

CHEST**FP7-611333****CHEST***Collective enHanced Environment for Social Tasks*

Deliverable D2.1D2.1 Open Call plan and guidelines

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1 Executive 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 based innovations that have the potential to address key societal challenges.

In addition to the development of an online community platform 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**.

This document details the approach taken by the CHEST partners in the development of the open calls, their structure and planned delivery.

2 Open Call Plan

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 based innovations that have the potential to address key societal challenges.

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, each focussing on a different type of project, depending on the maturity, scope and nature of the project work to be undertaken.

Call 1 – Calls for Ideas

Award of €6k to investigate an innovative idea

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 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) covering **T**echnology **R**eadiness **L**evel – TRL 7 and above (defined as: system prototype demonstration in operational environment)¹.

Call 3 - Call for Applications

This call will seek to support the best projects resulting from Call 1. The call will also invite submissions from new applicants. **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 be sold commercially. Eligible activities include prototype development, trials and testing and the development of a business plan indicating routes for future exploitation

Further information can be found in the guidelines specific for each call (see Annex 1 and 2). At the time of writing this report, guidelines specific to Call 3 have yet to be prepared.

The maximum value and timescale can be summarised as follows:

¹ http://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

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

3 Open Call Plan Structure

Based on the finite budget allocated to the CHEST competition and to encompass a full range of projects (from early stage through to advanced prototyping and market testing), it was decided that three open calls was considered appropriate, each with a different level of award. The same project idea can only be submitted once within a particular call, however it was decided that applicants supported under Call 1 should be encouraged to apply for further support through Call 3 to advance any positive feasibility work into prototyping activity. Call 3 will also welcome new applicants.

To encourage broad participation and a sufficient diversity of project ideas, applications can be submitted by any individual or legal entity, including private companies (irrespective of size), academic organisations or public bodies.

The Open calls will be managed according to the following timetable which would allow sufficient time for application preparation, application evaluation and project delivery. The CHEST partners did allow sufficient flexibility with the right to adjust the timetable of the calls.

Timeline Summary	Call	Date
<i>CHEST Competition opens. Launch of Call 1 - Calls for Ideas</i>	Call 1: Call for Ideas	31 st January 2014
Deadline for the submission of applications for Call 1		17.00 CET 31 st May 2014
Evaluation process		From 15 th February to the 30 th June 2014
Notification of Decision		From 30 th June 2014
<i>Launch of Call 2 - Calls for Partners</i>	Call 2: Calls for Partners	31 st March 2014
Deadline for the submission of applications for Call 2		17.00 CET 31 st May 2014
Evaluation process		From 1 st June to 31 st July 2014
Notification of Decision		From the 31 st July 2014
Signing of Grant Agreements		From the 31 st July to 31 st October 2014
Earliest project start date		From 1 st November 2014
<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 17 th November 2014
Notification of Decision		From the 17 th November 2014
Signing of Grant Agreements		From 17 th November to 31 st December 2014
Earliest project start date		2 nd January 2015

4 Open Call Award Allocation

It was decided that applications to all three open calls should be made on a competitive basis according to agreed scoring criteria. Applications to Call 1 would be made through the CHEST platform (<http://ideas.chest-project.eu/>) with assessment made via the crowd community. Calls 2 and 3, given the size of the awards to be allocated, would be managed in a manner similar to Framework Programme Seven through an open format structure (resembling a Part B application, based upon Excellence, Impact & Implementation – see Annex 3), with evaluation to be undertaken by Independent assessors appointed by the CHEST partners in accordance with standard European rules. For all three calls, dedicated Guidelines for Applicants will be used, please see Annex 1 & 2.

Depending on the number of quality applications received, the €2.5M will be allocated according to the following (approximate numbers)

Overall budget: €2.499.280
Call 1: ~30 ideas to be supported: Total €180k
Call 2: ~5 projects to be supported: Total €750k
Call 3: ~23 applications to be supported: Total €1.380k
Remaining funds equating to €189k for evaluator costs and other expenses.

Payment of funds

Funds will be awarded according to the following:

Call 1

The payment of the €6k award will be in two separate tranches.

Payment 1: €2k within 30 working days of the email receipt from the applicant to accept the award

Payment 2: €4k upon successful submission of the requested written deliverable (see below) and its approval by the CHEST Project Partners. This deliverable may be used as a basis for a submission to Call 3 'Call for Applications'.

