

A decorative graphic on the left side of the page, consisting of several overlapping diamond shapes. The diamonds are filled with a dark blue background and contain glowing green and cyan binary code (0s and 1s) and light trails, suggesting a digital or technological theme. Two solid green triangles are also part of the graphic, pointing towards the right.

**INNOVATION SCHEMES
ENFIELD FIRST CALL FOR PROPOSALS
OC1-2024-TIS-01**

GUIDELINES FOR APPLICANTS

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1. INTRODUCTION

This document provides the relevant information regarding the Innovation Scheme Open Calls for proposals for the ENFIELD project.

The ENFIELD – Innovation Scheme Open Call aims to attract R&D entities to conduct applied research in relation with specific sectors, namely **energy, healthcare, manufacturing and space**, and to network and disseminate the latest knowledge in Europe. The challenges/use cases proposed by the ENFIELD industry partners, would potentially lead to the development and (future) adoption of AI technologies to boost the business and overall EU competitiveness in these sectors and address societally important challenges, e.g., actively contributing to securing the energy affordability and supply in Europe.

1.1. Background information on ENFIELD project

Artificial Intelligence (AI) is transforming every aspect of modern society offering the potential for inclusive economic growth, societal benefits, and innovative solutions to global challenges. Nonetheless, AI tools can be error-prone, giving rise to concerns about legal liability and the preservation of fundamental human rights. Global leaders have discussed the need to address AI challenges and maximize its benefits and as a result, the European Commission launched important initiatives like HUMANE¹, TAYLOR², and ELISE³ to ensure AI becomes more human-centric, safe, transparent, and to reinforce Europe's position in AI and Machine Learning (ML). However, there are certain AI perspectives and application areas, which have not been tackled with a sufficient attention by the funded Networks of Excellence despite being of paramount importance to Europe in the present geopolitical and climate change circumstances. Thus, the ENFIELD project is dedicated to developing, maintaining, scaling-up and sustaining a vibrant European network on AI composed of 30 consortium members from 18 countries, including top-level education and research organisations, large scale businesses, SMEs, and public sector representatives jointly addressing critical issues of research and innovation frontiers in this new topic of the European AI Lighthouse.

ENFIELD will create a unique European Centre of Excellence that excels the fundamental research in the pillars of Adaptive, Green, Human-Centric, and Trustworthy AI that are new, strategic and of paramount importance to successful AI development, deployment, and acceptance in Europe and will further advance the research within verticals of healthcare, energy, manufacturing and space by attracting the best talents, technologies and resources from worldclass research and industry players in Europe and by carrying out top-level research activities in synchronisation with industry challenges to reinforce a competitive EU position in AI and create significant socio-economic impact for the benefit of European citizens and businesses.

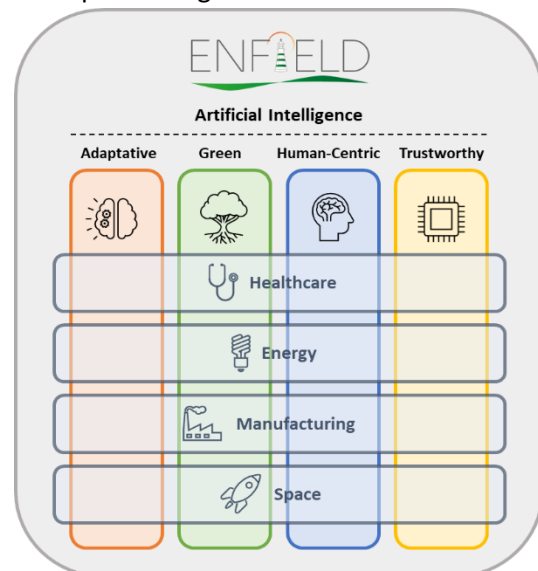


Figure 1 - Conceptual view of ENFIELD.

