ANNEX 1: JARVIS OC1 GUIDELINES FOR APPLICANTS v1.0

Submission Deadline: 5th of May 2025, 17:00 CET

Co-funded by the European Union

Table of Contents

1 INTRODUCTION

This document provides a full set of information regarding the **JARVIS 1st Open Call for External Pilots**, also referred to as **Open Call 1 (OC1)**. All associated Annexes should be read prior to the submission of a Proposal:

Required at the submission stage:

- Annex 1.1 JARVIS Technical Description v1.0 – which describes the challenges of the open call and the JARVIS tools to be involved in the proposals.
- Annex 2 JARVIS Proposal Template v1.0 - required to upload
- Annex 2.1 JARVIS F6S Application Form v1.0 - required to fill in
- Annex 3 JARVIS Consortium Declaration of Honour v1.0 - required to upload
- Annex 4 JARVIS SME Declaration v1.0 - required to upload, unless PIC[1] numbers are provided by all entities.
- Annex 5 JARVIS Declaration of Financial Stability v1.0 - required to upload

Required after the submission stage (successful evaluation):

- Annex 6 JARVIS Sub-Grant Agreement v1.0 - (subject to changes)

1.1 Checklist

- ❒ Does your planned work fit the call for proposals? Check that your proposed work does indeed address the Open Call 1 objectives.
- ❒ Is your proposal eligible? The eligibility criteria are given in Chapter 3 "Eligibility Criteria". Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- ❒ Budgetary limits. Check that you comply with any budgetary limits as expressed in Chapter 7 "Financial support provided".
- ❒ Is your proposal complete? Have you completed all mandatory questions?
- ❒ Does your proposal fulfil the requested information? Proposals should be precise, and concise and must answer to requested information, which is designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- ❒ Have you maximised your chances? There will be strong competition. Therefore, edit your proposal tightly, and strengthen or eliminate weak points.
- ❒ 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 application as recorded by the submission system will be definitive.
- ❒ Have you provided the necessary annexes (Annex 2, Annex 3, Annex 4)?
- ❒ Do you need further advice and support? You are strongly advised to communicate with the **JARVIS** team oc@jarvis-project.eu.

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[1] Participant Identification Code (PIC) more at: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register

2 CALL FOR PROPOSALS

This open call is part of the **JARVIS** research project that is funded under the Horizon Europe Programme. The **JARVIS** consortium, coordinated by the Laboratory for Manufacturing Systems & Automation (LMS), brings together 16 partners from 11 European countries, combining expertise from research institutes, technology providers, and end-users. **JARVIS** focuses on advancing human-robot collaboration through user-centric principles, and by implementing AI-driven multimodal interaction tools and cognitive mechatronics. Its scope includes creating interfaces for both physical and remote information exchange, robot control, and programming, as well as providing social skills to various robotic platforms to enable seamless human-robot interaction. The **JARVIS** consortium will deploy and validate the components of the **JARVIS** framework across four pilots coming from the following sectors: aeronautics, automotive, and energy—specifically nuclear plant decommissioning, and offshore energy production.

2.1 Objectives

In the 1st Open Call, **JARVIS** will **invest a total of €1.040.000** with its main goal to extend **JARVIS** impact and outreach. The specific objectives are summarized as follows:

1. Boosting companies, in particular SMEs and Start-ups, without restricting researchers, developers, or other multidisciplinary actors for adoption and commercialisation industrial Human Robotic Integration (HRI) solutions.
2. Stimulating the engagement of industry players in testing and validating innovative solutions for Human-Robot Interaction including the ones offered by **JARVIS**.
3. Extending the adoption of the developed tools, systems and solutions by external industry representing different pilots and sectors, while demonstrating the **JARVIS** framework potential for replicability.
4. Supporting the development and advancement of Human-Robot Interaction solutions through provision of feedback and lessons learnt among the relevant stakeholders.

2.2 Open call 1 overview

The 1st Open Call (OC1) of **JARVIS** will fund 8 external pilots, focusing on extending beyond the challenges addressed in the context of the four **JARVIS** pilots[2]. Specifically, it aims to support third parties in the development and implementation of innovative solutions through funding, mentoring, and access to project's digital tools, while demonstrating the replicability and sustainability of the **JARVIS** framework.

The 8 pilots that will be selected for funding are expected to build value added services or products benefiting from the components of the **JARVIS** framework leveraging technology providers' and end-users' expertise on specific market segments. The funded pilots should fit in **one of the 7 topics** defined by the **JARVIS** Consortium (Figure 1) including the possibility to propose a Novel Topic defined by the applicant, which proves the alignment with the OC1 and project objectives, and enables the assessment of the **JARVIS** components, tools in different contexts and environments. The assessment will include user experience evaluation to feed the project's analysis about Social Science and Humanities (SSH). The Topics are described in Annex 1.1 Technical description.