Expected deliverable: A written report detailing the viability of the idea, in line with the format suggested by the Social Reporting Standard (SRS)², at project end. Required information will include: summary of the project idea, contact details of applicant, explanation of the targeted societal challenge (including the need and target groups), solution approach (including novelty of the idea, technical approach, implementation feasibility outline) potential impact, required next steps, and the profile(s) of the applicant(s). The majority of this information could then be used as a basis for a submission to Call 3 - Call for Applications, therefore providing the opportunity to develop the idea into a prototype/demonstrator.

² <http://www.social-reporting-standard.de/en>

Calls 2 & 3 (in a manner resembling typical EC support)

- 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 to 40% of the total financial contribution at mid-point of the project and the signature of the interim report by the CHEST Partners.
- Final 20% after successful completion and the sign off of the final report.

Expected deliverable

1. A *product/process/service* that is ready for market-oriented deployment in an operational environment (for projects supported under Call 2)
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 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).

Project monitoring for Calls 2 and 3

Similar to the approach taken under FP7, all projects funded under Calls 2 and 3 will be assigned a Monitoring Officer (MO) from one of the three existing CHEST Partners who will keep in touch with award recipients during project delivery to ensure that the work is being undertaken as planned and to act as a first point of contact. The MO 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 as outlined above 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 applicants and targeted social problem. A template will be provided.

5 The Evaluation Process

Call 1: The Crowd Assessment Process

The evaluation applications submitted under Call 1 will be conducted by the CHEST Community Members (i.e. any party registered on the Community Platform). Applications will be evaluated until the 30th June 2014.

CHEST Community Members will be asked to evaluate the ideas according to the perceived:

- quality of the idea,
- relevance of the problem targeted,
- appropriateness of the solution,
- potential impact,
- ability of the applicant to deliver the solution

Following the closing date of the crowd assessment process, the CHEST Project Partners will compile the results of the crowd assessment process and will rank the applications based on the scoring received. The highest ranking ideas will then be recommended for support, with the CHEST Partners making the final decision within the limits of funding available. In case of 'ex aequo', the CHEST Project Partners will resolve the ranking according to the same criteria listed above.

Calls 2 and 3 (Evaluation by external assessors)

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.

Each section will be evaluated out of a total of 5 points (15 in total) with the highest scoring proposals selected for support. Guidelines for evaluators will be prepared prior to the evaluation process being initiated.

The external evaluators appointed by the CHEST Partners have been selected based on their experience in the areas of ICT and Social innovation, including some with experience of project evaluation in the context of the Framework Programmes. Up to 25 evaluators have been identified representing a spread of competences, backgrounds and Member state participation. The evaluation process for Calls 2 and 3 (same evaluators across both calls) will consist of:

1. A remote evaluation: each evaluator will receive up to 5-8 proposals via email (immediately after the closing date of the calls). They will then be required to review each proposal in line with the evaluation guidelines to be provided with comments and scoring for each section.. Evaluation can be undertaken remotely.
2. A physical project selection meeting (potentially for Call 2, certainly for Call 3): A one-day meeting within which the highest scoring proposals will be selected.

Project category selection

Given the broad definition of the term Societal Challenge, specific categories were identified through existing measures such as those defined under CAPS, H2020, the Nominet Trust³ and Ashoka Changemakers⁴. Based on a combination of all sources, for all three calls, the specific challenge targeted by applicants has been defined as

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

A similar approach was taken to the definition of categories for the term 'digital solution' under all three calls

1. Social Software
2. Open Source
3. Physical Computing
4. Geolocation
5. Web/Internet
6. Audiovisual
7. Data
8. Mobile
9. Other

³ <http://socialtech.org.uk/>

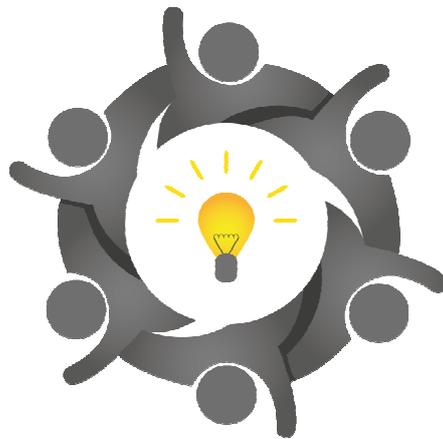
⁴ <http://www.changemakers.com/opportunities>

**6 APPENDIX: Appendix 1: Guidelines for Applicants,
Call 1: Call for Ideas**

GUIDELINES FOR APPLICANTS

Valid for Call 1 ‘Calls for Ideas’

January 2014



CHEST

Valid for Call 1 ‘Call for Ideas’ of the CHEST project, which is supported by the **Seventh Framework programme of the European Commission**



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 based innovations that have the potential to address key societal challenges.