¹ <https://www.humane-ai.eu/about-project/>

² <https://tailor-network.eu/>

³ <https://www.elise-ai.eu/>

2. GENERAL INFORMATION

2.1. Terms and definitions

This section describes the relevant terms that are used in the open call documentation. Unless otherwise stated, the definition of a term is the one stated in this section.

2.1.1. Entities and Committees

Table 1 - Definitions of entities and committees

Term	Definition
ENFIELD consortium	Group of legal entities that are cumulatively responsible for implementing the ENFIELD project as defined in the Grant Agreement number 101120657.
Applicant	Entity (or group of entities) that intends to submit or has submitted a proposal to the funding program.
Beneficiary	An entity (or group of entities) that has submitted a proposal to the funding program, has been accepted for funding and has signed or is in the process of signing a sub-grant agreement.
External evaluator	An expert that has been invited by ENFIELD to assist in the evaluation of the proposal submitted to the funding program. Experts cannot have conflicts of interest and are bounded by their own confidentiality agreement.

2.1.2. Funding Program

Table 2 - Definitions of the funding program

Term	Definition
ENFIELD funding program	Program under which the present open call is run. It is defined by the documents and templates provided by the ENFIELD consortium as defined in section 4.1.1. The funding program considers several phases: open call for proposals, evaluation, sub-grant agreement (SGA) preparation and signing, and implementation (for selected beneficiaries).
Proposal phase	Period when applicants can submit proposals to the open call. Each open call has a fixed deadline that is automatically enforced.
Evaluation phase	Period when the consortium evaluates and ranks the applications. At the end of the phase, all proposals are notified of the results of the evaluation.
SGA preparation and signing phase	Period when the selected proposals and the consortium complete the administrative procedures to sign the sub-grant agreement and prepare administrative documents.
Implementation phase	Maximum of 6 months period, varying according to the submitted proposal, when the work is performed by the beneficiary. At the end, the project is subject to a formal evaluation made by an internal evaluation team to assess if the project is meeting its objectives.

2.2. Means of submission

The ENFIELD – Innovation Scheme Open Call page ([here](#)) will be the entry point for the submission of all proposals to this open call (*oc1-2024-TIS-01*). Any proposal submitted through other channels will be automatically rejected.

Any documentation that is required and requested by the ENFIELD consortium should be submitted via a dedicated channel that will be indicated by the consortium during the execution of the sub-granted projects.

2.3. Language

English is the official language for the ENFIELD open calls. Submissions done in any language other than English will not be eligible or evaluated.

English is the only official language during the whole implementation of the ENFIELD funding program. This means that any requested submission of documentation and deliverables will be done in English to be eligible.

2.4. Documentation formats

Any documentation requested in any of the phases of the open call and project's implementation must be submitted electronically in PDF format without restrictions for printing. For "Innovation Schemes: Technical annex", formatting guidelines must be respected as defined in the document.

2.5. Data protection

The reply to any call for proposals involves the recording and processing of personal data (such as name, e-mail, and address). Such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the consortium.

It should be noted that ENFIELD requests the minimum information needed to deliver the evaluation procedures or the implementation of the funding program. The "Annex: Bank account information" and "Annex: Sub-grant Agreement template" are provided for reference and will only be requested if the applicant is accepted to the program.

2.6. Origin of the funds

Selected applicants will sign a dedicated sub-grant funding agreement with the ENFIELD consortium. The funds attached to the sub-grant agreement come directly from the funds of the European project ENFIELD and therefore remain property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in ENFIELD via European Commission GA no. 101120657.

As detailed in "Annex: Sub-grant Agreement template", this relation between the subgrantees and the European Commission (EC) through the ENFIELD project carries a set of obligations to the subgrantees with the EC. It is the task of the sub-grantees to achieve them and of the ENFIELD consortium partners to inform about them.

3. ELIGIBILITY CRITERIA

The following eligibility criteria, related to the applicants, funding, and proposals apply.

