

Block.IS

Annex 2: Guidelines for Applicants

V1.00

August/2019



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 824509.

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Funding Scheme: Innovation Action (IA) • Theme: H2020-INNOSUP-2018-01-two-stage
Start date of project: 01 May, 2019 • Duration: 32 months

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List of Abbreviations and Acronyms	
AWU	Annual Work Unit
Block.IS	Blockchain Innovation Spaces
CET	Central European Time
EC	European Commission
EU	European Union
F2f	face to face
GDP	Gross Domestic Product
RTD	Research and Technological Development
SME	Small and Medium-sized enterprises (including start-ups)
MVP	Minimum Viable Product
TRL	Technology Readiness Level
VAT	Value Added Tax
WEF	World Economic Forum

1 Introduction

This document provides a full set of information regarding the Open Call for Proposals for the Block.IS project. The Sub-Grantee Agreement model (Annex 7) must be additionally considered for the submission of a Proposal.

Block.IS will organize two open calls to attract, select and fund the best of the best SMEs to generate blockchain-based products, processes and business models with strong market potential in the Sectors of agrifood, logistics and finance.

1.1 Background information on Block.IS project

For the EU economy to grow sustainably it needs to re-industrialise, leveraging innovation and digital intelligence. Among the most important sectors of EU economy one can find the **agrifood, logistics and financial sectors**.



EU's **agrifood** sector has a strong global competitive position as the largest food and drink exporter with a market share of 18% (Digital Innovation Initiatives based on European Networks of Competence Centres in H2020). It is the leading employer in the EU, accounting for 16% of total employment. Interest in the link between food and health has changed mainstream consumption patterns towards valorisation of quality aspects related to good health. With long global value chains, consumers as well as processors face challenges to verify accuracy of data from farm to table (**provenance**), with consumers paying premiums for products that provide this information credibly (**transparency**), e.g. organic food. Current solutions centre around certifications and regulations; both are costly, hard to enforce, and can be confusing to consumers. **The challenge** is to streamline transfer of and access to data within the sector for all actors as well as consumers.



The **logistics sector** amounts to 14% of EU's GDP, and the sector is expected to grow 40% by 2040 (htt80). It is composed of the distribution of goods, from raw materials up to the finished products that go to the consumer. Contemporary supply chains span over hundreds of stages and dozens of geographical locations. This makes it hard to trace events or investigate incidents (**traceability**) through precise and cost-effective actions limited in scope. This complexity also creates opportunities for fraud, as effectiveness of enforcement is limited. Moreover, a large degree of documentation from various sources is needed to meet regulations (e.g. import/export), which often represent a bottleneck and create costs (**efficiency**). **The challenge** is to make provision and verification of information efficient along supply chains, ensuring **transparency, security and accountability**.



The **financial** sector makes up to 20-30% of total service market revenue and about 20% of the total gross domestic product in EU economies (htt81). **Financial technology** (FinTech) already plays a key role in the industry, and the EU is well positioned in this subsector: the FinTech market is expected to experience double digit growth in the EU by 2021, with UK and Germany occupying the 3rd and 5th position worldwide, respectively, in the volume of FinTech transactions in 2016 (htt79). Many financial services are data-heavy and fault-prone, thus requiring middlemen for mediation (**trust**) thus entailing transaction costs. Moreover, information sharing is limited even where obvious synergies can be realized as in the insurance industry (**data sharing**). **The challenge** is to lower operational costs for a globally integrated industry through operational

simplification, regulatory efficiency improvement, settlement time reduction, liquidity and capital improvement, etc (htt78).

On the other hand, **Blockchain technology** has been recognised by influential people and institutions, including EC and WEF (htt77), as one of the most promising and disruptive technologies of this century. The technology exhibits a unique combination of features that make it ideal for solving the challenges mentioned above - *provenance, transparency, traceability, efficiency, trust, data sharing* — in the three sectors. Blockchain technology enables a **decentralised, trusted and programmable way to transfer value and information**.

To apply blockchain technology in the agrifood, logistics and finance sectors and generate new value by addressing key issues, **SMEs** (and especially those involved with ICT-based solutions) **play a key role**: they are flexible and agile and more likely to innovate and adopt new innovative technologies in order to deliver novel products/services, business processes and business models. These services can further boost the competitiveness of their users/adopters, i.e. other SMEs and large enterprises of the three sectors, as they will be able to offer to their customers products and services with enhanced value. However, the **introduction of any new technology faces barriers**, the most prominent being that understanding any new technology and the potential benefits of its introduction requires significant resources (which is very difficult for SMEs to devote) and this is particularly true for the sophisticated blockchain technology.

The vision of the **Blockchain Innovation Spaces (Block.IS)** project is to build an **open and collaborative cross-border, cross-sectoral innovation ecosystem** that fosters the use of blockchain technology in the above mentioned vital sectors for the European economy: **agrifood, logistics and finance**.

Block.IS will organize two open calls to attract, select and fund the best of the best SMEs to generate blockchain-based products, processes and business models with strong market potential in the Sectors of agrifood, logistics and finance.

1.2 Block.IS approach

Block.IS aims to provide to competitive and market oriented European SMEs access to **knowledge, technology, capital and markets** with the aim to place new products/ services in the market targeting blockchain technology. The project has three main dimensions (Figure 1):

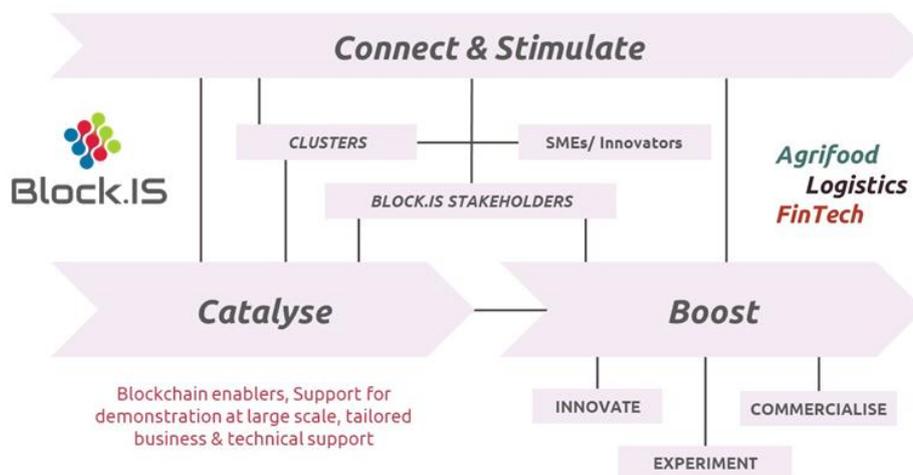


Figure 1: Block.IS Overall Concept

- I. **Connect & Stimulate:** Aiming for cluster-built synergies and share of best practices on innovation triggering & boost while challenging SMEs/innovators with market needs brought by clusters in cross-sectoral/-border meetings.
- II. **Catalyse:** establish a strong **business and technical supporting framework** and the development of blockchain enablers that will catalyse and exemplify the potential/outreach of Blockchain technology application in the different sectors. In this stage, beyond technical support and training, Block.IS will offer to selected beneficiaries, blockchain based software enablers implementing functionality commonly used in various applications to accelerate the development of new applications and launch of new products/services to the market. More information on available software components is available at <https://blockis.eu/>
- III. **Boost:** an ambitious **3-phase acceleration programme** that aims to support the market uptake and impact of the proposed innovation/ solutions.

