



Admission to Stage II

Guide for proposal preparation

Document date: 16 December 2014

Project acronym: EuRoC
Project full title: European Robotics Challenges
Call identifier: FP7-2013-NMP-ICT-FoF
Grant agreement no.: CP-IP 608849
Starting date: 1 January 2014
Duration in months: 48
Lead beneficiary: CREATE
Project web site: www.euroc-project.eu

Contents

Essential information	3
Proposals submission	4
Evaluation and selection	4
Evaluation by external experts	4
Selection	5
Evaluation criteria.....	5
Activities and reimbursement.....	5
Joining the EuRoC consortium	6
Contacts	7
Frequently Asked Questions	7
Annexes.....	7

Essential information

This document is meant as a guide for the preparation of proposals that qualified teams (Prospective Challengers) have to submit for admission to Stage II of the EU-funded Seventh Framework Programme (FP7) project **EuRoC** (European Robotic Challenges, Grant Agreement Number 608849):

- Date of publication: **16 December 2014**.
- **Deadline for proposals submission: 09 February 2015 at 17:00 (CET)**.

The proposals for admission to Stage II must meet the following requirements:

- They have to be submitted electronically by the given deadline. The details of electronic submission are available on the **EuRoC** web site (<http://www.euroc-project.eu>).
- They can be submitted by any member of an eligible Challenger Team. An eligible Challenger Team is a team composed by at least a Research Team, which qualified after the simulation phase, and an End User, which applied to the Call for End Users. If necessary, to this basic team can be added a Technology Developer, that applied to the Call for Technology Developers, and/or (but only for Challenge 1) a System Integrator, that applied to the Call for System Integrators. A second eligible research team can become member of the Challenger Team.
- They must comply with the template provided by **EuRoC (Annex I)** to this document) and available on the **EuRoC** web site.

Each Challenger team will indicate a **Challenge Team Leader (CTL)** that will act as the single point of contact between the Challenger Team and the **EuRoC** core consortium. The CTL is generally responsible for the overall planning of the activities carried out by the Challenger Team in Stage II and Stage III (if admitted) and for building up the team that will do the work.

The **15** (maximum) Challenger Teams — **5** (maximum) for each Challenge— selected on the basis of the evaluation of the proposals are admitted to Stage II of the Challenges, while admission to Stage III will be granted on the basis of the results achieved in Stage II (see the Call for Challengers, available on the **EuRoC** web site). **However, proposals must be focused on the entire work to be carried out by the team along Stage II and Stage III**, as detailed in Annex I (proposal template) to this guide.

Detailed information about the Challenge procedures and timeline are available in the text of the Call for Challengers and of the Call for End Users, System Integrators and Technology Developers, available on the **EuRoC** web site.

Proposals submission

Basic information about the Challenger Team (Team name, CTL, organisations composing the team, etc.) have to be provided on a web form. The proposal text must be uploaded as a single pdf-document, which complies with the Template for Proposals (**Annex I** to this document, available on the **EuRoC** web site).

Proposals have to be submitted using the electronic proposal submission service provided by **EuRoC**. Full instructions are available on the **EuRoC** web site.

Proposals must be submitted by the deadline specified in this document. It is the proposers' responsibility to ensure the timely submission of proposals. Proposals that have been submitted can be integrated and/or corrected until the deadline by submitting a new complete proposal. Only the last version of the proposal received before the deadline will be used for the evaluation.

Shortly after the effective submission of the proposal, the **EuRoC** staff will send an acknowledgement of receipt to the e-mail address of the Challenge Team Leader. The delivery of an acknowledgement of receipt does not imply that a proposal has been accepted as eligible for evaluation.

Research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union. Therefore, questions about ethical issues are to be answered in the proposal.

Evaluation and selection

On receipt by **EuRoC**, proposals are registered and acknowledged and their contents are inserted into a database to support the evaluation process. Eligibility criteria for each proposal are also checked by **EuRoC** before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

A proposal will only be considered eligible if it meets all of the following criteria:

- It is received before the deadline given in this document.
- It is complete, i.e., the following have been provided:
 - filled-in proposal template,
 - filled-in web form.
- It must be submitted by any member of an eligible Challenger Team. An eligible Challenger Team is a team formed by at least a Research Team, which qualified after the simulation phase, and an End User, which applied to the Call for End Users. If necessary, to this basic team can be added a Technology Developer, that applied to the Call for Technology Developers, and/or (but only for Challenge 1) a System Integrator, that applied to the Call for System Integrators. A second eligible research team can become member of the Challenger Team.

Evaluation by external experts

The evaluation of proposals is carried out, in accordance with Article II.35§4 of the Grant Agreement, by **external experts**, whose appointment will be approved by the European Commission. These experts are independent of **EuRoC** and the proposers and have no conflicts of interest (see the document **Conflicts of interest — Definitions and rules** available on the **EuRoC** web site). They will maintain strict confidentiality on any information they access during the whole evaluation process. Experts perform evaluations in their private capacity, not as representatives of their employer, their country or any other entity. Experts are anonymous each other.

Each proposal will be evaluated by **2 external experts (evaluators)**; a consensus reaching phase moderated by a **third external expert (rapporteur)** will determine the score of the proposal.

Selection

Ranking and selection of the proposals will be achieved in a panel meeting. The panel is composed by the **Challenge Advisor at-Large**, the **three Challenge Advisors**, **four independent experts**, the **Challenge Advisor for European Robotics Industries**, the **Project Officer (PO)** and **two members internal to EuRoC** —both the PO and the internal representatives act as observers and do not take part to the evaluation. Appointment of the evaluation panel and its chair will be approved by the European Commission.