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[2] https://www.jarvis-project.eu/about-the-project/

The final goal of involving **JARVIS** tools into the proposals is to facilitate comprehensive evaluation and validation of the project results, increase awareness, attract and engage key stakeholders ensuring collaboration throughout and after the project end.
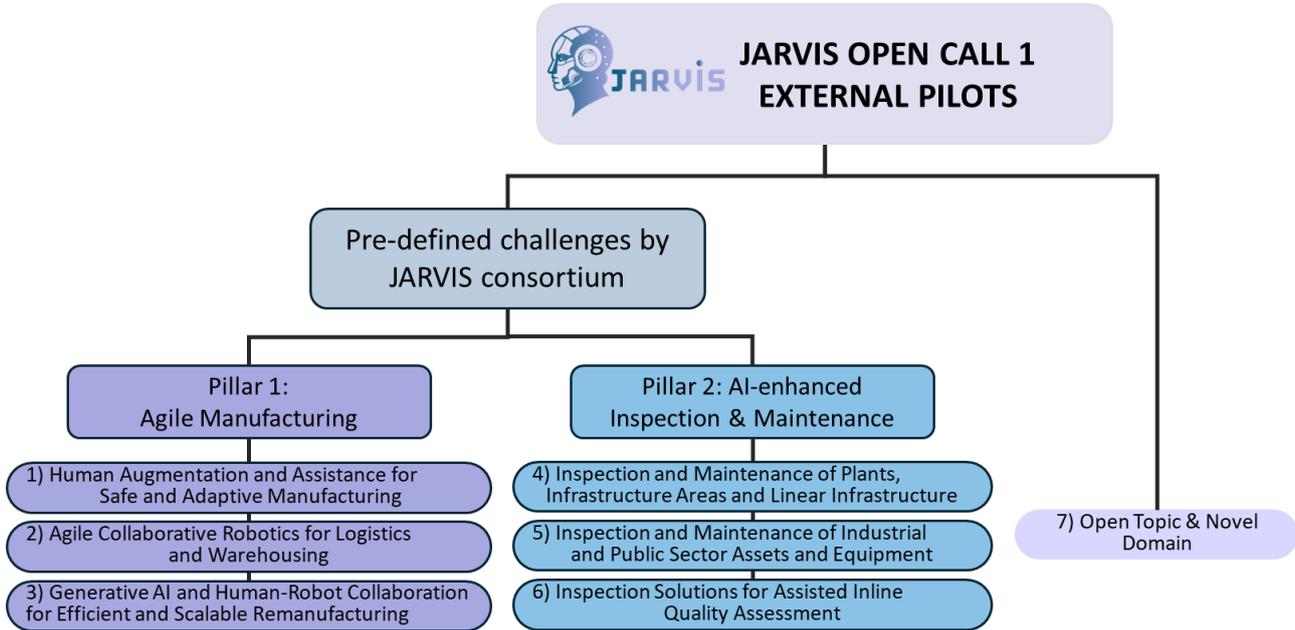

JARVIS OPEN CALL 1 EXTERNAL PILOTS

Pre-defined challenges by JARVIS consortium

Pillar 1: Agile Manufacturing

1) Human Augmentation and Assistance for Safe and Adaptive Manufacturing

2) Agile Collaborative Robotics for Logistics and Warehousing

3) Generative AI and Human-Robot Collaboration for Efficient and Scalable Remanufacturing

Pillar 2: AI-enhanced Inspection & Maintenance

4) Inspection and Maintenance of Plants, Infrastructure Areas and Linear Infrastructure

5) Inspection and Maintenance of Industrial and Public Sector Assets and Equipment

6) Inspection Solutions for Assisted Inline Quality Assessment

7) Open Topic & Novel Domain

Figure 1. JARVIS Open Call 1 (OC1) Challenges.

2.1 **For who?**

OC1 targets European technology adopters who, in collaboration with technology developers, providers, or integrators, will pilot new solutions for one of the specified challenges. These pilots must integrate at least one tool from the **JARVIS** framework, as described in the list of Annex 1.1: Technical Description v1.0, to enhance the overall value of their proposed solution. OC1 will finance minimum 2 entities (maximum of 3):

- **Leading organisation of the pilot**: must be an SME or Startup (can serve as Technology Integrator/Provider/Developer)
- **Mandatory Technology Adopter**: End users from industry sectors/infrastructure owners and/or public sectors.

Open Call 1 characteristics				
Type of application	**Target audience**	**Expected outcome**	**Number of projects**	**Who can apply**
External Pilots	Tech Adopters and Tech Integrators/ Providers/ Developers	Demonstrate the proposed solutions onsite or at relevant testbeds, justify product-market fit, and support the comprehensive evaluation of the **JARVIS** tools by including end-users at the centre of the pilot's deployment and validation.	8 projects will be funded	**Up to 3 organisations** • SME/Startups - <u>mandatory</u> • End user - <u>mandatory</u> • Additional organisation/partner- optional