Within the **Boost stage**, Block.IS will organise **two open calls** through which the most innovative, competitive and market oriented blockchain-based application proposals in the areas of **agrifood, logistics and finance** will be selected (45 per open call, 90 in total) to start an “Innovate - Experiment - Commercialise” stages programme as shown in the next table.

Table 1 Block.IS stages

Stage	Overview
<p>INNOVATE</p> 	<ul style="list-style-type: none"> ● <i>Duration:</i> 1-month, SMEs-innovators work remotely ● <i>Number of SMEs:</i> Top 45 ideas/projects per open call. ● <i>Activities:</i> SMEs will be invited to fine-tune their concept, elaborate an early prototype or mock-up and the technical architecture of the proposed solution and prepare a tech-business pitch to present at the Innovation Event/Clusters-Innovators Assembly ● <i>Funding:</i> €3.000 (lump sum) per SME, attached to the participation in the Block.IS Innovation Event and a pitch of the proposed solution. ● <i>Evaluation to Stage EXPERIMENT:</i> Evaluate the technology and the business potential via a face to face (f2f) technical interview and pitching during the Innovation Event/Clusters-Innovators Assembly. The top 23 SMEs will be selected to enter the EXPERIMENT stage.
<p>EXPERIMENT</p> 	<ul style="list-style-type: none"> ● <i>Duration:</i> 8 months, SMEs work remotely and occasionally participate in face-to-face meetings/workshops and trainings (bootcamp) organized by the consortium ● <i>Number of SMEs:</i> Top 23 ideas/projects per call. ● <i>Activities:</i> SMEs will be developing the proposed Block.IS projects in collaboration/ connection with Clusters networks, sector specialists and technology experts, participating in Block.IS programme community events and continuously communicate with their coach. Each SME will develop an MVP (Minimum Viable Product) targeting the agrifood, logistics and/or finance market. ● <i>Funding:</i> €50.000 per SME, being attached with accomplishing 2 milestones (Design and MVP prototype) assessed by external reviewers.

	<ul style="list-style-type: none"> ● <i>Evaluation to Stage COMMERCIALISE:</i> Analysis of the MVP/ demonstrator technology and stage of development (TRL); business potential of the solution; initial traction or early adopters. These criteria will be judged by the Block.IS evaluators. The top 10 solutions will be selected to enter the Commercialise phase.
<p>COMMERCIALISE</p> 	<ul style="list-style-type: none"> ● <i>Duration:</i> 2 months, SMEs work remotely and participate in several meetings and events where they can promote their projects goals and outcomes ● <i>Number of SMEs:</i> Top 10 ideas/projects per call. ● <i>Activities:</i> SMEs will develop activities associated with the promotion and exploitation of their project, aiming to engage new customers and/or partners and/or investors. ● <i>Funding:</i> €7.000 per SME, attached to the participation in the final demo day and planned promotion/ commercial activities of this stage.

As shown in Figure 2, the Open Calls selection will follow a **funnel approach**, which will help the Block.IS consortium to focus on the top projects along the incubation programme.

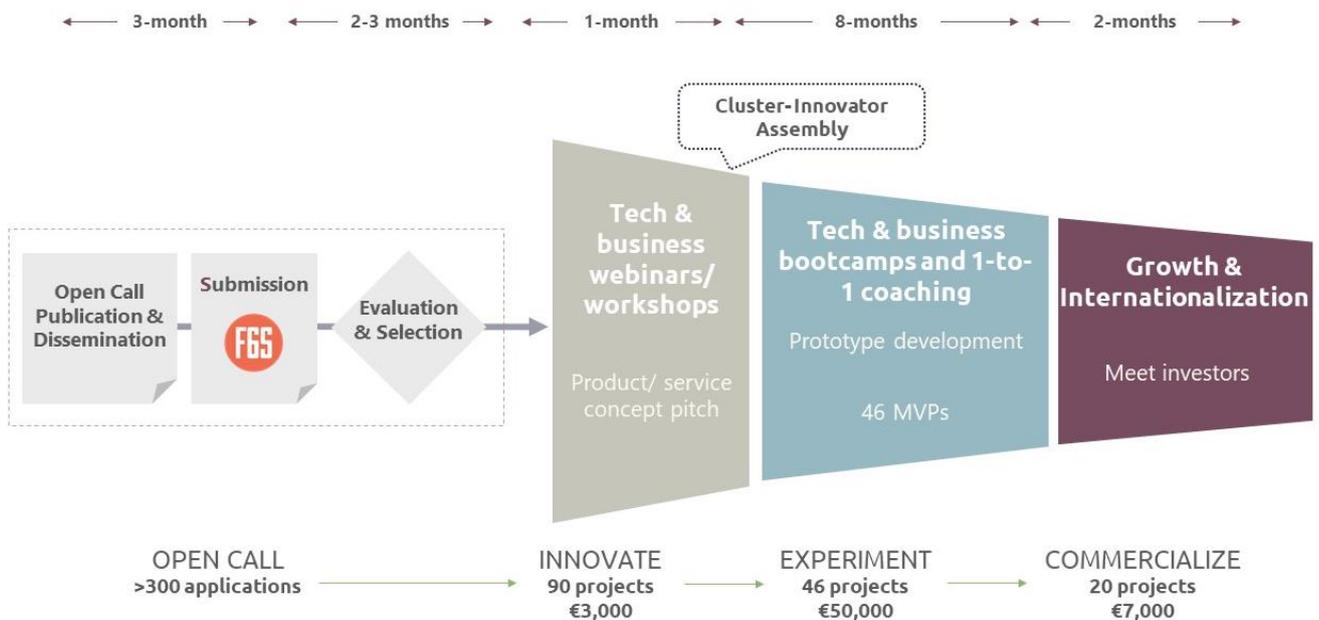


Figure 2: Block.IS Overall process

The selected 45 SMEs per call (90 in total) are first challenged to create sound business plans that are presented to an **Innovation Event/Clusters-Innovators Assembly** during the **INNOVATE phase**. These are filtered and Top-23 per call (46 in total in both open calls) move on to the **EXPERIMENT phase** where they receive all technical and business support, and additional funding. They will end up with a validated MVP prototype (TRL 4-6) and a business plan, which are used to evaluate/select the Top-10 applications per call (20 in total) towards **COMMERCIALISE phase**. This structured holistic approach allows the best and most promising concepts to accelerate, achieve growth and market uptake, while all SMEs receive support and advice to improve their entrepreneurial skills and potential.

