will be assessed on individual merit in accordance with the evaluation criteria detailed in Section 5.
- The comments provided by the assessors noted on the results sheets forms the official feedback provided to applicants.

Notification

Following the ranking of projects, applicants will be informed by email whether the application was successful, subject to compliance with the CHEST Call 3 terms and conditions (below).

At the end of the application and assessment process for Call 3, the CHEST Project Partners may also publicise the results of the competition on the CHEST website with a short description of the ideas supported. The CHEST Project Partners may also include reference to some of the successful applications in any dissemination material related to the project such as future press releases.

Please note that only the public description of the project provided in the application form will be made available in the public domain the application is successful. Applicants will not be able to opt out of the public description being published.

Re-application and right to appeal

The comments provided by the assessors on the results sheet forms the feedback provided to applicants. Feedback will be made available to successful and unsuccessful applicants, within two weeks of the date of notification. No additional feedback will be provided and there will be no further discussion on the application.

There is no right of appeal against the decisions of the panel.

Successful Applicants

Successful applicants will receive an email with information about the next steps and a template for the completion of the written deliverables (Interim and Final Reports – see below).

Any applicant successful in receiving support through Call 3 will be required to:

- Be subject to legal validation.
- Sign a Grant Agreement demonstrating compliance with the requirements for Call 3
- Provide all detailed data requested by the CHEST partners for the proper administration of the project.
- Take all necessary and reasonable measures to ensure that the project is carried out in accordance with the terms and conditions of any offer.

- Be responsible for managing own performance and finances - including declaring receipts. It will be the partner's individual responsibility to report to the CHEST partners their direct and indirect (overhead) eligible costs.

Projects will be unable to start until the above has been agreed and completed satisfactorily.

Call 3 Payment of funds

Funding for Call 3 will be paid according to following:

- Single pre-financing of up to 40% of the total financial contribution at the beginning of the project (start date to be agreed with CHEST Partners).
- Intermediate payment of up 40% of the total financial contribution at mid-point of the project and the acceptance of the interim report by the CHEST Partners.
- Final 20% after successful completion and the sign off of the final report.

Reporting

All projects will be assigned a Monitoring Officer (MO) from one of the three existing CHEST Partners who will keep in touch with you during your project to ensure that the work is being undertaken as planned and to act as your first point of contact. They will also be responsible for the approval and sign off of the two reports.

Each applicant will be required to submit two reports within the project duration:

- (I) Interim report halfway through the duration of the project. This will include a summary of progress made against the project plan, the key achievements made, details of any issues encountered, summary of planned activity. A template will be provided.
- (II) Final report at the end of the project. This report should be submitted within 1 month of the agreed end date of the project and will describe the projects main achievements, strategy for exploitation (including a description of any barriers), financing and partnering requirements for any further development/exploitation requirements, timetable for exploitation, potential impact to you as an applicant and targeted social problem. This report should be written in line with the format suggested by the Social Reporting Standard (SRS). Please refer to <http://www.social-reporting-standard.de/en> for details on SRS. A template will be provided to successful applicants.

5. Completion of the Application

This section explains the structure of the application form for a submission to *Call 3- Call for Applications* and offers guidance on the information to include in each section. It is important that applicants address and respond to each question clearly to enable the assessors to fully understand and evaluate your application. Applicants are encouraged to fully utilise the character limits set for each question. **All ideas should be submitted in English using the application template provided on the CHEST website.**

The structure of the submission is as follows (all sections **are mandatory unless otherwise stated**):

PART A - Applicant and Project Details

Question	Guidance
Categories of societal challenges	Select the category(s) that best describes the societal challenge. 1. Knowledge Society and Education 2. Social Inclusion, Human Rights and Equality 3. Civic Empowerment and Community Engagement 4. Environment and Sustainability 5. Health and Demographic Change 6. Economic Empowerment and Prosperity 7. Other
Categories of digital solutions	Select the category(s) that best describes the digital aspect of the project 1. Social Software 2. Open Source 3. Physical Computing 4. Geolocation 5. Web/Internet 6. Audiovisual 7. Data 8. Mobile 9. Other
Project title	Max 50 characters. This title is important as it introduces your project to the assessors.
Project outline (Public Description) (max 1500 characters)	Provide a short summary of the project that could be used for future publicity (max 1500 characters). <i>This should be a brief, public facing description of the project – no more than 1500 characters – using language that can be understood by people without specialist knowledge or expertise. It should explain why the project is innovative and describe the key aims and objectives.</i>
Gateway Question: How does your project align with the specific definition of ‘Digital Social Innovation’?	Max 1500 characters. All applications must align with the definition of Digital Social Innovation as detailed in Section 3. To demonstrate alignment, applicants need to state how the projects objectives, activities and impact meet the scope and definition of DSI. Failure to demonstrate alignment will prevent your application from further evaluation.
Project Duration	Estimated start and end date for your project. Please note: The start date cannot be earlier than the 1 st Feb 2015. The end date cannot be later than the 1 st December 2015.
Project Location	Please state where the project activities will take place.
Proposer Details	Enter the full name of the applicant organisation (if applicable).
	Enter the full name of the person responsible for the application.
	Enter the full postal address & postcode (including country), email address and telephone number of the person responsible for the application
	If applicable - Number of staff in your organisation (including Directors)

	If applicable - Please provide your most recent turnover figure from annual accounts and the date of those accounts
	How did you hear about the CHEST Competition?
Was your application supported under Call 1 'Call for Ideas'	Please state yes or no and include the name of the project supported (if different from the current submission)

PART B

Section 1: Excellence

You should complete the following questions related to the Scientific and Technical Excellence of your project. The scores are equally weighted.