The initial ranking of proposals will be based on the scores of the evaluations. The panel will then check the consistency of the scoring (e.g., in the case two experts have provided substantially different evaluations) of the proposals and might increase or decrease the scores. The panel will also resolve cases in which proposals have equal scores. A proposal can be selected only **if the score for each criterion is above a threshold of 3 and the sum of the three marks is not less than 10**.

An annotated ranking of the proposals will be compiled at the end of the evaluation panel, together with evaluation summary reports (ESRs). The ESR of each proposal will be sent to the corresponding Challenge Team Leader. The ESRs and evaluation panel minutes will be forwarded to the European Commission by **EuRoC**. Based on this information the European Commission approves the final list of selected proposals which will receive funding. **The number of ranked proposals receiving funding is fixed (maximum 5 for each challenge)**.

Evaluation criteria

The evaluation of proposals will be based on the scores given according to three basic criteria:

- a. Scientific and/or technological excellence relevant to the Challenge scenario and **EuRoC** general objectives, novelty of the proposed application (progress beyond the state-of-the-art), technical soundness of the concept, quality and level of difficulty of the use case.
- b. Quality and efficiency of the implementation and the management, intended to assess the efficient use of resources, quality and relevant experience of the individual participants (evaluated on the basis of the rank achieved in the simulation contest as well), quality and strength of the team as a whole, appropriateness of the allocation and justification of the resources to be committed.
- c. Potential impact through the development, dissemination and use of project results. As for this criterion, the following qualities serve as indicators:
 - potential market for the developed application,
 - potential of the proposed work to impact on UE economical, technological and scientific growth,
 - potential of the proposed work to contribute to new products/services/tools in a reasonable time frame,
 - commitment of the end user to exploit the results in its future products/services.

For each criterion a 0-to-5 mark will be given. Half points can be used.

Activities and reimbursement

The activities to be carried out in the context of the challenges may only include Research and Technological Development activities (RTD). Other types of activities (e.g., Demonstration, Management) are not eligible for funding. The total budget for each selected Challenge Finalist team must include the costs which may occur for the end-user's on-site field testing (due, e.g., to

transportation of hardware and its adaptation to end-user's site). The budget division has to be decided jointly by the members of the Challenger Team.

Reimbursement will be based on eligible costs as defined in Article II.14 of the FP7 model grant agreement (http://ec.europa.eu/research/participants/data/ref/fp7/93289/fp7-ga-annex2_en.pdf). Direct and indirect costs are to be identified in accordance with Article II.15 of the FP7 model grant agreement. Maximum reimbursement rates of eligible costs for Research and Technological Development (RTD) are, in accordance with Article II.16(1) of the FP7 model grant agreement, 50% or 75%, where the 75% rate applies to participants that are non-profit public bodies, secondary and higher education establishments, research organisations and small and medium-sized enterprises (SMEs, for a definition of SMEs see http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm).

To the Challenger Teams admitted to Stage II and III a pre-financing of 35% (40% minus 5% for the Guarantee Fund) of the requested EU funding shall be paid by the **EuRoC** Coordinator. The payment is subject to prior legal and financial validation by the EU and in accordance with rules defined in Articles II.19 and II.20 of the FP7 model grant agreement (http://ec.europa.eu/research/participants/data/ref/fp7/93289/fp7-ga-annex2_en.pdf). More information about reimbursement will be provided by the **EuRoC** core consortium before the start of the Challenger Team's activities. Detailed information on financial and legal issues can be found on the Research Participant Portal of the European Commission (http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7).

Joining the EuRoC consortium

The (maximum) 15 Challenger Teams selected for admission to Stage II will be contacted by the respective **Platform Leaders** hosting the challenge and asked to submit a **project plan**, detailing the time table for the development activities and the budget distribution (a template of the project plan will be provided by **EuRoC** core consortium after selection). The proposals and the project plans of the selected Challenger Teams will be converted into contractual Descriptions of Work (DoWs) and the budget will be finalised during a negotiation phase.

All the members of the selected Challenger Teams will be proposed for accession to the Grant Agreement by means of a package request for amendment submitted by the **EuRoC** Coordinator to the European Commission for approval, stating that it contains separate requests that can be approved independently (one for each team), in accordance with Art. II.36.§3 of the Grant Agreement. **In order to access the Grant Agreement all the members of the teams have to obtain the legal and financial validation by the European Commission.**

The European Commission can object to the accession of any beneficiary within 45 days from the receipt of the notification, as stated by Article II.35.§5 of the Grant Agreement. The description of work and the budget of each selected project will be appended to the Grant Agreement. The new beneficiaries will also have to sign the Consortium Agreement. Strict deadlines will be set for compliance with the obligations related to the accession procedure (signing of B forms, legal validation, etc.). Contract amendments can only be handled by the European Commission after all new beneficiaries of a team have been legally and financially validated.

Selected teams are invited to apply for their Participant Identification Code (PIC) in advance (http://cordis.europa.eu/fp7/pp-pic_en.html).

Contacts

Prof. Bruno Siciliano (EuRoC Coordinator)

DIETI, Università di Napoli Federico II

Via Claudio 21, 80125 Napoli, Italy

Prof. Fabrizio Caccavale (EuRoC Scientific Coordinator)

School of Engineering, Università degli Studi della Basilicata

Via dell'Ateneo Lucano 10, 85100 Potenza, Italy

info@robotics-challenges.eu

Frequently Asked Questions

<http://euroc-project.eu/index.php?id=295>

Annexes

No	Content	Available at
I	Proposal template	http://www.euroc-project.eu/fileadmin/ApplicationDocuments/Proposal/EuRoC_Guide4Proposal_Preparation_Annex1.docx