It should be underlined that in case of any Force Majeure (i.e. any unforeseeable exceptional situation or event beyond the Block.IS consortium control), the final number of proposals entering each phase might be different.

1.3 Funding Scheme

Block.IS funding is **results-driven**, provided as vouchers in a lump sum way. As such, there is no need for a traditional administrative-justification system (e.g. counting hourly dedication or calculating workload), but getting the funding is associated with the full achievement of the relevant milestone.

The selected SMEs will be funded as follows¹:

Table 2 SME funding schema

Number of SMEs (per Open Call)	Funding (in EUROS)	When (in Months)	Condition / Event
45	3.000	1	After participating at the Block.IS INNOVATE event and presenting their idea (INNOVATE STAGE)
23	15.000	3	After successful evaluation of the idea / prototype design milestone (EXPERIMENT STAGE)
23	35.000	9	After successful evaluation of the MVP prototype (TRL 4-6) and business plan (EXPERIMENT STAGE)
10	7.000	11	After demonstration of the final product (at TRL 8-9) (COMMERCIALIZE STAGE)

1.4 Timeline – Open call #1

Submission to the 1st Open Call will be enabled on the 4th of September 2019 and will end on the 6th of November 2019 at 17:00CET time (Brussels time).

Below are presented the dates for the different phases. The opening and closing dates of each phase can be subject to change in case of any modifications in the project's schedule.

¹ It should be noticed that the maximum amount of direct funding that an SME may receive via Block.IS is 60.000 EUROS via any mean (e.g. open call, hackathon, cluster missions, etc).

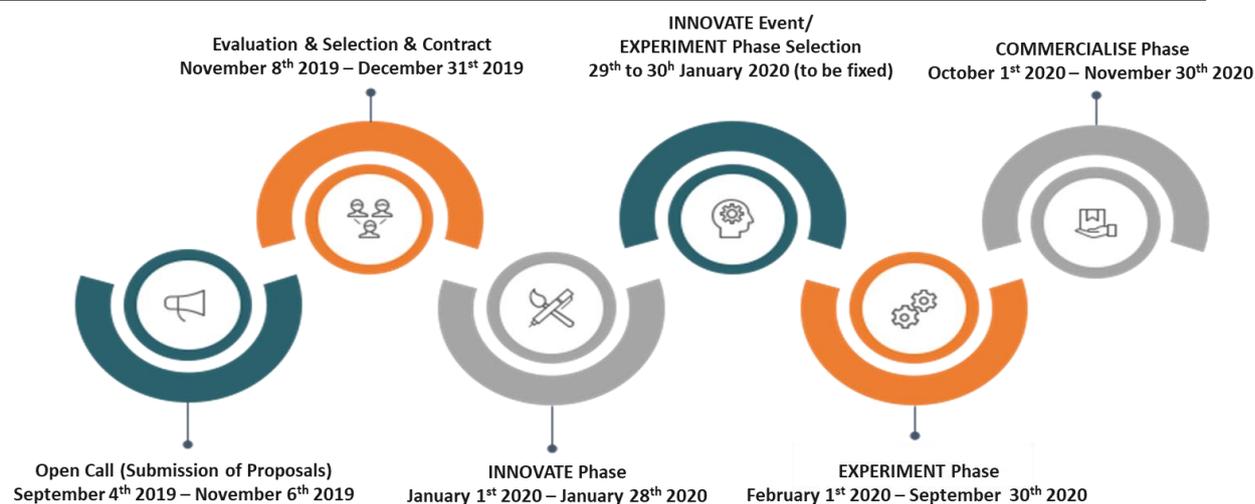


Figure 3: Block.IS Open Call #1 timeline

2 General information

2.1 Means of submission

The F6S platform (<https://www.f6s.com/block.is>) will be the entry point for all proposals' submission to Block.IS Open Calls. Submissions received by any other channel will be automatically discarded.

Documents required in subsequent phases will be submitted via dedicated channel, which will be indicated by Block.IS consortium during the sub-granted projects execution.

2.2 Language

English is the official language for Block.IS open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the Block.IS programme. This means any requested submission of deliverable will be done in English in order to be eligible.

2.3 Documentation formats

Any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.

2.4 Data protection

In order to process and evaluate applications, Block.IS will need to collect Personal and Industrial Data. F6S Network Limited, as the Project Coordinator will act as Data Controller for data submitted through the F6S platform for these purposes. The F6S platform's system design and operational procedures ensure that data is managed in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure coverage.

Please note that Block.IS requests the minimum information needed to deliver the evaluation procedures or the acceleration programme. Annexes 6: Bank account information, and 7 Sub-grant Agreement Template, are provided for reference and will only be requested if the SME is accepted in the acceleration programme.

Please refer to <https://www.f6s.com/terms> to check F6S platform data privacy policy and security measures.

2.5 Origin of the funds

Any selected proposer will sign a dedicated Sub-Grantee Funding Agreement with the Block.IS consortium.

The funds attached to the Sub-Grantee Funding Agreement come directly from the funds of the European Project Block.IS funded itself by the Executive Agency for Small and Medium-sized Enterprises (EASME), and remain therefore, property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in Block.IS via European Commission Grant Agreement Number 824509.

As it can be seen in the Sub-Grantee Funding Agreement template (Annex 7), this relation between the sub-grantees and the European Commission through Block.IS project carries a set of obligations to the sub-grantees with the European Commission. It is the task of the sub-grantees to accomplish them, and of the Block.IS consortium partners to inform about them.

3 Proposal Eligibility Criteria

Block.IS invites market-oriented SMEs to provide innovative blockchain based solutions in the agrifood, logistics and finance sectors.

3.1 Definition of SME

An SME will be considered as such if complying with the European Commission Recommendation 2003/361/EC² and the SME user guide³. As a summary, the criteria which define an SME are:

- a. Independent (not linked or owned by another enterprise), in accordance to Recommendation 2003/361/EC.
- b. Headcount in Annual Work Unit (AWU) less than 250.
- c. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.

3.2 SME Eligibility Criteria

An SME is considered eligible for Block.IS open call if it complies will ALL the following rules:

- i. It is a legal entity established and based in one of the EU Member States or an H2020 Associated country as defined in H2020 rules for participation⁴:
- ii. It is a technology provider or technology adopter/user providing innovation in the agrifood, logistics and/or finance sector.

² European Commission Recommendation 2003/361/EC. <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

³ SME definition http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

⁴ Association to Horizon 2020 is governed by Article 7 of the Horizon 2020 Regulation. The list of associated countries is available at:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

- iii. Start-ups that do not have yet annual turnover or balance sheets are also considered eligible given that they fulfil the criteria (a) and (b) of section §3.1 at submission time.
- iv. In case an SME is awarded a sub-project, it will remain eligible even if, at a certain point during the sub-project execution, it does not fulfil criteria (b) or (c) of section §3.1.

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project. In that case, the rules of H2020 grants will apply.