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 rounds, the first of which will open 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.

Ideas 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 ideas must be submitted via the CHEST website (www.chest-project.eu), according to the timetable described on page 6.

Both applicants and those organisations registered on the CHEST Community Platform (**referred to as 'CHEST Community Members'**) will also have the opportunity to evaluate and discuss the ideas that have been submitted.

Submissions made to *Call 1 - Calls for Ideas* will be assessed and evaluated solely by the CHEST Community Members according to the crowd assessment evaluation criteria described on page 7. Only the highest ranked ideas will receive an award.

Submissions made to Call 2 and Call 3 will be assessed by independent expert assessors, according to EC rules.

PLEASE NOTE: This document contains the eligibility criteria, key dates, competition process and application form details specific to Call 1- Call for Ideas. It is essential for applicants to read this document before submitting their idea for evaluation.

Applicants wishing to apply for support through *Call 2 - Call for Partners* or *Call 3 - Call for Applications* should refer to the individual guidance documents for these call strands.

2. The CHEST Competition

The €2.5m available will be allocated through three specific calls.

Call 1 – Calls for Ideas

Award of €6k to investigate an innovative idea.

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.

Expected Deliverable: A short written report detailing the viability of the idea, in line with the format suggested by the Social Reporting Standard (SRS), will be requested at project end. Please refer to <http://www.social-reporting-standard.de/en> for details on SRS. Required information will include: summary of the project idea, contact details of applicant, explanation of the targeted societal challenge (including the need and target groups), solution approach (including novelty of the idea, technical approach, implementation feasibility outline) potential impact, required next steps, and the profile(s) of the applicant(s). The majority of this information could then be used as a basis for a submission to Call 3 - Call for Applications, therefore providing the opportunity to develop the idea into a prototype/demonstrator. *It should be noted that a submission to Call 3 will be expected for projects selected for awards under Call 1.*

Call 2 - Call for Partners

Financial contribution 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).

Further information regarding Call 2 and expected deliverables can be found in the Guidance for Applicants specific to this call category.

Call 3 - Call for Applications

This call will seek to support the best projects resulting from Call 1. The call will also invite submissions from new applicants. **Projects will be funded 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 be sold commercially. Eligible activities include prototype development, trials and testing and the development of a business plan indicating routes for future exploitation.

Further information regarding Call 3 and expected deliverables can be found in the Guidance for Applicants specific to this call category.

3. Funding and Eligibility

- The project must be based on activity conducted within an established Member State or an FP7 Associated country⁵. Proof of address may be requested.
- Projects must meet all of the requirements for submission as detailed in these Guidelines for Applicants document.
- Any idea submitted must offer a level of innovation or novelty must be digital-based and must be targeted towards a specific and clearly defined societal challenge.
- The same project idea can only be submitted once within a particular call. However, it is acceptable for the same idea to be submitted under both Call 1 and Call 3.
- The project must meet the scope of the competition as detailed in the Summary section above.
- Ideas 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.
 - o *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.*
 - o *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.*
 - o *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.*
 - o *You must not use our website to transmit or send unsolicited commercial communications.*
 - o *You must not use our website for any purposes related to marketing without our express written consent.*
 - o *You must not post or transmit any unlawful, threatening, libellous, harassing, defamatory, vulgar, obscene, pornographic, profane, or otherwise objectionable content.*

Levels of Funding

Applicants must decide which call is most appropriate to the nature and maturity of their idea and funding requirement. Funding is subject to the following maximum values and project durations.

Call	Maximum Award	Maximum Project Duration
Call for Ideas	€6K	2 months

⁵ The FP7 Associated countries are Albania, Bosnia and Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey.