External Pilot Requirements	
TRL	Minimum TRL 4 → Final TRL 7
Ethics	Proposals should contribute to making human robot interaction using AI and robotics solutions meet the requirements of Trustworthy AI, based on the respect of the ethical principles, the fundamental rights including critical aspects such as robustness, safety, reliability, in line with the European Approach to AI. All Artificial Intelligence software or techniques co-developed in the course of **JARVIS** must be compliant with the Assessment checklist for trustworthy AI as proposed by the High-level expert group on AI (AI HLEG). The complete document can be retrieved from the website of the European Commission to conduct a self-assessment. Hence, the applicants must conduct a self-assessment after they have been selected and during the project execution with the support of the **JARVIS** consortium, to ensure that the proposed solution adheres to the ethical requirements in the assessment list, namely: i. Human Agency and oversight ii. Technical robustness and safety iii. Privacy and data protection iv. Transparency v. Diversity, non-discrimination and fairness vi. Societal and environmental well-being vii. Accountability In addition, the applicant must assess the possibility and disclose whether their proposed solutions, software or the techniques have dual use (military application) or are capable of being misused (illegal or unethical purposes or used to violate human rights or compromise the safety of humans, animals or the environment). To this end, the applicant must disclose the capabilities of all co-developed components or software.
Security	The applicant must implement the appropriate privacy-preserving techniques, safeguards, security, measures and mechanisms to ensure the protection of personal data concerning the development, deployment and use phases of the co-developed software components. The applicant must disclose the possible and known risks and vulnerabilities concerning cybersecurity of the co-developed software or components.
Data management	The applicant must outline how data would be collected, generated and/or processed with details of the type of data/metadata they intend to use and the origin of such data, the quality assurance of such data. Details on how the applicant intends to comply with the FAIR data principles (Findable, Accessible, Interoperable, Reusable) must be provided along with storage, security, and re-use plans for such data.
IPR Co-creation	The external pilot must follow a co-creation model, ensuring that intellectual property (IP) and results generated within the pilot are fairly shared among participating entities.
Other(s)	Participants should accept to conduct user studies and publish the results in scientific conferences/journals.
JARVIS overall KPIs for External Pilots	• KPI 1: Successful demonstration of the use case in the selected domain at TRL7. • KPI 2: Number of **JARVIS** tools utilized (1 or 2). • KPI 3: Operator acceptance level of >60% based on a user study with at least 5 users. • Select 2 from the KPIs below: • KPI-O1: Reduction of human exposure to harmful environments by 50% • KPI-O2: Reduction of reconfiguration and programming time by 30% • KPI-O3: Reduction of cycle time by 40% in average • KPI-O4: Improvement of ergonomic conditions by 15% reduction of ergonomics scores including RULA, OCRA, NIOSH, or similar.
Dissemination KPIs	• KPI 1: 1 Minimum 1 public announcement of the scope of the project (e.g., via Social Media (SM) - Sprint 1. • KPI 2: Minimum 1 prototype demonstration at TRL 6 or above (Sprint 2). • KPI 3: Minimum 1 prototype demonstration at TRL7 (Sprint 3). • KPI 4: Minimum 3 SM posts per each Sprint and 200 interactions in total (likes, shares, comments) across all posts during the programme. • KPI 5: One blog post for JARVIS website per Sprint

Expected final outcome	The expected outcome at the end of the 10-month project execution includes: - the demonstration of the solution including the **JARVIS** selected functionalities at a relevant environment with the selected use case (onsite or testbed). - a report presenting the testing with actual users in the selected industry. This should be supported by a user satisfaction study and documented in a report. - a report presenting their go to market strategy.

External Pilot programme				
Sprint no.	**Duration (months)**	**Activity name**	**Means of verification**	**Funding % of the project budget**
1	2	Requirements	1) Report presenting the technology adopter requirements, technical specifications of the solution, description of baseline technologies/prototype and roadmap to the final demonstrator, finalization of the list of case specific KPIs including baselines. 2) 1-pager dissemination material describing the project.	30%
2	6	Deployment & Development	1) Video demonstrator of system prototype in relevant environment. 2) Report describing the functionalities of the prototype, the achieved progress, and next steps. 3) At least 2 social media posts (e.g., LinkedIn) disseminating project's progress.	40%
3	2	Validation	1) Final report. 2) Video from system prototype demonstration in operational environment (i.e., TRL 7). 3) At least 2 social media posts (e.g., LinkedIn) about the project's progress and the final demonstrator.	30%

3 ELIGIBILITY CRITERIA

Small consortia of up to 3 entities are eligible for OC1 External Pilot. Each one of these entities should be considered eligible for **JARVIS** OC1 only if they comply will **ALL** the following rules:

1. The applicants should be legal entities established and based in one of the EU Member States or a Horizon Europe Associated country as defined in Horizon Europe rules for participation.
2. The applicants should be either industry party interested in piloting the developed tools or an IT technology provider for system integration or a research organisation providing technology/ expertise, (eligible only if there is already one technology adopter and one SME technology provider in the consortium).
3. The applicants should be able to prove their financial stability and capacity and pass any financial check required by the European Commission, including financial capacity assessment.
4. SMEs and Start-ups will be considered eligible only in the case that they have been established at least one year before the submission of the application.
5. The applicants should not have been convicted for fraudulent behaviours, other financial irregularities, unethical or illegal business practices.
6. The applicants should not be enterprises under liquidation or under difficulty according to the Commission Regulation No 651/2014 art. 2.18.
7. The applicants should submit a signed version of Annex 3, Annex 4 (required only if no PICs provided), Annex 5.