Please note that a signed version of **Annex 4: Honour Declaration** and **Annex 5: SME Declaration** are mandatory for a proposal submission.

3.3 Proposal Eligibility Criteria

The following proposals eligibility criteria also apply:

- i. Proposals must have a **clear European dimension, facilitate blockchain based innovation** and contribute towards European Union digitization, **targeting clear economic and societal impact**.
- ii. **Each SME may submit only one (1) proposal at each Block.IS open call. Multiple submissions per call is a disqualify factor.** In case an SME submits more than one proposal per open call, all proposals that they have submitted will be automatically excluded from the evaluation process.
- iii. **SMEs may participate in maximum one (1) accepted sub-project.** SMEs that enter the innovate phase of Open Call #1, even if they are not selected in later phases are automatically excluded from participating in Open Call #2 even if they submit a different proposal.
- iv. **SMEs may re-submit at Open Call #2 a proposal that has not entered Open Call #1 INNOVATE phase.** However, it is mandatory to flag that this is a resubmission and clearly explain the improvements that they have made.
- v. **The maximum amount of direct funding that an SME may receive via Block.IS is 60.000 EUROS via any mean (e.g. open call, hackathon, cluster missions, etc).**

4 Open Call submission and selection process

Block.IS will issue two open calls. All open calls will address all three sectors – agri-food, logistics and finance. The following figure summarizes the open call process:

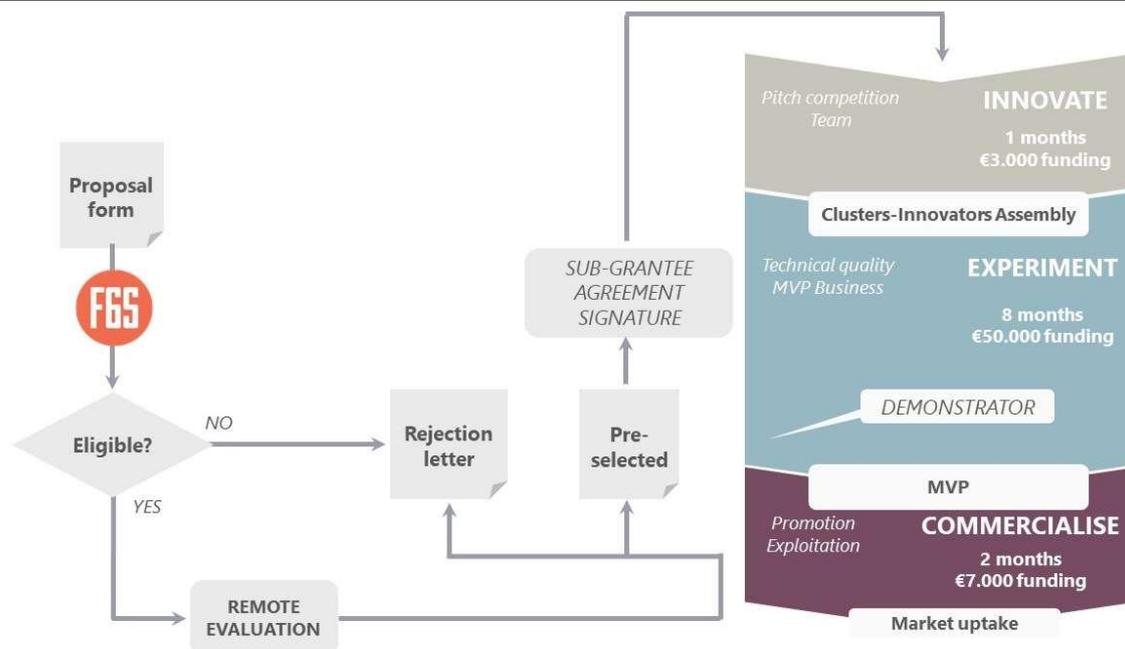


Figure 4: Block.IS Evaluation process summary

4.1 Open Call Submission

The Open Call submission will follow the steps that are listed in this section:

4.1.1 Open Call publication

Each open call will be published on the dates shown in section §4.1.4. Each open call will be supported by:

- **Annex 1: Open Call text**, which provides a full set of information regarding the Open Call for Proposals for the Block.IS project.
- **Annex 2: Guidelines for Applicants**, this document.
- **Annex 3: Proposal Template**, an online application form, available at F6S platform (<https://www.f6s.com/block.is>).
- **Annex 3.1: Proposal Supplement**, a word document providing information on proposal schedule, timing, Ethical & Security details.
- **Annex 4: Honour Declaration**, which declares that all conditions of the Open Call are accepted by an SME legal representative.
- **Annex 5: SME Declaration**, which evaluates the status of the SMEs participating at an open call.
- **Annex 6: Bank account information**, which collects information on the applicant(s)' bank account where the Block.IS payments will be sent to.
- **Annex 7: Sub-grant Agreement Template**, which provides a template of the sub-grant agreement that the successful applicants will be requested to sign.
- **Frequently Asked Questions & answers** published at the community feed (<https://www.f6s.com/block.is>).

4.1.2 Applicants Registration

Interested applicants should register at the Block.IS F6S page (<https://www.f6s.com/block.is>). This will be the central interface for managing the proposal applications for the remainder of the open calls.

4.1.3 Proposal Preparation

Please follow the steps:

1. For the proposal preparation, the applicants are requested to apply online and answer to all mandatory questions (with no exception) at: <https://www.f6s.com/block.is>
2. Applicants that do not accept the terms and conditions and do not sign and upload to the f6s platform the completed **Annex 4: Honour Declaration** and **Annex 5: SME Declaration** will not be eligible.
3. Be concrete and concise. Questions have characters limitation. Please examine all the open call documents and attend the various online and physical events promoted by the Block.IS projects (<https://blockis.eu/>).
4. It is highly recommended to submit your proposal well before the deadline. If the applicant discovers an error in the proposal, and provided the call deadline has not passed, the applicant may request the F6S Block.IS team to re-submit the proposal (for this purpose please contact us at support@f6s.com). **However, Block.IS is not committed that resubmission in time will be feasible in case the request for resubmission is not received by the F6S Block.IS team at least 48 hours before the call deadline.**

It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in 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.

4.1.4 Proposals reception

Submissions will be done ONLY via the F6S platform on <https://www.f6s.com/block.is>. A full list of proposers will be drafted containing their basic information for statistical purposes and clarity (which will be also shared with EC for transparency).

The application reception will close at **17:00 CET (Brussels time) on Wednesday 6th of November 2019**. There will not be any deadline extensions unless a major problem caused by the F6S platform and not by the proposers, makes the system unavailable.