3.1. Applicants' eligibility

All applicants must meet the requirements described in this section to be eligible for the ENFIELD - Innovation Scheme Open Call:

1. Submissions will **ONLY** be accepted through the page dedicated to the ENFIELD – Innovation Scheme Open Call: <https://ec.europa.eu/eusurvey/runner/oc1-2024-TIS-01>.
2. Fit within the target audience as indicated in section 3.1.1.

3. Are based in EU Member States or Horizon Europe associated countries as indicated in section 3.1.2.
4. The application and all requested documents are provided only in English language.
5. The proposal description is provided according to the guidelines in the “ENFIELD – Innovation Scheme Open Call - oc1-2024-TIS-01_Technical Annex”
6. The application must include a budget overview for the implementation of their proposal (to be submitted using the oc1-2024-TIS-01_ApplicationForm_Budget Template).

The detailed eligibility criteria as described in the sections below apply:

3.1.1. Types of applicants

The ENFIELD – Innovation Scheme Open Call will fund projects implemented by one (1) legal entity or groups of a minimum of 2 legal entities that are considered eligible under Horizon Europe rules. The following type of entities are invited to submit their innovative research or application ideas:

- Research Centres (legal entities) established in an eligible country, section 3.1.2.
- Private-for-profit companies (including start-ups, SMEs, and large companies) established in an eligible country, section 3.1.2. A beneficiary is qualified as an SME as defined in the EU recommendation 2003/361⁴.

The following additional conditions apply:

- The participating organisations should not have been declared bankrupt or have initiated bankruptcy procedures.
- The organisations applying should not have convictions for fraudulent behaviour, other financial irregularities, and unethical or illegal business practices.
- There should not be any conflict of interest with any of the ENFIELD partners (beneficiaries), as detailed in Section 3.1.3.

Note: Third parties receiving Financial Support from ENFIELD through the open call will not become part to the ENFIELD Grant Agreement. The ENFIELD Grant Agreement will not need to be amended to include the selected beneficiaries.

3.1.2. Eligible Countries

Entities established in any of the following countries are eligible to participate in the ENFIELD – Innovation Scheme Open Call:

- The Member States (MS) of the European Union (EU), including their outermost regions.
- Horizon Europe associated countries: according to the updated list published by the EC⁵.

3.1.3. Conflict of interest

Applications will not be accepted from entities who are partners (beneficiaries) or linked-third parties in the ENFIELD consortium or who are formally linked in any way to the partners/linked-third parties of the consortium. This excludes, for example, entities that have already engaged with and/ or contributed to the project through specific activities/ initiatives (e.g., AI Doctoral Academy, Associate Members) who remain independent from the project. Any entity with a previous link to an ENFIELD

⁴ EC recommendation for Small and Medium- sized Enterprises (SMEs) 2003/361/: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISUM%3An26026>.

⁵ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf

beneficiary (e.g., spin-off), will not be accepted, unless a minimum of 2 years (as of the 1 September 2023) has passed since the termination of the link.

Applicants must not have any current and/or potential conflict of interest with the ENFIELD – Innovation Scheme Open Call selection process and during the whole program. Applicants must formally and immediately notify the ENFIELD Project Coordinator of any situation constituting or likely to lead to a conflict of interests and take all the necessary steps to rectify this situation.

All cases of conflict of interest will be assessed case by case. Applicants must take all measures to prevent any situation where the impartial and objective evaluation and implementation of the project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

If a conflict of interest is discovered and confirmed at the time of the evaluation process, the proposal will be considered as non-eligible and will not be evaluated.

3.2. Proposal submissions

The ENFIELD – Innovation Scheme Open Call is a competitive funding programme. Applicants (legal entity or group of legal entities) can submit multiple applications, but only one of them can be funded within the open call.