In addition to the criteria above the eligibility check will verify that:

- Submissions are made **ONLY** through the F6S platform: https://www.f6s.com/jarvis-oc1-external-pilots/apply within defined deadline.
- The application as well as the requested documents are provided **ONLY** in English language.
- The proposal description is submitted according to the Guidelines for Applicants and provided templates.
- Minimum 2 and maximum 3 entities per submitted project are accepted.
- The proposals should not exceed by any means the maximum budget available.
- Complete application with all required information.

A Proposal is only considered eligible if its content corresponds specifically to the requirements and objectives of the selected OC1 Challenge.

The applications will go via a semi-automatic eligibility check which will exclude and mark as ineligible any application that does not comply with the criteria in this section.

3.1 Confidentiality and deadline

Submission to the **JARVIS** Open Call 1 is open between the **5th of March 2025 at 00:00 CET** (Brussels time) and the **5th of May 2025 at 17:00 CET** (Brussels time). Only proposals submitted before the deadline will be accepted. After the call closure, no additions or changes to the received proposals will be considered, whereas the online form will be automatically disabled at the indicated deadline day and hour.

Any information regarding the proposal will be treated in a strictly confidential manner.

3.2   Type of beneficiary (applicant)

JARVIS will fund third-party projects forming a team of 2 or 3 organisations including:

- Mandatory: 1 SME/Startups as a pilot leader (serving also as Technology Integrator/Provider/Developer).
- Mandatory: 1 Industry End-user (serving as Technology Adopter).

- Optionally: 1 Research organization providing technology/ expertise, which is accepted if and only if there is already one technology adopter and one SME technology provider in the consortium.

These entities are eligible under the following conditions:

- An organization based in the EU or any Horizon Europe associated member state.
- A SME following the EU definition by the Commission Recommendation 2003/361/EC and in the SME user guide

3.2.1 SME eligibility

Micro, small and medium-sized enterprises (SMEs) are considered eligible ONLY if complying with the European Commission Recommendation 2003/361/EC and the SME user guide. In summary, the criteria which define an SME are:

a. The headcount in the Annual Work Unit (AWU) is less than 250.
b. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.

Startups that do not have yet annual turnover or balance sheets are also considered eligible given that they fulfil the criteria (a) and (b) at submission time.

In addition, the following conditions apply:

- The applying SMEs should not:
  - have convictions for fraudulent behaviour, other financial irregularities, or unethical or illegal business practices.
  - have been declared bankrupt or have initiated bankruptcy procedures.
  - Be under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18
  - Be excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority
- Proposals must ensure that there is no risk of double funding. The fundamental principle underpinning the rules for public expenditure in the EU states that no costs for the same activity can be funded twice from the EU budget, as defined in Article 111 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation.

3.3   Eligible countries

Entities legally established in any of the following countries (hereafter collectively identified as the "Eligible Countries") are eligible:

- The Member States (MS) of the European Union (EU), including their outermost regions.
- The Overseas Countries and Territories (OCT) linked to the Member States[3].
- Horizon Europe associated countries (Association to Horizon Europe is governed by the Horizon Europe Regulation 2021/695): according to the updated list published by the EC[4]

The UK applicants are not eligible under the conditions set by the EC for Horizon Europe participation at the time of the deadline of the call.

3.4   Proposal submission

Proposals must be submitted electronically, using the **JARVIS** Online Submission Service accessible via the F6S platform at https://www.f6s.com/jarvis-oc1-external-pilots/apply

Proposals submitted by any other means will NOT be evaluated.

3.4.1 Multiple Submissions

This call is competitive. Multiple applications are not allowed.

- **ONLY** one proposal per team will be accepted.
- An entity can be granted **ONLY** once.

Note that the regular functioning of the F6S platform limits to one application submission per F6S user in each call.

If an F6S user wishes to submit more than one application, for example on behalf of different legal entities, the F6S user should request support from the F6S support team support@f6s.com at **least 10 days prior the open call deadline**.

3.5   Language

English is the official language for **JARVIS** Open Call. Submissions done in any other language will be disregarded and not evaluated.

English is also the only official language during the whole execution of the **JARVIS** programme. This means that it is mandatory that the submission of deliverables is done in English to be eligible.

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[3] Entities from Overseas Countries and Territories (OCT) are eligible for funding under the same conditions as entities from the Member States to which the OCT in question is linked.

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

3.6 Conflict of interest

To avoid conflicts of interest, applications will not be accepted from persons or organisations who are partners in the **JARVIS** consortium or who are formally linked in any way to partners of the consortium. Please check the list of partners: https://www.jarvis-project.eu/partners/

Applicants shall not have any actual or/and potential conflict of interest with the **JARVIS** selection process and during the whole project. The winning applicants will be required to declare that they know of no such potential conflicts of interest by submitting **ANNEX 3 - JARVIS Consortium Declaration of Honour** during the contracting phase.

All suspected 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 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').