4.2 Procedures to enter the INNOVATE Phase

4.2.1 Step 1.1: Eligibility

An automatic filtering to discard non-eligible proposals will follow the short list. Eligibility criteria check will verify:

- a. The proposing entity is a legal entity eligible for EC funding under the rules of H2020 [Y/N]
- b. The proposing entity is an SME as defined in section 3.1 “Definition of SME” [Y/N]
- c. The proposing entity is either a technology provider or technology adopter/user or provides innovation in the agrifood, logistics or finance sectors [Y/N]
- d. Are the participation rules as expressed in section 3.2 “SME Eligibility” followed [Y/N]
- e. Is the participation rule as expressed in section 3.3 “Proposal Eligibility ” followed [Y/N]
- f. Is the proposal written in the English Language [Y/N]?
- g. Are all required documentation: **Annex 4: Honour Declaration and Annex 5: SME Declaration submitted correctly** [Y/N]

Proposals being marked as non-eligible will get a rejection letter including the reasons (a to g) for being catalogued as non-eligible. No further feedback on the process will be given.

4.2.2 Step 1.2: External remote evaluation

Remotely and within F6S platform, **2 external evaluators** with experience in Blockchain technologies, the relevant sector (agriculture, logistics and finance) and business development will evaluate each proposal, scoring it based on the following evaluation criteria:

- **Criterion 1: Concept.** Design, reliability, feasibility, novelty of the product or service concept proposed.
- **Criterion 2: Technology.** Technology and business fit to Block.IS scope, innovation, technical capacity to achieve TRL 6-9 (to cross the valley of death), technical milestones.
- **Criterion 3: Impact.** Expected output should target clear economic and societal impact, market potential, European dimension, cross-sector/-border business scalability, and define a clear exploitation strategy/ business plan and commercial milestones.
- **Criterion 4: SME/Team:** capacity to perform the task; knowledge, technological and business expertise; commitment.

Each criterion will have a mark between 1 and 10. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- **1-2: Fail.** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
- **3-4: Very poor.** The criterion is addressed in an unsatisfactory manner.
- **5: Poor.** There are serious inherent weaknesses.
- **6-7: Good.** While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.
- **8-9: Very Good.** The proposal addresses the criterion well, although certain improvements are possible.
- **10: Excellent.** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

The threshold for each criterion will be **six (6)**, while the overall score threshold will be **twenty-five (25)**. That means if a proposal receives less than 6 in one criterion or less than 25 overall score it is automatically rejected.

Each evaluator will record his/her individual opinion of each proposal on an Individual Evaluation Report. They will then communicate 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.

4.2.3 Step 1.3: Final Ranking and Selection

At the end of the evaluation process all proposals will be ranked in a single list, independent of the topic(s) that it targets. The criteria for the ranking of the proposals will be semi-automatic following the rules below:

- **Rule 1:** The proposals will be ranked based on their overall score (summary of the criterion 1 to 4).
- **Rule 2:** In case following Rule 1 there are proposals in the same position, priority will be given to proposals that have higher impact and market potential (Criterion 3).
- **Rule 3:** In case following Rule 2 there are proposals in the same position, priority will be given to proposals that are their technology and business fit to Block.IS scope (Criterion 2).
- **Rule 4:** In case following Rule 3 there are proposals in the same position, priority will be given to innovation of the concept (Criterion 1)
- **Rule 5:** In case following Rule 4 there are proposals in the same position, priority will be given to the number of female researchers participating in the team.

In case following Rule 5 there are still proposals in the same position, which are in the top 45 proposals, the Block.IS consortium will invite 1 additional evaluator to read the specific proposals and break the conflict by re-evaluating them.

At the end, 45 proposals will be selected, and 10 others will remain in a reserve list, in case a selected proposal fails to enter the Innovate Phase.

All proposals will receive an acceptance or rejection letter together with an anonymized version of their proposal Consensus Evaluation Report.

4.2.4 Step 1.4: Contract Preparation

After the Open Call evaluation conclusion and projects selection, the Block.IS coordinator will start the contract preparation in collaboration with the proposals' coordinator that have been evaluated in the short list. Contract preparation will go via an administrative and financial checking (and potentially into technical or ethical/security negotiations) based on evaluators' comments. On a case by case approach, a phone call or teleconference may be needed for clarification.

The objective of the contract preparation is fulfilling the legal requirements between Block.IS consortium and every beneficiary of the call. The items covered will be:

- Inclusion of the comments (if any) in the Evaluation Summary Report of the proposals and mapping to the Sub-grant agreement (contract).
- To validate the status information of the SME, the following documents will be required:

- **SMEs declaration:** signed and stamped. In the event the applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
- **Status Information Form.** In case this is not a start-up, it 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. In case it is a start-up, legal document of the official founding date.
- **Legal existence.** Company Register, Official Gazette or other official document per country showing the name of the organisation, 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).
- In cases where the **number of employees and/or the ownership is not clearly identified:** any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional association records, etc. In case it is a start-up, legal document of the official founding date and declaration of ownership.
- **SME Bank account information:** The account where the funds will be transferred will be indicated via a form signed by the SME legal representative and the bank representative. The account should be a business bank account of the SME.

It should be emphasised that each **SME should provide at contract preparation time a valid VAT⁵. Failure to provide the VAT number will automatically result in proposal rejection.**

The request, by Block.IS consortium, of the above documentation will be done including deadlines. In general, the sub-project negotiation should be concluded within 2 weeks. An additional week may be provided by the Block.IS coordinator in case of a significant reasoning. In case negotiations have not been concluded within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited.

4.2.5 Step 1.5: Contract Signature

At the end the negotiation phase, the **sub-grantee funding agreement** will be signed between the Block.IS Consortium represented by its coordinator (F6S) and the Budget Holder (VOICT) and the beneficiary SME.

Please note:

- I. The sub-grantee funding agreement/contract will cover the complete 3 phases: INNOVATE, EXPERIMENT and COMMERCIALIZE. No additional sub-grantee will be signed if an SME enters the next phase.
- II. The sub-grantee funding agreement will automatically expire at the end of each phase - INNOVATE, EXPERIMENT and COMMERCIALISE - without any further notice from the Block.IS consortium, in case the project does not enter or qualify for the next phase or if the SME is not considered eligible any more or if the declaration of honour has been violated.
- III. **For British applicants:** Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project. In that case, the rules of H2020 grants will apply.

⁵ To be checked at European Commission services such as http://ec.europa.eu/taxation_customs/vies/

4.2.6 Redress process

Within 3 working days of the delivery of a rejection letter considering the proposal as non-eligible or an ESR, a proposer may submit a request for redress if s/he believes the results of the eligibility checks have not been correctly applied, or if s/he feels that there has been a shortcoming in the way his/her proposal has been evaluated that may affect the final decision on whether to enter the INNOVATE phase or not.

In that case, an internal review committee of the Block.IS consortium will examine the request for redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants.

Requests must be:

- Related to the evaluation process or eligibility checks.
- Clearly describe the complaint.
- Received within the time limit (3 working days) from the reception of a rejection letter considering the proposal as non-eligible or the ESR information letter delivered.
- Sent by the SME legal representative that has also submitted the proposal.

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 evaluation and/or eligibility checking process. The committee will not call into question the scientific or technical judgement of appropriately qualified experts.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund it 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.