3.3. Financial eligibility

The following financial conditions apply for proposals to be eligible:

- The total grant per proposal may not exceed €60.000.
- The total amount requested must represent 100% of the total project costs.
- When the beneficiaries are private-for-profit organizations, once determined the total estimated cost for the proposal, the exact amount of financial support to be granted as a lump sum will be calculated as 70% of the eligible cost, following the rules of the Horizon Europe program.
- All proposals must provide a budget overview for the implementation of their proposal, including the expected costs concerning Staff Costs; Travel Costs; Equipment/Tech Consumables Costs (depreciation) and, whenever required, Subcontracting Costs.

For approved projects, the funds will be disbursed in two lump sums: one at the beginning of the project (50% with the sub-grant agreement signature) and at the end of the project pending the achievement of agreed milestones and deliverables (50% with expected outcome).

3.4. Other Conditions

Each applicant must confirm:

- It is not under liquidation or is not an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18.
- The proposed project is based on original research/ ideas and, going forward, any foreseen developments are not limited by third party rights, or are clearly stated if they are limited.
- The project is based on work that has not been developed and offered as a commercial product or solution.
- It is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national and EU authority.

4. OPEN CALL: SUBMISSION AND SELECTION PROCESS

Proposals submitted to the ENFIELD – Innovation Scheme Open Call are submitted in a single stage and evaluated in two steps, as presented in Figure 2.

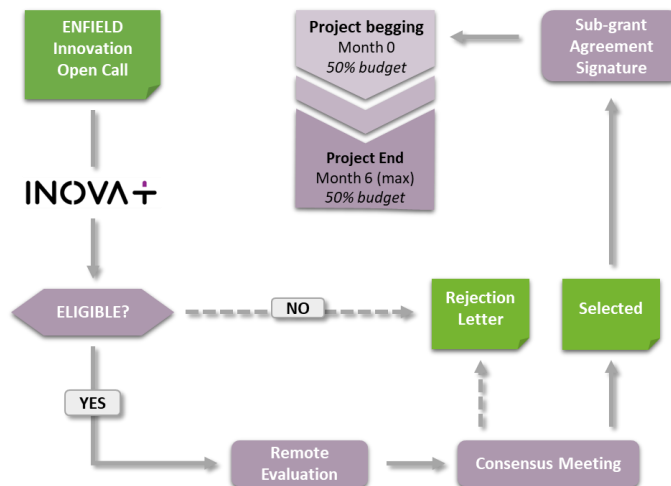


Figure 2 - ENFIELD - Innovation Scheme Open Call submission and evaluation process.

4.1. Proposal preparation and submission

The submission of proposals to the ENFIELD – Innovation Scheme Open Call will follow the steps listed in this section.

4.1.1. Open call publication and documentation

The open call is supported by the following documentation, which can be found at https://www.enfield-project.eu/open_calls:

- **Innovation Schemes: Open Call #1**, which provides a full set of information regarding the Open Call, including the scope, objectives, and challenges to be addressed in the open call.
- **Innovation Schemes: Guidelines for Applicants**, which provides an overview of the rules and procedures to participate in the open call, the evaluation process, and other general provisions.
- **Innovation Schemes: Application Form**, an online application form, available [here](#).
- **Innovation Schemes: Technical annex (template)**, a Word template that indicates all the technical information that should be provided as part of the project proposal.
- **Innovation Schemes: Budget template (template)**, an Excel file to present a simplified estimation of costs for the implementation of the proposed project that should be provided as part of the project proposal.
- **Innovation Schemes: Sub-grant agreement template**, which provides a template of the subgrant agreement that the successful applicants will be requested to sign.
- **Innovation Schemes: Applicant Declaration of Honor**, which declares that all conditions of the open call are accepted by the legal representative of the entity/ies.

- **Innovation Schemes: Legal Entity Declaration Form**, which evaluates the status of the legal entities participating in the open call.
- **Innovation Schemes: Bank account information**, which collects information about the bank account to which payments will be made.