Challenge description and targeted project objectives (max 3000 characters)	Describe the type of Societal Challenge(s) targeted and identify why there is a need for the project. Outline the objectives of your project and define specifically what the project will seek to deliver (e.g. a product, process, service). Detail how the project will address the specific Societal Challenge(s) detailed above
Maturity of the project (max 1500 characters)	Detail the current stage of development of the project and summarise any background work delivered to date (including if appropriate, a summary of work delivered under Call 1). Where appropriate, mention key milestones that led to the current stage (e.g. feasibility study, Competitor analysis, basic prototyping etc.).
Innovation (max 2000 characters)	Explain the novelty of your project. When addressing this question, it is important to reference competing solutions and to provide a preliminary comparison with alternatives solving the same or similar societal problems. If applicable, outline in which ways you plan to integrate your target group(s) into the innovation process (e.g. through participatory processes like Co-Design, Crowdsourcing, new social practices etc.) Describe the evidence you have to substantiate your belief that the intended work is innovative. This should not be based on your opinion alone. Evidence could include the results of patent searches, competitor analyses, literature reviews etc. If applicable, you should also briefly outline your own background IPR as related to the project.

Section 2 Impact

You should complete the following three questions related to the potential impact of your project. The scores are equally weighted.

Target group and Potential Impact (max 3000 characters)	Define the targeted users of the final solution and describe what you have done or planning to do to ensure that that your project meets the needs of its targeted users e.g. user needs analysis either as background work to date or as part of the project. Describe the benefits that could be achieved for these users as a result of your project. Please consider this in terms of economic, social and environmental benefits and quantify such benefits where possible
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Route to market (max 2000 characters)	<p>Outline the next steps required to implement and deploy your proposed product, process or service into an operational environment or market after the funding period and the successful development of the prototype. For example testing, evaluation, attainment of any accreditation, identification of an early adopter etc. and please include details of any steps necessary or planned for community building or user involvement.</p> <p>Define an initial plan for the sustainability of the project results, i.e. own commercialisation or licensing?</p> <p>Estimate of the total funding requirements.</p> <p>Approximate time for first implementation.</p>
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Section 3 Implementation

You should complete the following questions related to the implementation of your project. The scores are equally weighted.

Project plan (max 3000 characters)	<p>Please provide an overview of the proposed development activities that you will undertake within the context of the project (work plan). Please break the project activities down into clear work packages (including indicative timing for each) with at least 2-3 deliverables clearly defined. A deliverable means a distinct output of the project for example final prototype, business plan etc.</p> <p>Identify any key risks and uncertainties that may be encountered in the project, rate each risks as High/Medium/Low and describe how you might mitigate these key risks.</p>
Competences of the applicant (max 1500 characters)	<p>Detail any relevant skills and experience that demonstrates the capability of the applicant to develop and advance the project. Please consider this in terms of your capability to both develop and exploit the technology. Please also describe if any aspects of the development will need to be undertaken by any subcontractors. If so please describe who.</p>

Financial Costs

Eligibility and Funding Levels	<p>The funding model for this call is similar to that of FP7, since the successful applicants will be required to become a partner of the CHEST FP7 funded project. It is expected that all applicant activity will be incurred as RTD activity (research and development).</p> <p>As RTD activity, project costs will be funded at 50% of the total cost figure. If you are a non-profit or public body, a research organisation, a secondary or higher education establishment or a small or medium enterprise (SME), you may request up to 75% funding. According to the new SME definition by the EC, possible relationships with other enterprises can affect your SME status. You can check the criteria for SME eligibility here http:// cordis.europa.eu/fp7/find-doc_en.html.</p> <p>Eligible costs come under the following categories:</p> <p>Personnel Costs These are the labour costs of the person/team engaged on the project. These must be actual costs incurred and paid to be eligible. The figure used to calculate the payroll cost of an individual is the gross salary plus compulsory employer social security contributions.</p> <p>Direct Costs This is the cost of materials/consumables necessary for your project, relevant travel and subsistence costs necessary to undertake the project</p> <p>Subcontracting Any external support, consultancy or subcontracting required to deliver elements of your project. This must be necessary and relevant, and should not form a significant part of your budget. Justify the need and the cost of this external support clearly.</p> <p>Indirect costs These are a contribution to your overheads, and are applied to the total of your personnel and direct costs. They will be paid at a flat rate of 20% for large industry, and 60% for SMEs, research organisations, public bodies, not-for-profit bodies and secondary or higher education establishments.</p> <p>All Personnel, Direct and Subcontracting costs will only be eligible if incurred and paid for during the agreed period of your project, and they can be justified as being necessary for the project activities.</p> <p>All receipts and invoices must be kept and be made available for review by the main CHEST partners and/or an external auditor, as must payroll reports and timesheets for the project personnel, detailing the time spent on the project by team members.</p>
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	As partners in the CHEST project, your claimed costs can be subjected to an external audit at the request of the Commission.
Budget and Justification of Resources	<p>You must enter your project costs in the section titled “Budget Table”.</p> <p>You should enter your total expected costs for each cost category in the cells shaded orange. Cost should be entered in Euros.</p> <p>Select the type of organisation from the drop down menu under “Organisation Type”, which will then automatically calculate the Indirect Cost rate and Requested Contribution applicable.</p> <p>Use the “Justification of Resources” section to explain your project budget. This is your opportunity to show how the budget has been carefully planned and is appropriate for the project objectives. Detail the personnel involved in the project, their role/function, the amount of time you expect them to spend on the project and their gross annual cost to the organisation.</p> <p>Explain what you have included in the Other Direct Costs section, and why these are needed for the project.</p> <p>If any subcontracting is required, explain what this is for and why it is necessary for the project, the amount budgeted for each subcontractor, and who/which company you plan to use (if known).</p>