Only one request for redress per proposal will be considered by the committee. All requests for redress will be treated in confidence and have to be sent to Project Coordinator via the F6S platform.

4.3 INNOVATE Phase & Procedures to enter the EXPERIMENT Phase

4.3.1 Step 2.1: Preparation

After the proposal has been accepted and the sub-grant agreement has been signed, the SME will enter the INNOVATE phase.

During this phase the SME should clarify the details of the sub-project, including both the technical and the business parameters, the potential economic/business impact on the agrifood, the logistics and/or the fintech domain and the European dimension/scale.

The duration of this preparation phase will be approximately one (1) month. At the end of the sub-project's month M1, the SME representatives will physically participate at the Block.IS INNOVATE

Event to go through the technical evaluation (step 1.2) and the INNOVATE evaluation (step 1.3) described in the next sections.

The Block.IS INNOVATE event is scheduled to take place in **Istanbul on 29-30 January 2020** (two full days event)⁶. **It is mandatory that at least one SME representative/member appear at the event, sign the participants list and actively participate at the two days evaluation process.**

4.3.2 Step 2.2: Technical Evaluation

The 45 SMEs that have entered the INNOVATE Phase will be split in groups of 10-15 SMEs. During the 1st day of the INNOVATE event, each SME will have a f2f meeting with an evaluation committee that will consist of:

- One Block.IS consortium expert with technology background;
- One Block.IS consortium expert with business/domain background;
- One External Expert.

During the f2f meeting, the applicant will provide a set of 10-15 slides in Power Point or a similar tool format and make a presentation of the sub-project idea/concept focusing on the technological dimension and the implementation/experiment workplan and answer to questions of the evaluation team.

Each SME should be well prepared for the f2f meeting as it should last 20-25 minutes. The evaluation team may extend the technical evaluation if they consider that it is necessary.

At the end of the technical evaluation, the committee will score each SME/proposal with a mark between 1 and 10. The score given by each committee member will be independent from each other and the final technical evaluation score will be the average of the three individual scores.

4.3.3 Step 2.3: INNOVATE Evaluation

During the 2nd day of the INNOVATE event, each SME will have 3 minutes to pitch for their idea /proposal. The pitching audience will be limited to:

- A committee of three (3) external experts;
- The Block.IS consortium, potentially including European Commission officers;
- The other SME beneficiaries that have invited to INNOVATE event;
- Professionals/Executives invited by the Block.IS consortium.

At the end, the three external experts will score each SME/sub-project with a mark between 1 and 10. The value of the score of each committee member will be equal and the final INNOVATE evaluation score will be the average of the three individual scores.

4.3.4 Step 2.4: Final Ranking & Selection to the EXPERIMENT Phase

At the end of the 2nd day of the Block.IS INNOVATE Event the sub-projects will be ranked based on their technical and INNOVATE evaluation scores. The final score will be the summary of the final technical score and final INNOVATE evaluation score.

⁶ Please note that the date and the place may be modified. The exact date and place will be fixed at contract signature time.

In case two or more sub-projects have equal final scores, the external experts' committee will decide on the final ranking based on each sub-project impact potential and probability to achieve the results. At the end of the event the project coordinator will announce the top 23 sub-projects that have entered the EXPERIMENT phase. **The remaining 22 sub-projects will be automatically terminated.**

4.3.5 Step 2.5: Compensation of the INNOVATE Phase

Just after the INNOVATE event, and within **5 working days**, all 45 sub-project coordinators should send to the Block.IS coordinator:

- The set of slides that s/he presented at the INNOVATE event.
- A financial statement of type F1 (template will be provided) requesting the 3.000€ voucher of the INNOVATE Phase.
- Payments will be released no later than thirty (30) natural days after the notification by the Contractor;

The Block.IS coordinator and treasurer after receiving the above documents and cross-checking the list of participants, will proceed with the payment of the INNOVATE phase voucher (provided in a lump sum mode).

In case an SME, either does not participate in the INNOVATE event, or does not successfully complete both the technical and the INNOVATE evaluations or does not submit the above documentation within the foreseen timeframe, their sub-grantee contract will be automatically terminated and no INNOVATE phase compensation will be provided.

After providing the INNOVATE phase funding to the SME beneficiaries, the INNOVATE Phase is complete. As a result:

- The top 23 sub-projects will automatically enter the EXPERIMENT phase, based on their contract;
- The sub-grantee contract of the remaining 22 sub-projects will be automatically terminated.

4.4 EXPERIMENT Phase & Procedures to enter the COMMERCIALISE Phase

4.4.1 Step 3.1: Design sub-phase

After the Block.IS INNOVATE event, the top 23 sub-projects will enter the first step of the EXPERIMENT phase, which is the Design sub-phase.

The duration of this sub-phase will be approximately 2 months, covering project months M2 to M3.

During this sub-phase, the SME should participate in various teaching webinars events to extend their knowledge on the blockchain technology, their applications on the Block.IS domains (agrifood, logistics and fintech) and commercialization/business training.

In parallel they should proceed with the analysis of their project idea/concept and the detailed design of a product prototype.

4.4.2 Step 3.2: Design sub-phase Evaluation

At the end of sub-project's month M3, a remote review will take place to evaluate the progress of the sub-project. One week before the review, the sub-project coordinator should submit deliverable **D1: Design**, analysing in detail the sub-project and the implementation approach. Short analysis of the impact potential and draft business considerations may also be included.

The review will be remote via a teleconference platform (e.g. Skype or WebEx). The review committee will consist of:

- Two External Experts;
- One Block.IS consortium member acting as moderator.

The sub-project will make a short presentation of the sub-project, analyse the design considerations and answer questions from the experts.

After the review, the sub-project coordinator will receive a review report, including comments and potential recommendations. The report will also state if the Design Deliverable is accepted or not.

- On acceptance of the D1 Deliverable, the sub-project coordinator will be requested to submit a financial statement F2 (template will be provided) requesting the intermediate 15.000€ voucher of the Design sub-phase.
- Payments will be released no later than thirty (30) natural days after the notification by the Contractor;
- On rejection of the D1 Deliverable, or in case of not satisfactory review, the sub-project coordinator will be requested to continue the EXPERIMENT phase without receiving the intermediate 15.000€ voucher of the Design sub-phase. The rejected D1 Deliverable may be (re-) submitted at the Implementation & Validation sub-phase Evaluation, hence qualifying for its payment, together with the amount due in the Implementation & Validation sub-phase Evaluation, if and when said D1 Deliverable is approved (see Step 3.4.).

4.4.3 Step 3.3: Implementation & Validation sub-phase

After the design sub-phase review, the sub-projects will enter the last step of the EXPERIMENT phase, which is the Implementation & Validation sub-phase.

During this sub-phase, the SME must participate in various teaching webinars and/or bootcamp events to extend their knowledge on the blockchain technology, their applications on the Block.IS domains (agrifood, logistics and fintech) and commercialization/business training.