Applicants are encouraged to read and download all relevant files before proceeding with the submission. The **deadline for submissions to the ENFIELD - Innovation Scheme Open Call is 31 July 2024 (17h00 CET)**.

4.1.2. Proposal preparation

Applicants must consider the following steps when preparing their proposal:

1. For the proposal preparation, applicants are required to apply online and answer all mandatory questions (with no exception) [here](#) (as exemplified in annex **Innovation Schemes: Proposal form**)
2. Applicants that do not accept the terms and conditions and that do not upload to the submission platform the following documents will not be eligible:
 - **Innovation Schemes: Technical annex**
 - **Innovation Schemes: Budget template**
3. Be specific and concise. Questions in the online form have character limitations.

It is strongly recommended that applicants submit their proposal well before the deadline. If the applicant discovers an error in the proposal, and if the call deadline has not passed, the applicant may request the ENFIELD team to re-submit the proposal (for this purpose please contact enfield.opencall@inova.business). **However, ENFIELD does not guarantee that a resubmission will be feasible in due time in case the request for resubmission is not received by the ENFIELD team at least 48 hours before the open call deadline.**

It is strongly recommended that applicants do not wait until the last minute to submit their proposal. The failure to submit a proposal on time, for any reason, including network communications delays or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance. The time of receipt of the application as recorded by the submission system will be definitive.

4.1.3. Technical Annex

The Technical Annex is composed by the following sections:

- Title (*75 characters*)
- Abstract (*750 characters*)
- Novelty of the proposal that contributes for the state-of-the-art advancement (*2500 characters*)
- Technical Approach (*3000 characters*)
- Dissemination and Communication (*1750 characters*)
- Team Expertise in the Field of Research (*1750 characters*)

The Technical Annex template is available at https://www.enfield-project.eu/open_calls to prepare a proposal. Follow the instructions provided and pay particular attention to the following criteria:

- The length of each section of the Technical Annex must not **exceed the limit of characters**.
- The first page with the instructions must be deleted when saving the proposal to PDF.

- The template provided must not be modified and the formatting must be kept (ENFIELD standard style: Arial font, size 10, line spacing 1).

4.1.4. Budget template

The Application Form - Budget Template is available at https://www.enfield-project.eu/open_calls. Applicants should use it to prepare the proposal and upload it (in PDF format) in the corresponding field in the online application.

4.1.5. Proposal submission

Submissions will be done exclusively via <https://ec.europa.eu/eusurvey/runner/oc1-2024-TIS-01>. Any submission not done via this channel will not be eligible.

A full list of applicants will be prepared containing their basic information for statistical purposes and clarity, which will be also shared with EC for transparency.

The deadline for submission of proposals is 31 July 2024, 17h00 CET (Brussels time).

4.2. Proposal evaluation and selection

4.2.1. Step 1: Eligibility verification

An initial eligibility verification will be done to filter out and discard non-eligible proposals. Proposals must meet **ALL the following eligibility criteria**, which will check the following:

- The proposing entity (or group for entities) are eligible for funding according to the rules expressed in section 3.1 [Y/N].
- All required sections of the proposal have been completed [Y/N].
- The proposal is aligned with the defined open call challenges [Y/N].
- The proposal is written in the **English** Language [Y/N].
- All required documentation is submitted correctly [Y/N]:
 - Innovation Schemes: Application form [Y/N].
 - Innovation Schemes: Technical annex [Y/N].
 - Innovation Schemes: Budget template [Y/N].

Proposals marked as non-eligible (for not meeting one or more of the eligibility criteria) will get a rejection letter with a justification. **No additional feedback on the process will be given.**

4.2.2. Step 2: Individual Evaluation Report

Proposals considered eligible will move on to the evaluation phase. The evaluation will be done remotely by one senior expert from ENFIELD partners industry organizations and two external senior experts.

The proposals will be scored based on the criteria below (Table 3).