4   HOW TO APPLY?

The templates to the Open Call 1 documents are available here → https://www.jarvis-project.eu/open-calls/open-call-1/.

The project proposals must strictly adhere to the F6S application form, which defines sections, required Annexes, and the overall length. Participants are requested to carefully read and follow the instructions in the form. Additional material, which has not been specifically requested in the online application form, will not be considered for the evaluation of the proposals and may be subject to withdrawal from the evaluation.

Applying to an open call takes time and dedication and we would like to make sure that you understand the crucial rules:

- **Be on time**: Make sure you submit your proposal through the F6S platform before the deadline. If you submit the form correctly, the system will send you a confirmation of your submission (please check your SPAM folder as well). Proposals submitted by any other means are ineligible, hence will not be evaluated.
- **F6S application**: The F6S platform allows you to work flexibly on the content, which is automatically saved once you progress filling out the form. All members of your team can have access to the application form and contribute to the work.
- **Be exhaustive**: Have you answered all the sections of the form and uploaded all required Annexes?
- **Every question deserves your attention**: All sections of your proposal must be filled in. Make sure that the data provided is true and complete.
- **Documentation format**: Any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.

NOTE 1: It is strongly recommended to avoid waiting till the last moment of submission. **Failure of the Proposal to arrive in time for any reason, including communications delays, or network issues is not acceptable as an extenuating circumstance and will automatically lead to rejection of the submission.**

The time of receipt of the proposal as recorded by the submission system will be definitive.

NOTE 2: <u>After application submission, editing is not possible</u>. If the applicant discovers an error in the proposal and provided the call deadline has not passed, the applicant may request the Open Call **JARVIS** team to re-submit the proposal (for this purpose please contact us at **oc@jarvis-project.eu** with a message titled: RESUBMISSION REQUEST). However, **JARVIS** is not committed that resubmission in time will be feasible in case the request for resubmission is not received by the Open Call **JARVIS** team at least 48 hours before the call deadline.

5 EVALUATION PROCESS

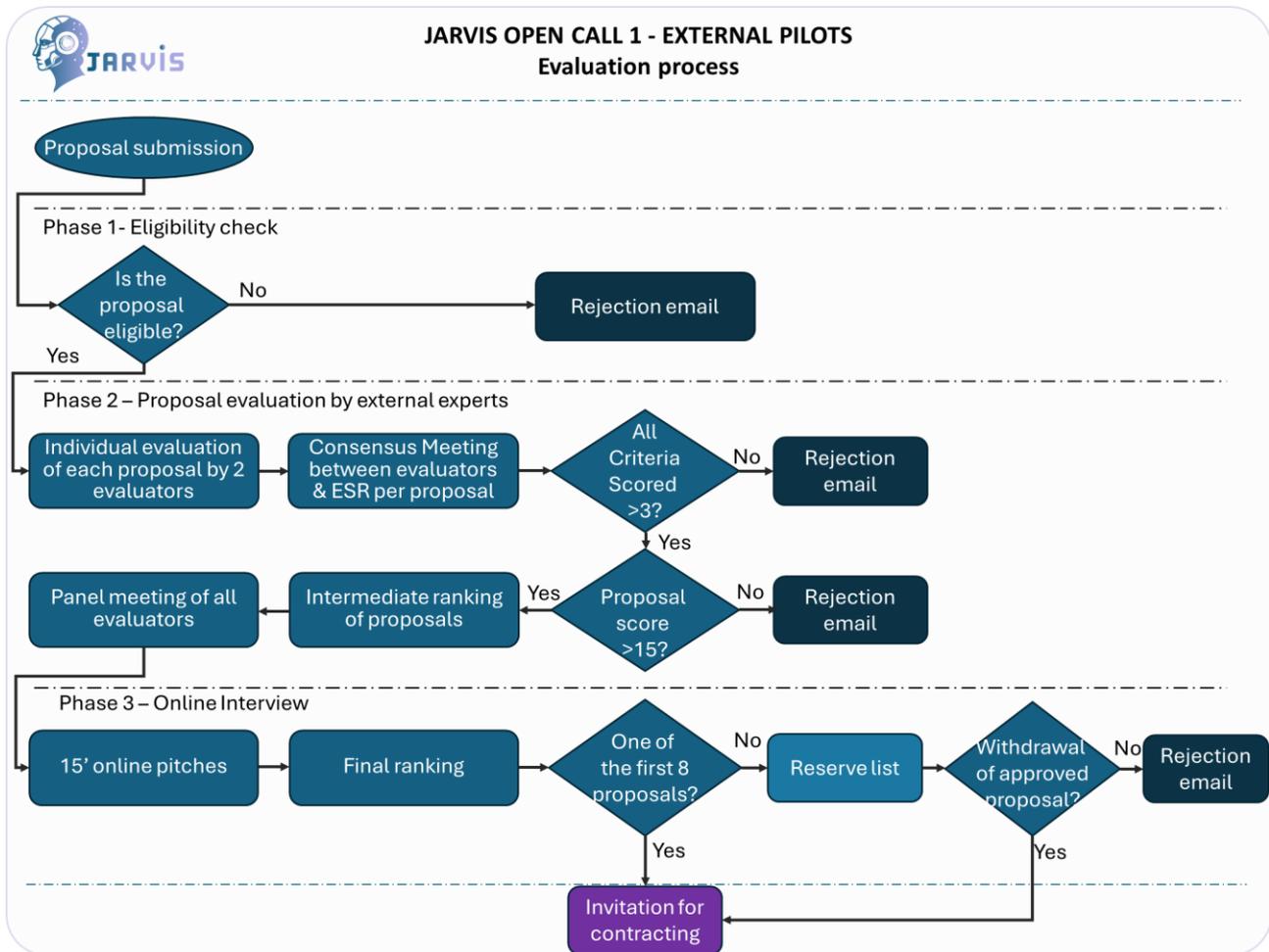The evaluation process is structured into 3 phases, as illustrated in **Figure 2.**