The duration of this sub-phase will be approximately 6 months, covering project months M4 to M9.

During this sub-phase, the SME should focus on the implementation of a Minimum Valuable Product prototype (with TRL 4-6), the validation of the prototype and the preparation of a business plan.

4.4.4 Step 3.4: Implementation & Validation sub-phase Evaluation

At the end of sub-project month M9, a 2 days Block.IS **Demonstration event** will take place (the place will be defined at least 2 months before). **It is mandatory that at least one SME representative/member appear at the event, sign the participants list and actively participate at the two days evaluation process.**

One week before the review, the sub-project coordinator should submit the following deliverables:

- **D2: Implementation**, describing the system prototype that they have implemented and the results of the validation;
- **D3: Business and Exploitation Plan** Deliverable.

Moreover, they should (re-)submit the sub-project's **D1: Design** deliverable, if for any reason it has not been previously accepted.

During the 1st day of the Demonstration event, each SME will have a f2f meeting with a review committee that will consist of:

- One Block.IS consortium expert with technology background;
- One Block.IS consortium expert with business/domain background;
- One External Expert.

Successful evaluation of the deliverables, presentation and demonstration of the solution to the committee will result in successful completion of the EXPERIMENT Phase.

4.4.5 Step 3.5: Selection to the COMMERCIALISE Phase

During the 2nd day of the Demonstration event, each SME will pitch for 10 minutes in public, presenting their solution.

A committee of three external experts will score each SME/sub-project with a mark between 1 and 10. The value of the score of each committee member will be equal and the final evaluation score will be the average of the three individual scores.

At the end of the 2nd day of the Block.IS Demonstration Event the sub-projects will be ranked based on the final evaluation score. In case two or more sub-projects have equal final scores, the external experts' committee will decide on the final ranking based on each sub-project impact potential and probability to achieve the results.

At the end of the event the project coordinator will announce the top 10 sub-projects that have entered the COMMERCIALISE phase. **The remaining 23 sub-projects will be automatically terminated.**

4.4.6 Step 3.6: Compensation of the EXPERIMENT Phase

Just after the Demonstration event, and within **5 working days**, all sub-project coordinators that have successfully complete the EXPERIMENT Phase should send to the Block.IS coordinator the financial statement F3 (template will be provided) requesting the 35.000€ voucher of the Implementation & Validation sub-phase. In case the D1: Design deliverable has been accepted only in the Demonstration event, the sub-grantee should also submit the financial statement F2.

The Block.IS coordinator and treasurer after receiving the above mentioned financial statements and cross-checking the list of participants, will proceed with the payment (provided in a lump sum mode).

Payments will be released no later than thirty (30) natural days after the notification by the Contractor;

In case an SME, either has not participated in the Demonstration event, or has not successfully completed both the EXPERIMENT sub-phases or has not submitted the financial statements with the foreseen timeframe, their sub-grantee contract will be automatically terminated, and no compensation will be provided.

After providing the EXPERIMENT phase funding to the SME beneficiaries, the EXPERIMENT Phase is complete. As a result:

- The top 10 sub-projects will automatically enter the COMMERCIALISE phase, based on their contract;
- The sub-grantee contract of the remaining 13 sub-projects will be automatically terminated.

4.5 COMMERCIALISE Phase

4.5.1 Step 4.1: COMMERCIALISE phase implementation

After the Block.IS demonstration event, the top 10 sub-projects will enter the COMMERCIALISE phase. The duration of this subphase will be approximately 2 months, covering project months M10 to M11.

During this phase, the SME should participate in various events, have f2f meetings with potential investors and finalize their business and market plans.

In parallel they should proceed with improving their solution targeting a product of TRL 8-9.

4.5.2 Step 4.2: COMMERCIALISE Evaluation

At the end of sub-project month M11, a 1 day Block.IS **COMMERCIALISE event** will take place (the place will be defined at least 2 months before). **It is mandatory that at least one SME participant appear at the event, sign at the participants list and participate at the activities.** However, it is strongly suggested that two SME representatives will participate.

During the COMMERCIALISE event, each SME will have the opportunity to demonstrate their product to an evaluation committee, while in parallel pitching sessions will take place.

Successful presentation and demonstration of the product at TRL 8-9 will result in successful completion of the COMMERCIALISE Phase.

4.5.3 Step 4.3: Compensation of the COMMERCIALISE Phase

Just after the COMMERCIALISE event, and within **5 working days**, all sub-project coordinators that have successfully complete the COMMERCIALISE Phase should send to the Block.IS coordinator:

- A set of 10-15 slides based on their presentation in the commercialization event.
- A financial statement F4 (template will be provided) requesting the 7.000€ voucher of the COMMERCIALISE Phase (given that this does not exceed the maximum value of 60.000€ that each and any SME may receive from Block.IS);
- Payments will be released no later than thirty (30) natural days after the notification by the Contractor.

The Block.IS coordinator and treasurer after receiving the above documents and cross-checking the list of participants, will proceed with the payment (provided in a lump sum mode).

In case an SME, either has not participated in the COMMERCIALISE event, or has not successfully completed the COMMERCIALISE evaluation or has not submitted the financial statements with the foreseen timeframe, their sub-grantee contract will be automatically terminated, and no compensation will be provided.

5 Sub-Projects Execution Summary

5.1 Coaches

Each sub-project will be assigned at least one coach. The coach will communicate with the sub-project on a regular basis and in order to overview the progress and provide technical or business advise.

5.2 Evaluations summary

Each project will go through 5 evaluations, each one highlighting the end of a phase.

Table 3 Project evaluations

Evaluation 1			
When	Open Call deadline	Estimated project month	-1
Mean	Proposal submission		
If successful (top 45)	The proposal signs the contract and enters the INNOVATE phase		
Evaluation 2			
When	Block.IS INNOVATE Event	Estimated project month	End of M1
Mean	Set of slides & pitching proposal idea.		
If successful	The SME receives 3.000€ as lump sum for covering travel expenses		
If distinction (top 23)	The proposal enters the EXPERIMENT phase		
Evaluation 3			
When	Remote Review	Estimated project month	End of M3
Mean	Deliverable D1: Design & presentation of the idea/ prototype design		
If successful	The SME receives 15.000€ as lump sum		
Evaluation 4			
When	Demonstration Event	Estimated project month	End of M9
Mean	Deliverables D2: Implementation & D3: Business & Exploitation Plan Demonstration of the MVP (TRL 4-6) & Pitching on the solution		
If successful	The SME receives 35.000€ as lump sum		
If distinction (top 10)	The proposal enters the COMMERCIALISE phase		
Evaluation 5			
When	COMMERCIALISE Event	Estimated project month	End of M11
Mean	Set of slides, demonstration of the product (TRL 8-9) & pitching		
If successful	The SME receives 7.000€ as lump sum		

The sub-project coordinator should deliver at least one (1) week in advance all relevant deliverables, so that the reviewers will be able to be prepared. During the review, the sub-project members should present their work, answer questions and demonstrate their experiment.