Call for Partners	€150k	12 months
Call for Applications	€60k	12 months

4. How to apply for this Competition

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

Registration

All ideas must be submitted by via the CHEST website. To enter the competition, applicants must first register on the website (with a first and last name, an email address and a password) or register using a Facebook, Twitter or a LinkedIn account. In case of email registration, the applicant will receive an email with the credential to login. After the first login, the user can change the password through the “my profile” button. Once registered the applicant can log in to the website at any time in order to complete the submission. Re-registration is not required for applications in future calls as the system will retain applicant information with a record of previous submissions. Each new idea submitted under a specific call requires a new application.

Competition Timetable

The CHEST Competition will be undertaken according to the following timetable.

Timeline Summary	Call	Date
<i>CHEST Competition opens. Launch of Call 1 - Calls for Ideas</i>	Call 1: Call for Ideas	31 st January 2014
Deadline for the submission of applications for Call 1		17.00 CET 31 st May 2014**
Evaluation process		From 15 th February to the 30 th June 2014
Notification of Decision		From 30 th June 2014
<i>Launch of Call 2 - Calls for Partners*</i>	Call 2: Calls for Partners	31 st March 2014
Deadline for the submission of applications for Call 2		17.00 CET 31 st May 2014
Evaluation process		From 1 st June to 31 st July 2014
Notification of Decision		From the 31 st July 2014
Signing of Grant Agreements		From the 31 st July to 31 st October 2014
Earliest project start date		From 1 st November 2014
<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 17 th November 2014
Notification of Decision		From the 17 th November

		2014
Signing of Grant Agreements		From 17 th November to 31 st December 2014
Earliest project start date		2 nd January 2015

**The CHEST Project Partners reserve the right to adjust the timetable of the calls.*

**** Deadline extended from the 30th April 2014**

The submission deadlines for all calls 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 1: The Crowd Assessment Process

The evaluation applications submitted under *Call 1 Call for Ideas* will be conducted by the CHEST Community Members (i.e. any party registered on the Community Platform). Applications can be evaluated 15 days after the official launch of the call, i.e. from the 15th February 2014 until the 30th June 2014.

All ideas submitted will be publically visible with the potential to be evaluated and commented upon by the CHEST Community Members. It is expected that up to 30 ideas in total will receive support.

CHEST Community Members will be asked to evaluate the ideas according to the perceived:

- quality of the idea,
- relevance of the problem targeted,
- appropriateness of the solution,
- potential impact,
- ability of the applicant to deliver the solution

Further guidance can be found in Section 5

Following the closing date of the crowd assessment process, the CHEST Project Partners will compile the results of the crowd assessment process and will rank the applications based on the scoring received. The highest ranking ideas will then be recommended for support, with the CHEST Partners making the final decision within the limits of funding available. In case of 'ex aequo', the CHEST Project Partners will resolve the ranking according to the same criteria listed above.

Notification

Following the ranking of projects, applicants will be informed by email whether the application was successful.

At the end of the application and assessment process for Call 1, the CHEST Project Partners will 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.

No explanations of the results of the assessment of ideas for Call 1 can be provided by the CHEST consortium beyond the results of the crowd voting. This applies to both successful and unsuccessful applicants.

Successful Applicants

Successful applicants will receive an email with information about the next steps and a template for the completion of the written deliverable (basis for a submission to Call 3).

If the applicant wishes to accept the award, they will need to reply to the email confirming acceptance with your bank details for payment purposes. The award must be accepted within 10 working days of receiving this email. Failure to do so will result in withdrawal of the award offer.

The CHEST Project Partners also have the right to contact award recipients at any point during the project delivery to monitor progress and to ensure that projects are successfully completed. The CHEST project partners have the right to require interim progress reports from the award recipients on a per-need basis, at its discretion. The award recipients are obliged to provide interim progress reports if requested by the CHEST project partners

Call 1 Payment of funds

The payment of the €6k award will be in two separate tranches.

Payment 1: €2k within 30 working days of the email receipt from the applicant to accept the award

Payment 2: €4k upon successful submission of the requested written deliverable and its approval by the CHEST Project Partners. This deliverable may be used as a basis for a submission to Call 3 'Call for Applications'.

5. Completion of the Online Application

This section explains the structure of the application form for a submission to Call 1- Call for Ideas 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 Community Members to fully understand and evaluate your idea. Applicants are encouraged to fully utilise the character limits set for each question. All ideas should be submitted in English.