APPENDICES

2 additional sides of A4 to support your application (optional)	These additional pages will enable applicants to provide additional information to support your application across any of the three sections. This could include a letter of support from potential end users to substantiate the need for the project supporting market evidence (graphics, statistics) or even further information regarding the work plan or market/exploitation strategy.
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Evaluation Criteria

The proposals submitted shall be evaluated on the basis of the following evaluation criteria:

- (a) **Excellence:** Quality and novelty of the project in addressing the challenge.
- (b) **Impact:** Relevance of the societal problem addressed and the effectiveness of the project in addressing the needs of the target group and of the proposed measures to exploit the project results.
- (c) **Quality of planned project implementation:** Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources, ability of the applicant to deliver the project and exploit the results.

6. Further information

If you require further information or for any questions regarding this competition, please email info@chest-project.eu.

7. Terms

7.1 Ownership of Intellectual Property/Use of the entries

Ownership of the project/idea and of its implementation results, including industrial and intellectual property rights, and any reports and other documents relating to it, shall remain with the applicant.

Without prejudice to the previous paragraph, applicants grant the Commission and the CHEST Project Partners the right to display, reproduce by any technical procedure, translate or communicate the project/idea and its results by any medium, including on any website relating to the CHEST project, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

Any communication or publication by Competition winners shall indicate that the project has received funding from the European Union displaying the EU logo and FP7 logo on all printed and digital material, including websites and press releases.

By submitting an entry, applicants declare that they have obtained, or will obtain, all authorisations, consents and permissions necessary to submit their entry, carry out their proposal and comply with these terms and conditions and, to the best of their knowledge, that their entry will not infringe any intellectual property or other third party rights or breach any contractual obligation.

The Commission and CHEST Project Partners assume no responsibility for disputes between persons claiming copyrights in relation to an entry submitted for the Competition.

Where industrial and intellectual property rights, including rights of third parties, exist, prior to the Competition ('pre-existing intellectual property rights'), contestants shall establish a list which shall specify all rights of ownership and use in the pre-existing intellectual property rights and may be asked to disclose it to the Commission or CHEST Project Partners – should they be selected as recipients of CHEST support– at the latest prior to the commencement of implementation of their proposal.

Award recipients shall ensure that they have all rights to use any pre-existing intellectual property in the submission of their application and the implementation of their project if selected for support.

Applicants are encouraged to pursue appropriate intellectual property protection (including but not limited to patents, copyright, trademark, trade secret, etc.) to protect their entry prior to disclosure in the competition.

7.2 Personal Data

All entries will be processed by the CHEST Project Partners. As a result, we may retain non-financial contact information such as your e-mail address and postal address in a database used by CHEST Project Partners. Personal details concerning applicants will be processed solely for the purposes of the performance, management, monitoring and scientific analysis of the Competition by the CHEST Project Partners. All personal data (such as names, addresses and other details) will be processed pursuant to Directive 95/46/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data. We will not share any personal details with

any for-profit or commercial organizations. We will honor any request to stop sending you publications or e-mail newsletters, and this will not affect any award related communications. Applicants will have the right to access their personal data and the right to rectify any such data. Should applicants have any queries concerning the processing of their personal data, they should address them to CHEST Project Partners who are bound to strict legal obligations with regard to the processing of data of third parties.

Experts and the Independent Evaluation Panel members are required to sign confidentiality agreements and to declare any potential conflict of interest. They are required to treat information contained within applications in the strictest confidence. They are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the evaluation themselves and not ask someone to evaluate the application in their place. They must not ask anyone to give another opinion of their work.

7.3 Employees of the three partner companies, Engineering Ingegneria Informatica S.p.A, PNO Consultants Ltd and the European Institute for Participatory Media E.V. are excluded from submitting an application to the CHEST competition.