After each successful evaluation and within **5 working days**, the sub-project coordinator should send the relevant Financial Statement to the coordinator. Additional conditions and eligibility criteria have already been described in the previous sections.

6 Responsibilities of beneficiaries

The selected SMEs are indirectly beneficiaries of European Commission funding. As such, they are responsible for the proper use of the funding and ensure that the recipients comply with obligations under H2020 specific requirements as described in Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) (Digital Innovation Initiatives based on European Networks of Competence Centres in H2020) The obligations that are applicable to the recipients include⁷:

6.1 Conflict of Interest

The beneficiary SMEs 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 to the Block.IS coordinator without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The Block.IS coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

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

6.2 Data Protection & 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 SME requests, the Commission and the Block.IS consortium may agree to keep such information confidential for an additional period beyond the initial four years. This will be explicitly stated at the sub-contract.

If information has been identified as confidential during the sub-project execution or only orally, it will be considered to be confidential only if this is accepted by the Block.IS coordinator and confirmed in writing within 15 days of the oral 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 Block.IS consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

6.3 Promoting the action and give visibility to the EU funding

The beneficiary SMEs must promote the sub-project, the Block.IS project and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner and to highlight the financial support of the EC.

Unless the European Commission or the Block.IS coordinator requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via

⁷ The obligations described here are not binding and may be modified, refined or additional obligations may be inserted during the sub-project negotiation if needed.

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 grant must:

- (a) display the EU emblem;
- (b) display the Block.IS logo and
- (c) include the following text:

For communication activities: *“This project has indirectly received funding from the European Union’s Horizon 2020 research and innovation programme, via an Open Call issued and executed under project Block.IS (grant agreement No 824509)”*.

For infrastructure, equipment and major results: *“This [infrastructure][equipment][insert type of result] is part of a sub-project that has indirectly received funding from the European Union’s Horizon 2020 research and innovation programme via an Open Call issued and executed under project Block.IS (grant agreement No 824509)”*.

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 page.

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

The EC and the Block.IS consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the beneficiary SME;
- contact address of the beneficiary SME;
- the general purpose of the project;
- the amount of the financial contribution foreseen for the project; after the final payment, and the amount of the financial contribution actually received;
- the geographic location of the activities carried out;
- the list of dissemination activities and/or of patent (applications) relating to foreground;
- 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;
- the publishable reports submitted to Block.IS;
- any picture or any audio-visual or web material provided to the EC and Block.IS in the framework of the project.

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

Upon a duly substantiated request by the sub-project coordinator on behalf of any sub-project member, the Block.IS, if such permission is provided 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.

6.4 Financial audits and controls

The European Commission (EC) will monitor that Block.IS beneficiaries and the beneficiary SME comply with the conditions for financial support to third parties such as set out in Annex 1 of the Block.IS grant agreement and may take any action foreseen by the grant agreement in case of non-compliance vis à vis the beneficiary concerned.

Moreover, the EC may at any time during the implementation of the Block.IS project and up to 5 (five) years after the end of the Block.IS project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

The beneficiary SME shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorised by it, with a view to verifying that the grant agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.

The beneficiary SME shall keep all sub-project deliverables and the originals or, in exceptional cases, duly authenticated copies – including electronic copies – of all documents relating to the sub-project contract for up to five years from the end of the project. These shall be made available to the EC where requested during any audit under the grant agreement.

In order to carry out these audits, the beneficiary SME shall ensure that the EC's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the sub-project applicant offices, to its computer data, to its accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

On the basis of the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the beneficiary concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to take into account observations conveyed or documents sent after that deadline. The final report shall be sent to the beneficiary concerned within two months of expiry of the aforesaid deadline.

On the basis of the conclusions of the audit, the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and

inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

6.5 Sub-project Communication

The sub-project coordinator should:

- Provide any notice be in writing to the Block.IS project coordinator;
- Notify immediately any change of persons or contact details to the Block.IS coordinator. The address list shall be accessible to all concerned.

7 Block.IS Events

Block.IS will organise physical events to the teams involved. Most of the events will be compulsory to attend those events in person. At least one representative per team will be required on each event, although it is strongly advised that at least two people attend.

Failing to attend any of the mandatory events defined at the beginning of each phase by Block.IS will automatically disqualify the team from Block.IS programme.

The foreseen events are:

Table 4 List of program events

Event	Scope	Where	When	Duration	Mandatory
Innovate event	Selection of the projects to enter the EXPERIMENT stage	Istanbul	29/01/2020	2 days	Yes
Bootcamp - Training	Technical & Business Training	Vilnius	05/2020	3 days	Yes
Demonstration Event	Completion of the EXPERIMENT Phase and Selection of the projects to enter the COMMERCIALISE stage	Novi Sad	29/09/2020	2 days	Yes
Commercialize Event	Completion of the COMMERCIALISE stage	Brussels	1/12/2020	1 day	Yes

Please note that the locations and dates at the above table are indicative and not binding. They may be modified during the execution of the program.

8 Checklist

- 1) **Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address one of the topics open in this call.
- 2) **Does your proposal address blockchain technology?** Check that your proposed work does indeed address the blockchain technologies in one of the target sectors.

- 3) **Is your proposal eligible?** The eligibility criteria are given in chapter 3 “Proposal Eligibility Criteria”. In particular, make sure that you satisfy the minimum participation requirements (entity from eligible countries).
- 4) **Is your proposal complete?** Have you completed all mandatory questions?
- 5) **Does your proposal fulfil questions requests/ comments?** Proposals should be precise, concise and must answer to requested questions, which are designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- 6) **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points.
- 7) **Have you submitted your proposal before the deadline?** It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.
- 8) **Have you provided the necessary annexes?**
- 9) **Do you need further advice and support?** You are strongly advised to communicate with the Block.IS team via the Block.IS blog.

Do not forget that it is mandatory the applicant SME to have a valid VAT number during contract preparation time.

9 Contacts

The Block.IS consortium will provide information to the applicants only via the F6S blog, so that the information (question and answer), will be visible to all participants.

No binding information will be provided via any other means (e.g. telephone or email).

More info at: <https://blockis.eu/>

Apply via: <https://www.f6s.com/block.is/about>

F6S support team: support@f6s.com

Online Q&A: <https://www.f6s.com/block.is/discuss>

10 References

- [1] Digital Innovation Initiatives based on European Networks of Competence Centres in H2020, available online at <https://smartanythingeverywhere.eu/smart-anything-everywhere/>
- [2] REGULATION (EU) No 1290/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006
- [3] EUROPEAN COMMISSION, Directorate-General for Communications Networks, Content and Technology, "Guidance note on financial support to third parties under H2020", Annex K. "Actions involving financial support to third parties", http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016_2017/annexes/h2020-wp1617-annex-k-fs3p_en.pdf
- [4] H2020 Call Objective ICT-04-2017 TOPIC: Smart Anything Everywhere Initiative, <https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/ict-04-2017.html>