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

Question	Guidance
Categories of societal challenges	Select the category(s) that best describes the societal challenge. <ol style="list-style-type: none"> 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 idea. <ol style="list-style-type: none"> 1. Social Software 2. Open Source 3. Physical Computing 4. Geolocation 5. Web/Internet 6. Audiovisual 7. Data 8. Mobile 9. Other
Idea title	Max 50 characters.
Idea outline	Provide a short summary of the idea that could be used for future publicity (max 250 characters).
Idea image (optional)	An image visualizing the idea (maximum file size: 8 MB; allowed extensions: png, gif, jpg, jpeg)
Challenge description	Describe the type of targeted societal challenge and identify why there is a need for the idea (max 800 characters).
Solution description	Describe the idea and summarise the intended activities if successful in receiving an award through Call 1 (max 800 characters).
Target group and social impact	Identify who will benefit and the potential benefits – this can include social, environmental, economic or sustainability aspects (max 800 characters).
Competences of the applicant	Detail any relevant skills and experience that demonstrates the capability of the applicant to develop and advance the idea (max 400 characters).
Video link (optional)	You can include a link to a video (hosted on popular video platforms like youtube, vimeo, etc.) detailing and visualizing your idea. Please note that a short video (no longer than 5 minutes) could help crowd based voters to better understand your idea.
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
	How did you hear about the CHEST Competition?

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 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 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 an award– 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.

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

7 Appendix 2: Guidelines for Applicants, Call 2 Call for Partners

GUIDELINES FOR APPLICANTS

Valid for Call 2 'Calls for Partners'

March 2014



CHEST

Valid for Call 2 'Call for Partners' of the CHEST project, which is supported by the **Seventh Framework programme of the European Commission**



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 based innovations that have the potential to address key societal challenges.

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 2 - Calls for Partners* 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 2- Call for Partners. It is essential for applicants to read this document before submitting an application.

Applicants wishing to apply for support through *Call 1 - Call for Ideas* or *Call 3 - Call for Applications* should refer to the individual guidance documents for these call strands.

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 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) covering **T**echnology **R**eadiness **L**evel – TRL 7 and above (defined as: system prototype demonstration in operational environment). For reference see:

http://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

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).

Expected outcome:

3. A *product/process/service* that is ready for market-oriented deployment in an operational environment.
4. *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.

Call 3 - Call for Applications (see Call 3 Guidelines for further information).

This call will seek to support the best projects resulting from Call 1. The call will also invite submissions from new applicants. **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 be sold commercially. Eligible activities include prototype development, trials and testing and the development of a business plan indicating routes for future exploitation.

Further information regarding Call 3 and expected deliverables can be found in the Guidance for Applicants specific to this call category.

3. Funding and Eligibility

- The project must be based on activity conducted within an established Member State or an FP7 Associated country⁶. 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.
- 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.
- 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.
 - o *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.*
 - o *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.*
 - o *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.*
 - o *You must not use our website to transmit or send unsolicited commercial communications.*
 - o *You must not use our website for any purposes related to marketing without our express written consent.*
 - o *You must not post or transmit any unlawful, threatening, libellous, harassing, defamatory, vulgar, obscene, pornographic, profane, or otherwise objectionable content.*

Levels of Funding

⁶ The FP7 Associated countries are Albania, Bosnia and Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey.

Applicants must decide which call is most appropriate to the nature and maturity of their project and funding requirement. Funding is subject to the following maximum values and project durations.

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

4. How to apply for Call 2

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

Registration for Call 2

Applicants can download and complete the application form entitled 'Call 2 Application form (word document)' from the "Call 2" 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 call2@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 and if successful agree to join the CHEST Consortium as a partner.

Applications to Call 2 can be submitted at any time up until **17.00 CET 31st May 2014**. Email confirmation of any applications received will be given.

Competition Timetable

The CHEST Competition will be undertaken according to the following timetable.