Figure 2 - Evaluation process.

5.1 Phase 1- Eligibility Check

Eligibility to participate in the funding programme is initially verified against several eligibility criteria. This process is carried out by the **JARVIS** team. A proposal may be declared ineligible or inadmissible at any stage. The check will verify:

- **Proposals reception**: via F6S and by the defined deadline.
- **Eligibility filter**: Eligibility check will verify the existence of a legal entity in an eligible country, the completeness of the Proposal, the existence of the same entity in other proposals, the alignment with **JARVIS** call for Proposals, and any conflict of interest.

  In addition, the following information will be checked:
  - All entities are eligible for EC funding under the rules of Horizon Europe [Y/N].
  - The application has a minimum of 2 and a maximum of 3 partners [Y/N].
  - The proposed project is aligned to the Open Call 1 objective, per Challenge [Y/N].
  - The Proposal is written in English [Y/N].
  - All required documentation are submitted correctly [Y/N].
  - The Proposal does not exceed the maximum available funding [Y/N].

The eligible Proposals will be given to external evaluators to initiate the remote evaluation. The non-eligible applicants will be informed by email. **No additional feedback will be given.** Proposals considered eligible will move on to the external remote evaluation phase.

5.2 Phase 2 – proposal evaluation

The external proposal evaluation will be done remotely by expert evaluators, who will be selected from a pool of experts that will be established through a call for expressions of interest. The experts will be evaluated and selected based on their knowledge of the **JARVIS** challenges and general experience in the evaluation of proposals (e.g., Horizon 2020, HE, FSTP programmes). Expert profiles will be evaluated, and a pool of experts will be established. The top-ranked experts per Challenges will be invited to evaluate proposals.

The evaluators will perform evaluations on an individual basis, not as representatives of their employer, or any other entity. They are required to be independent, impartial, and objective. All evaluators are required to sign a contract, which includes a declaration of confidentiality and the absence of conflicts of interest.

5.2.1 External individual proposal evaluation

Each proposal will be assigned to two external evaluators. The evaluators will be distributed across the different proposals based on their expertise and sector of activity. They will individually evaluate each proposal based on the criteria listed in the table below:

JARVIS Open Call 1 evaluation criteria			
#	Criteria	Description	Threshold
1	Concept & Innovation	• Innovation, novelty and feasibility of the proposed application or tool. • Design, reliability, feasibility, and quality of the proposed application or tool or pilot. • Instructional challenge considered.	3/5
2	Technology Implementation Approach	• Analysis of the technological and implementation capacity. • Quality and feasibility of the work plan (including proposed milestones). • Connection and co-development with JARVIS team. • Details on how the proposed components will be tested and validated. • Reach to other pilots to ensure exchange and pilot enrichment.	3/5
3	Impact	• Economic and societal impact of the proposed pilot. • Market potential and go to market strategy. • European dimension, cross-border scalability. • Exploitation / business plan and commercialization milestones.	3/5
4	Consortium/ Applicant Team	• Capacity to applicant entity/team to perform the task. • Knowledge, technological and business expertise. • Financial viability/stability and capacity. • Commitment of the company and the team.	3/5

The independent experts will score each criterion on a scale from 0 to 5 (decimal and centesimal point scores may be given):

- **0=** Fail: The proposal fails to address the criterion or cannot be judged due to missing or incomplete information.
- **1 = Poor**: criterion is inadequately addressed or there are serious inherent weaknesses.
- **2 = Fair**: proposal broadly addresses the criterion, but there are significant weaknesses.

- **= Good**: proposal addresses the criterion well, but a few shortcomings are present.
- **= Very good**: proposal addresses the criterion very well, but a small number of shortcomings are present.
- **= Excellent**: proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

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

5.2.2 Consensus meeting per proposal

Subsequently, the evaluators will 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 **threshold for each criterion is 3. The overall score threshold is 15**. This indicates that if a proposal scores less than 3 in any criterion or an overall score less than 15, the proposal is automatically rejected.