Table 3 - ENFIELD - Innovation Open Call evaluation criteria

Evaluation Criteria (EC)	Description
EC1. Advanced state of the art	<ul style="list-style-type: none"> • The extent to which the proposal is beyond the state-of-the- art and presents an innovative approach behind it (e.g., novel concepts and approaches) linked to the industrial use cases in energy, healthcare, manufacturing, or space.

EC2. Soundness of the technical approach	<ul style="list-style-type: none"> • Credibility of the proposed methodology for the implementation of the project.
EC3. Dissemination and communication	<ul style="list-style-type: none"> • Effectiveness of the proposed measures to exploit and disseminate the project results which must include methods (publications, presentations, workshops and/or webinars) and targeted audiences.
EC4. Technical, creative, and business capacities	<ul style="list-style-type: none"> • Demonstration of <u>competences and skills of the project team</u> and its capacity to carry out the activities of the proposal. • Quality and effectiveness of the resources assigned to the proposal. • Track-record of the team in similar projects. In case of an application submitted by a consortium, complementarity of partners.

Each criterion will be scored between 0 and 5. Half point scores are not given. For each criterion under examination, score values will indicate the following rationale:

Table 4 - ENFIELD - Innovation Scheme Open Call scoring rationale

Score	Rationale
0 - FAIL	The proposal fails to address the criterion or cannot be judged due to incomplete or missing information.
1 - POOR	The criterion is inadequately addressed or there are serious inherent weaknesses.
2 - FAIR	The proposal broadly addresses the criterion, but there are significant weaknesses.
3 - GOOD	The proposal addresses the criterion well, but several shortcomings are present.
4 - VERY GOOD	The proposal addresses the criterion very well, but a small number of shortcomings are present.
5 - EXCELLENT	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The final score (including for each criterion) is the average of the three evaluations provided by three senior experts from ENFIELD scientific organizations. The threshold for each criterion is three (3), therefore the overall score threshold is 12. This indicates that if a proposal scores less than 3 in any criterion or an overall score less than 12, the proposal is automatically rejected. Advanced state of the art criterion is given a weight of 1.5 to determine the final ranking.

Each evaluator will record his/her individual assessment of each proposal using an Individual Evaluation Report (IER).

4.2.3. Step 3: Ranking of proposals

At the end of the remote external evaluation process all proposals will be ranked in lists. The criteria for the ranking of the proposals will be semi-automatic following the rules below:

- **Rule 1:** Proposals will be ranked based on their overall score (sum of scores for criteria 1 to 4).
- **Rule 2:** After applying Rule 1 and if there are proposals in the same position, priority will be given to proposals that have the highest score on **EC1. Advanced state of the art.**
- **Rule 3:** After applying Rule 2 and if there are proposals in the same position, priority will be given to proposals that have the highest score on **EC4. Technical, creative, and business capacities.**

- **Rule 4:** After applying Rule 3 and if there are proposals in the same position, priority will be given to proposals that have **applications with relevant social and environmental impact**.
- **Rule 5:** After applying Rule 4 and if there are proposals in the same position, priority will be given to those led by women or with a share of women and men in the team that is closer to 50/50⁶.

4.2.4. Step 4: Consensus meeting

Evaluators will conduct a consensus meeting with the objective of gathering their evaluations, defining a common score for the proposals, and preparing evaluation reports.

The evaluators will then hold a consensus meeting to prepare a single consensus Evaluation Summary Report (ESR) for each proposal, representing opinions and scores on which the evaluators agree and which they will sign. The decision on the ranking list and on the selected applicants shall be sought by consensus, and whenever not feasible, by majority vote of 2/3.

4.2.5. Step 5: Proposals selection

Within the current ENFIELD – Innovation Scheme Open Call about 8 proposals (~2 per vertical) will be selected.

The evaluators during the consensus meeting will prepare two lists:

- List of the selected projects: identification of the applications selected for funding.
- Reserve list: identification of the applications to be selected for funding, if any of those listed is unable to proceed to the implementation.