Timeline Summary	Call	Date
<i>CHEST Competition opens. Launch of Call 1 - Calls for Ideas</i>	Call 1: Call for Ideas	31 st January 2014
Deadline for the submission of applications for Call 1		17.00 CET 31 st May 2014**
Evaluation process		From 15 th February to the 30 th June 2014
Notification of Decision		From 30 th June 2014

<i>Launch of Call 2 - Calls for Partners*</i>	Call 2: Calls for Partners	31 st March 2014
Deadline for the submission of applications for Call 2		17.00 CET 31 st May 2014
Evaluation process		From 1 st June to 31 st July 2014
Notification of Decision		From the 31 st July 2014
Signing of Grant Agreements		From the 31 st July to 31 st October 2014
Earliest project start date		From 1 st November 2014
<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 17 th November 2014
Notification of Decision		From the 17 th November 2014
Signing of Grant Agreements		From 17 th November to 31 st December 2014
Earliest project start date		2 nd January 2015

*The CHEST Project Partners reserve the right to adjust the timetable of the calls.

** Deadline extended from the 30th April 2014

The submission deadline for all calls 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 2 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 engaged as individuals, not as representatives of their employment. They 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:

- Applications are forwarded to assessors who will remotely evaluate the applications received.
- The evaluation process will take place from the 1st June to the 31st July 2014.
- Each application is marked by a minimum of three assessors.
- Each application is assessed against the same set of questions.
- 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.
- Moderation involves checking for any outlying scores, i.e. if one of the scores varies considerably to the other two scores. If an outlying score is identified then two additional assessments are requested, bringing the total number of assessors reviewing the application to 5.
- 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 2 terms and conditions (below).

At the end of the application and assessment process for Call 2, the CHEST Project Partners will 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.

If unsuccessful, you may choose to re-apply for funding to **Call 3 for the same project (from the 31st July until 30th September)**, although taking into account the nature (and maturity) of projects sought in Call 3. The decision to re-apply rests with you, and addressing specific feedback from the assessors does not guarantee success in a future round.

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). If the applicant wishes to accept the funding, they will need to reply to the email confirming acceptance with your bank details for payment purposes. The funding must be accepted within 10 working days of receiving this email. Failure to do so will result in withdrawal of the award offer.

Given the fact that the level of funds that will be granted under Call 2 exceeds €60k it is required that any applicant successful in receiving support through Call 2 will also be required to join the CHEST consortium as a full Partner. As such they will be required to:

- Sign up to the terms of the Grant Agreement for the CHEST Project which can be download from the CHEST website.
- Be subject to legal validation.
- Provide all detailed data requested by the Commission for the purposes of the proper administration of the project and for the signing of the Grant Agreement.
- Carry out the project jointly with the other CHEST Partners, taking all necessary and reasonable measures to ensure that the project is carried out in accordance with the terms and conditions of the Grant agreement.
- 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.
- Sign the Consortium Agreement (stipulating their obligations to the project regarding scope of work to be undertaken, reporting requirements).

Projects will be unable to start until the above has been agreed and completed satisfactorily. Copies of all relevant documentation can be found on the CHEST website under Call 2.

Call 2 Payment of funds

Funding for Call 2 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 signature of the interim report by the CHEST Partners.
- Final 20% after successful completion and the sign off of the final report.

All payments will be made within 30 working days.

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:

- (III) 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.
- (IV) 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 2- Call for Partners* 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. <ol style="list-style-type: none"> 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> This Section will not be assessed.
Project Duration	Estimated start and end date for your project. Please note: The start date cannot be earlier than the 1 st November 2014. The end date cannot be later than the 31 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?

5. PART B

6. Section 1: Excellence

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

Challenge description (max 3000 characters)	Describe the type of Societal Challenge(s) targeted and identify why there is a need for the project.
Project objectives (max 3000 characters)	Describe the objectives of your project and define specifically what the project will seek to deliver (product, process, service). Detail how the project will address the specific Societal Challenge(s) detailed above.
Maturity of the project (max 2000 characters)	Detail the current stage of development of the project and summarise any background work delivered to date. Where appropriate, mention key milestones that led to the current stage (e.g. prototype, field trials, pilot

	studies).
Innovation (max 3000 characters)	<p>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 of similar societal problems.</p> <p>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.</p>

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 (max 3000 characters)	<p>Define the targeted users of the final solution. Please quantify where possible.</p> <p>Define any potential barriers that that may need to be overcome to realize your project.</p>
Potential impact (max 3000 characters)	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.
Route to market (max 3000 characters)	<p>Describe the next steps required to implement and deploy your proposed product, process or service into an operational environment or market. For example testing, evaluation, attainment of any accreditation, identification of an early adopter etc.</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>

Section 3 Implementation

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

Project plan (max 4000 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</p>
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	mitigate these key risks.
Competences of the applicant (max 2000 characters)	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.