5.2.3 Panel evaluation – Intermediate ranking

The intermediate ranking of the proposals will be semi-automatic following the rules below:

- Rule 1: The proposals will be ranked based on their overall score (sum of criterion 1 to 4 scores).
- Rule 2: In case following Rule 1 there are proposals in the same position, priority will be given to proposals that their technology better fit to **JARVIS** scope (Criterion 2).
- Rule 3: In case following Rule 2 there are proposals in the same position, priority will be given to proposals that have higher impact and market potential (Criterion 3).
- Rule 4: In case following Rule 3 there are proposals in the same position, priority will be given to the application that has a lower funding request.
- 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 a funding borderline position, the **JARVIS** consortium will invite at least 1 additional evaluator to read the specific proposals and break the tie by re-evaluating them.

Evaluators involved in the remote evaluation will carry out a panel evaluation meeting, aiming to smooth any human factors. They will rank and short list the proposals per issued challenge.

5.3 Phase 3: Online interview

The objective of the interview is to better understand the proposal, particularly its quality and excellence, the expected impact and exploitation potential, quality of the workplan, and quality of the applicant(s). Any complementary material that can support the presentation of the project is acceptable during the interview. Interviews will be carried out by a selection of the internal evaluators from the **JARVIS** Consortium. Members of the **JARVIS** team directly involved in the selected challenge that each proposal is addressing will participate in the interview and respective final evaluation process. Interviews are expected to last approximately 30-45 min. The applicants are expected to prepare and present a presentation (approximately 15 minutes) and answer any questions regarding their proposal from the internal evaluators.

If at any time during the interview the applicants do not commit to what was included in the submitted proposal, the proposal will be automatically disqualified. If after the interview process the internal evaluators still have questions, the applicant may be requested to provide additional information in writing.

At the end of the evaluation phase, eight proposals will be invited for contracting (1 per each challenge, if applicable). The other proposals that were invited to the interview stage will remain on a reserve list in case one of the selected proposals fails to sign the Sub-Grant Agreement (Annex 6).

5.3.1   Final ranking and selection

After the online interview process, all proposals will be ranked according to the average scores obtained from (1) the external remote evaluation and (2) the online interviews.

Eight proposals will be selected (1 per each Topic, if applicable).

All eligible Proposals will receive an acceptance or rejection letter together with an anonymised version of their Evaluation Summary Report (ESR). Proposals not having passed to the online interview stage will receive a report with results of the external remote evaluation. Proposals that passed to the online interview will receive a report with information from both the remote evaluation and interview stages.

5.3.2   Redress process

Within 3 working days of the delivery of an ESR or a rejection letter considering the proposal as non-eligible, 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 **JARVIS** Consortium or not. In that case, an internal review committee will examine the request for redress. 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.

6 CONTRACTING

6.1 Contract preparation and onboarding

After the Open Call evaluation conclusion and project selection, the **JARVIS** coordinator will start the contract preparation in collaboration with the selected proposals' coordinators. Contract preparation will go via 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 **JARVIS** Consortium and every beneficiary of the call. The items covered will be:

1. Inclusion of the comments (if any) in the ESR of the Proposals and mapping to the Sub-grant agreement (Contract) (Annex 6).
2. Validation of the legal documents

The objective of the contract preparation is to fulfil the legal requirements of the table below between the **JARVIS** consortium and each beneficiary of the open call. The contract as provided to the sub-grantee is final and may not be changed, including the addition or removal of any articles or other content. All documentation requires a signature (e.g., Declaration of Honour, SME Declaration (if applicable), Bank Account, Financial Stability Declaration.

Requirements for contract preparation	
Legal requirement	**Description**
Proof of legal existence	Company register, official journal 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).
Specific to SMEs 1.Proof of the SME condition is required: • If the applicant has been fully validated as an SME on the Beneficiary Register Participant Portal, the PIC number must be provided. • If the applicant has not been fully validated as an SME on the Participant Portal, the following documents will be required to prove the status as an SME: 　o SME Declaration (**Annex 4**) signed (with a valid e-signature or by hand) and stamped: In the event the beneficiary declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organisations is required. 　o 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. 2. Supporting documents. In cases where either the number of employees 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.	
Consortium Declaration of Honour (Annex 3)	Signed declaration that all conditions related to the **JARVIS** Open Call 1 are accepted by the applying entities.
Declaration of Financial Stability (Annex 5)	The lead partner in a consortium should ensure that the consortium members have the necessary financial capacity to implement the activities assigned to them in the **JARVIS** proposal. By signing this declaration, the lead partner assumes responsibility for the financial implementation of the **JARVIS** proposal.
Sub-grant agreement (Annex 6)	Signed between the **JARVIS** consortium, represented by its coordinator (LMS), and the beneficiary. The sub-grant agreement will also include the comments (if any) of the proposal's ESR to the work plan.

	The account where the funds will be transferred will be indicated via a specific form signed by the entity, individuals, and the bank owners. The holder of the account will be the entity/ individual.

It should be emphasised that each SME should provide at contract preparation time a valid VAT identification number. Failure to provide the VAT[5] number will automatically result in proposal rejection.

The request, by **JARVIS** Consortium, for the above documentation will be done within predefined deadlines. In general, the sub-project negotiation should be concluded within 2 weeks. An additional week may be provided by the **JARVIS** coordinator in case of significant reasoning. In case contracting has not been concluded within the above period, the Proposal is automatically rejected and the next proposal on the reserve list is invited.