All applicants will be informed about the result of their evaluation by email by 19 August 2024 (indicative date). The results will then be published on the information channels of the ENFIELD project.

4.3. Redress process

Within three (3) working days of receiving (1) a Rejection Letter informing the proposal as noneligible or (2) an Evaluation Summary Report ranking the proposal below the selection borderline, an applicant may submit a request for redress if they believe the results of the eligibility checks have not been correctly applied, or if they feel that there has been a shortcoming in the way their proposal has been evaluated that may affect the final decision on whether to enter the funding program.

In such a case, an internal review committee from ENFIELD will examine the applicant's request for a redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants. Requests for redress must:

- Be related to the evaluation process or eligibility checks.
- Clearly describe the complaint.
- Received within the time limit (three (3) working days) from the reception of (1) a Rejection Letter considering the proposal as non-eligible or (2) the Evaluation Summary Report.
- Sent by the entity's legal representative that has also submitted the proposal.

⁶ In accordance with the Horizon Europe guidelines to encourage gender balance and equal opportunities for women and men, consortia applying to the open call should seek to include both men and women in the teams, with a participation as close as possible to 50/50 women and men. Further information: <https://op.europa.eu/en/publication-detail/-/publication/ffc06c3-200a-11ec-bd8e-01aa75ed71a1>

The committee will review the complaint and will recommend an appropriate course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated. Please note:

- This procedure is concerned only with the general evaluation and/or eligibility checking process. The committee will not question the scientific or technical judgement of the evaluators.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund the proposal or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on other criteria.
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

All requests for redress will be treated in confidence and must be sent to the ENFIELD team at enfield.opencall@inova.business.

In the case where a proposal under the redress process is re-evaluated and the new evaluation score is higher, it will be compared with the proposal that has entered the funding programme with the lowest ranking. The comparison will use the ranking rules as detailed in Step 4 (section 4.2.3). In case the proposal under the redress process ranks higher then both proposals will be invited to enter the funding programme.

4.4. Subprocess negotiation and onboarding

At the end of the evaluation phase, about eight (8) proposals will be selected. The other proposals will remain in a reserve list in case a selected proposal fails to sign the sub-grant agreement. All proposals will receive an acceptance or rejection letter together with an anonymized version of their proposal Consensus Evaluation Report.

4.4.1. Step 1: Sub-grant agreement preparation

After the evaluation phase is concluded and the sub-projects are selected, the ENFIELD consortium will start the sub-grant agreement (SGA) preparation phase in collaboration with the representatives of the sub-projects that have been awarded.

The objective of the SGA preparation is to fulfil the legal requirements between the ENFIELD consortium and each beneficiary of the open call.

Request of the documentation:

- Proof of legal existence: Company(ies) register, official journal or other official document per country showing the name of the organisation(s), the legal address and registration number and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).

Specific to SMEs

- Proof of the SME condition is required:
 - If the applicant has been fully validated as an SME on the Beneficiary Register of the EC Participant Portal, the PIC number must be provided.
 - If the applicant has not been fully validated as an SME on the EC Participant Portal, the following documents will be required to prove the status as an SME:
 - a. SME declaration signed and stamped: If the beneficiary declares to be non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations is required.

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

The request of the documentation by the ENFIELD consortium will be sent to the beneficiary, including deadlines by which information and documentation should be sent. In general, the SGA preparation should be concluded within two (2) weeks. An additional week may be provided by the ENFIELD Project Coordinator in case of a relevant reasoning.

In case of the beneficiary not sending the requested documents within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited to initiate the contract preparation.

4.4.2. Step 2: SGA signature

At the end of the SGA preparation phase, the SGA will be signed between the ENFIELD consortium represented by its coordinator (NTNU), the Open Call Manager (INOVA+), the Host Organization (to be determined according to the selected proposal) and the Beneficiary.