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.</p> <p>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 (including the costs of attending up to 3 project meetings with the consortium partners), and the depreciation suffered during the project duration on any equipment necessary for 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.</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>
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	<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> <p>As partners in the CHEST project, your claimed costs can be subjected to an external audit at the request of the Commission.</p>
<p>Budget and Justification of Resources</p>	<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

<p>2 additional sides of A4 to support your application (optional)</p>	<p>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.</p>
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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.

8 Appendix 3 Application Form Call 2

APPLICATION FORM

Valid for Call 2 'Calls for Partners'

March 2014



<p>Categories of societal challenges</p>	<p>Select the category(s) that best describes the societal challenge.</p> <p><input type="checkbox"/> Knowledge Society and Education</p> <p><input type="checkbox"/> Social Inclusion, Human Rights and Equality</p> <p><input type="checkbox"/> Civic Empowerment and Community Engagement</p> <p><input type="checkbox"/> Environment and Sustainability</p> <p><input type="checkbox"/> Health and Demographic Change</p> <p><input type="checkbox"/> Economic Empowerment and Prosperity</p> <p><input type="checkbox"/> Other</p> <p>If 'Other', please describe (max 100 characters)</p>
<p>Categories of digital solutions</p>	<p>Select the category(s) that best describes the digital aspect of the project.</p> <p><input type="checkbox"/> Social Software</p> <p><input type="checkbox"/> Open Source</p> <p><input type="checkbox"/> Physical Computing</p> <p><input type="checkbox"/> Geolocation</p> <p><input type="checkbox"/> Web/Internet</p> <p><input type="checkbox"/> Audiovisual</p> <p><input type="checkbox"/> Data</p> <p><input type="checkbox"/> Mobile</p> <p><input type="checkbox"/> Other</p>

Project title (max 50 characters)	
Project outline (max 1500 characters). This will be public.	
Project Start Date (No earlier than 01/11/14)	
Project End Date (No later than 31/12/15)	
Project Location & Country	

Name of the applicant's organisation (if applicable)	
Name of the person responsible for the application	
Full postal address	
Postcode	
Country	
Telephone Number	
Email Address	
Number of staff in organisation, including Directors (if applicable)	
Organisation Type	Choose an item.
Please provide your most recent turnover figure from	

Project Title: CHEST

Project Coordinator: Engineering Ingegneria Informatica S.p.A.

Contract No. FP7-611333

www.chest-project.eu

annual accounts and the date of those accounts (if applicable)	
Organisation Legal Status (if applicable)	
How did you hear about the CHEST Competition?	

Part B

Section 1: Excellence

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

Challenge Description (max 3000 characters)	
Project Objectives (max 3000 characters)	
Project Maturity (max 2000 characters)	
Innovation (max 3000 characters)	

Section 2: Impact

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

Target Group (max 3000 characters)	
Potential Impact (max 3000 characters)	
Route to Market (max 3000 characters)	

Section 3: Implementation

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

<p>Project Plan (max 4000 characters)</p> <p>E.g. WP1 Overview:</p> <p>WP1 Timing:</p> <p>WP1 Deliverable:</p> <p>WP1 Risks:</p>	
<p>Applicant Competences (max 2000 characters)</p>	

Financial Costs

Budget Table

Item	Total Cost (EUR)
Personnel	
Other Direct	
Travel & Subsistence	
Materials/ Consumables	
Equipment	
Total Direct Costs	,0 000
Indirect – Choose your rate:	,0 000

Large Industry – 20% Other – 60%		
Subcontractor		
Total Project Costs		,0 000
Requested Contribution – Choose your rate: Large Industry – 50% Other – 75%		,0 000
Double click 'Update Fields' to ensure all figures are correct.		Update Fields

Justification of Resources

<p>Finance Details (max 3000 characters)</p> <p><u>Personnel</u> For each post: Role in project Gross annual cost Number of days on project</p> <p><u>Other Direct Costs</u> Detail the consumables, travel and accommodation and equipment costs of your project, explaining why they are needed.</p> <p><u>Subcontracting</u> Detail the work that will be subcontracted, how much it will cost, why it is needed and, if known, who will be doing the work.</p>	
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Appendices

Two additional sides of A4 to support your application (optional).