6.2   Contract signature

At the end of the contracting phase, the sub-grantee funding agreement will be signed between the **JARVIS** Consortium represented by its coordinator (LMS), and the selected consortium, represented by its leader. The consortium leader and the other consortium partners are responsible to make an agreement that shall cover the rights and obligations between them.

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

7 FINANCIAL SUPPORT PROVIDED

7.1 Financial support

For accessing the funding, the third-party projects deployment needs to demonstrate and present proofs of their progress and achievements and the deliverables presented must be assessed positively in each of the stages. In case of missing the above, the third-parties are not paid and may be requested to not participate longer in the **JARVIS** project.

The grant received by the third-parties is to finance:
- Work performed by employees of the third-party.
- Investment in software/ hardware (only the value associated with its depreciation).
- Travels associated with the project deployment or **JARVIS** activities.
- Participation in events/ conferences and promotion campaigns associated with **JARVIS**

The selected 8 projects will become part of **JARVIS** activities for the 10 months period composed of 3 Phases. Payments will be done in 3 instalments (30% + 40% + 30%) based on the actual costs claimed at each phase. Summary of funding:

Programme Phase	Duration	Funding	Example for maximum amount €130.000
Sprint 1	2 months	30%	€ 39.000
Sprint 2	6 months	40%	€ 52.000
Sprint 3	2 months	30%	€ 39.000

Detailed payment schedule and payment conditions will be settled in the Sub-grant Agreement (Contract) (Annex 6).

8   RESPONSIBILITY OF BENEFICIARIES

The selected third-party is indirect Beneficiary of the EC funding. As such, they are responsible for the proper use of the funding and ensure that the recipients comply with obligations under Horizon Europe specific requirements as described in Horizon Europe.

8.1   Data protection and confidentiality

During the implementation of Open Call 1 activities and for four years after the end of the programme activities, the Beneficiaries must keep confidential any data, documents, or other material (in any form) that is identified as confidential at sub-contract signature ('confidential information').

The selected Beneficiaries may disclose confidential information to the **JARVIS** Consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

8.2   Promoting action and giving visibility to the EU funding

The selected Beneficiaries must promote the programme activities, the **JARVIS** 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. Detailed requirements will be listed in Sub-grant Agreement (Contract) (Annex 6).

Any publicity made by selected third-party 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 **JARVIS** project is not liable for any use that may be made of the information contained therein.

The EC and the **JARVIS** Consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the organizations of the selected project members;
- contact address of the selected project partners;
- 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 received;
- the geographic location of the activities carried out;
- the list of dissemination activities and/or of a patent (applications) relating to the foreground;
- the details/references and the abstracts of scientific publications relating to the foreground and, if funded within **JARVIS** project, the published version or the final manuscript accepted for publication;
- the publishable reports submitted to **JARVIS**;
- any picture or any audio-visual or web material provided to the **JARVIS** in the framework of the project.

9   INTELLECTUAL PROPERTY RIGHTS

When participating in the **JARVIS** project, successful applicants will enter a co-creation process with the current partners of the **JARVIS** consortium. In the case where the applicant produces a software, data, know-how or information independently on any other partner, the applicant will remain the sole owners of their respective IPR. In case of co-creation with multiple partners, an IPR co-creation is applied where generation IPR will be established through the joint efforts of multiple parties.

Each Beneficiary shall bear sole responsibility for ensuring that its acts within the project do not knowingly infringe third party property rights. Therefore, there is no obligation to conduct research with regard to the property rights of third parties.

In the Sub-grant Agreement (Contract) (Annex 6), applicants shall identify their Background for the Project and should also, where relevant, informed the **JARVIS** consortium that access to specific Background is subject to legal restrictions or limits.

During implementation, access rights to results of the project and Background needed for the performance of the own work of a party under the project shall be granted on a royalty-free basis, unless otherwise agreed for Background in the Sub-grant Agreement (Contract) (Annex 6).

For the exploitation, access rights to results if needed for exploitation of a party's own results shall be granted on fair and reasonable conditions and upon prior written agreement. Access rights to results for internal research and for teaching activities shall be granted on a royalty-free basis.

The **JARVIS** Consortium itself will not retain an equity stake in any applicant's company, nor will it retain any IPR. However, the **JARVIS** Consortium will be granted the right to make internal use of any IPR applicants produce as part of their **JARVIS** Open Call activities.

JARVIS and the European Commission may ask participants who have received funding to present their work as part of public relations and networking events to showcase the benefits of the **JARVIS** project.

10 CONTACT

The JARVIS Consortium serves the following support:

- F6S Online Q&A: https://www.f6s.com/jarvis-oc1-external-pilots/discuss
- Contact e-mail: oc@jarvis-project.eu
- Contact e-mail for the submission platform: support@f6s.com
- Open Call 1 Documents: https://www.jarvis-project.eu/open-calls/open-call-1/
- More info at: https://www.jarvis-project.eu/open-calls/open-call-1/