5. RESPONSIBILITIES OF BENEFICIARIES

The selected researchers are indirectly beneficiaries of EC funding. Therefore, selected researchers must comply with obligations under Horizon Europe specific requirements. The obligations that are applicable to the recipients include:

5.1. Conflict of interest

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the sub-project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

They must formally notify the ENFIELD consortium without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The ENFIELD coordinator will verify if the measures taken are appropriate and may require additional measures to be taken by a specific deadline.

If the sub-contract consortium member breaches any of its obligations, the sub-contract may be automatically terminated.

5.2. Data protection and confidentiality

During implementation of the sub-project and for four years after the end of the sub-project, the parties must keep confidential any data, documents, or other material (in any form) that is identified as confidential at sub-contract signing time ('confidential information').

If a beneficiary requests it, the EC and the ENFIELD consortium may agree to keep selected information confidential for an additional period beyond the initial four years. This will be explicitly stated in the sub-contract.

If information has been identified as confidential during the sub-project implementation or only verbally, it will be confidential only if this is accepted by the ENFIELD coordinator and confirmed in writing within 15 days of the verbal disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the agreement.

The sub-project consortium may disclose confidential information to the ENFIELD consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

5.3. Promoting the action and give visibility to the EU funding

The beneficiary must promote the sub-project, the ENFIELD project and its results, by providing targeted information to multiple audiences in a strategic and effective manner and to highlight the financial support of the EC.

Unless the EC or the ENFIELD coordinator agrees otherwise or unless it is impossible (requiring a valid justification), any promotion activity related to the action (including in electronic form, via social media, etc.), any publicity (including at a conference or seminar) or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the sub-grant must:

- display the EU emblem.
- display the ENFIELD logo.
- include the following text:
 - For communication activities: “The [sub-project acronym] has received funding from the European Union’s Horizon Europe programme, via the ENFIELD – Innovation Scheme Open Call (insert OC code) issued and executed under the ENFIELD project (Grant Agreement no. 101120657).”
 - For results publications: “This [insert type of result] is part of a sub-project that has received funding from the European Union’s Horizon Europe programme via an Open Call issued and executed under the ENFIELD project (Grant Agreement no. 101120657).”

When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the beneficiary is exempted from the obligation to obtain prior permission from the EC to use the emblem. Further detailed information on the EU emblem can be found on the Europa web page⁷.

Any publicity made by the beneficiary regarding the sub-project, in whatever form and or by whatever medium, must specify that it reflects only the author’s views and that the EC or the ENFIELD project is not liable for any use that may be made of the information contained therein.

The EC and the ENFIELD consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information regarding the beneficiary/ies:

- The name of the beneficiary/ies.
- Contact address of the beneficiary/ies.
- The general purpose of the sub-project.
- The geographic location of the activities carried out.
- The list of dissemination activities and/or of patent (applications) relating to foreground.

⁷ https://european-union.europa.eu/principles-countries-history/symbols/european-flag_en#eu-emblem

- The details/references and the abstracts of scientific publications relating to foreground and, if funded within the sub-project, the published version or the final manuscript accepted for publication.
- Any picture or any audio-visual or web material provided to the EC and ENFIELD in the framework of the sub-project.

The beneficiary/ies shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and ENFIELD does not infringe any rights of third parties.

Upon a suitably justified request by the sub-project coordinator on behalf of any sub-project member, the ENFIELD consortium, if permission is granted by the EC, may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.

6. CONTACT INFORMATION

The ENFIELD consortium will provide information to the applicants via ENFIELD website, so that the information (question and answer), will be visible to all participants. No binding information will be provided via any other mean (e.g., telephone or email).

More info at: https://www.enfield-project.eu/open_calls

Apply via: <https://ec.europa.eu/eusurvey/runner/oc1-2024-TIS-01>

ENFIELD support team: enfield.opencall@inova.business