



## Future Internet Open Data Expansion

Guidelines for applicants  
for the 2<sup>nd</sup> open call for proposals

**Closing date for proposals**  
**Wednesday, 17<sup>th</sup> June at 17:00 p.m. (CEST)**

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## 1. Introduction

This document supplements the Call Announcement of the 2<sup>nd</sup> FINODEX Open Call for Proposals and provides additional necessary information for the submission of the proposals in the framework of the FINODEX project. The Call Announcement and Sub-grantee Funding Agreement model remain valid and must be additionally considered for the submission of a Proposal.

### 1.1. Background information on Future Internet Public Private Partnership (FI-PPP)

FINODEX is a Collaborative Project and Coordination and Support action co-funded by the European Union under the 7<sup>th</sup> Framework Programme.

Furthermore, FINODEX is part of the FI-PPP within a group of projects known as the FI-PPP Phase 3 accelerators.

The FI-PPP follows an industry-driven, holistic approach encompassing R&D on network and communication infrastructures, devices, software, service and media technologies. In parallel, it promotes their experimentation and validation in real application contexts, bringing together demand and supply and involving users early in the research lifecycle. The new platform, FIWARE, will thus be used by a range of actors, in particular SMEs and Public Administrations, to validate the technologies in the context of smart applications and their ability to support “user driven” innovation schemes.

FI-PPP Phase 3 accelerators aim to promote the creation of innovative products and services making use of FIWARE platform.

FINODEX project will utilise technologies of the Future Internet PPP programme (FIWARE) as well as the reuse of open data to promote and support the creation of innovative ICT (software and/or hardware) services and products for the market. This is expected to be achieved thanks to a planned set of activities that will allow:

- Reaching a critical mass of stakeholders (SMEs and Web Entrepreneurs, WEs) interested in participating in FINODEX.
- Selecting the most promising ideas and initiatives through a well prepared and transparent process.
- Supporting the development of the selected ideas financially and with a complementary support programme.

### 1.2. FINODEX general requirement

Any selected project by FINODEX is obliged to make use of **FIWARE technologies** and **open data**. These requirements will be part of the eligibility criteria for projects since the Phase 1-Proposals, as it will be indicated in the following sections of these Guidelines for Applicants.

#### 1.2.1 FIWARE Usage

The use of FIWARE technologies is a must. To that aim, the proposal counts with a specific section where the employed FIWARE technologies should be described. The usage of FIWARE technologies is a selection criteria (if no use is described the proposal will be declared not eligible) and an evaluation criteria as it will be specified in the following sections.

#### 1.2.2 Open Data requirement

For FINODEX purposes open data is considered as such if the license attached to the dataset is under an open licence as per the definition on <http://opendefinition.org/licenses/>

If a so called open dataset in a proposal does not accomplish with one of the earlier licenses it will be necessary to prove, by the proposer, that the dataset can be considered as open, and that copyright or non-commercial reuse policies do not apply to it.

To avoid misunderstandings, as a general rule, the following examples cannot be considered open data, given the existence of copyright or non-commercial reutilisation restrictions:

- Data extracted via APIs of different social network (Twitter, Facebook, LinkedIn, etc.)
- General data or contents published on the internet unless a clear open license is included.
- Data owned by the proposer containing information which is only available for the proposer. This is proprietary data that can be used by the proposer, but not for the wider community.
- Data under CC-NC and/or CC-ND licenses.
- Data published only for research purposes.

**Unclear situations will make the proposal not eligible.**

Open datasets can be used or combined with other types of data as long as there are no restrictions for their use in a commercial application (i.e. using a Twitter feed with an open dataset).

**1.3. FINODEX approach**

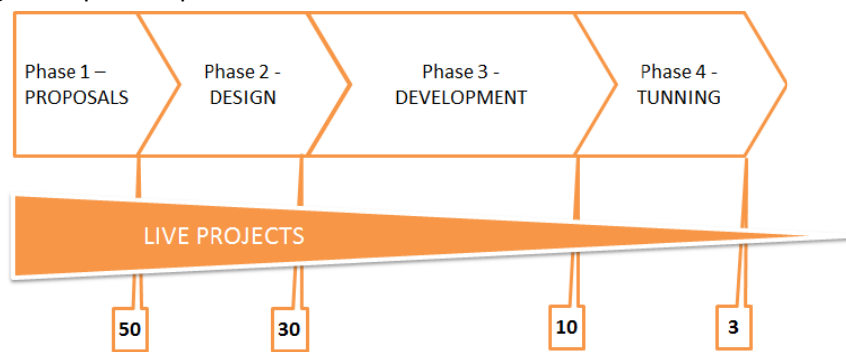
FINODEX approach is based on the application of the following set of concepts:

- Provision of Support Services: Different services will be provided to SMEs and WEs by FINODEX consortium, with the aim of supporting them in the development of new applications and services based on FIWARE and open data.
- Application of Lean start-up methodology: It will be the strategy to be applied to generate new business opportunities from the sub-granted initiatives in a short time.
- Limited Domains: Some specific application domains have been selected as a way to limit the scope of the expected proposals. These have been selected based on three criteria: open data community, FIWARE community and market demand.
- Open Calls: as the instrument to implement the three previous concepts.

FINODEX will use the a funnel approach which, after an initial phase for the evaluation and selection of the most promising proposals, will carry out a continuous evaluation of the selected projects under a competitive scheme, which will be granting fewer projects after each phase evaluation. Phases and selected projects will be:

- Phase 1 is an open call for Proposals for SMEs and Web Entrepreneurs from Europe.
- After the evaluation of Phase 1 up to 51 Projects will be selected per call. They will access Phase 2 and sign the Sub-grantee Funding Agreement.
- After the evaluation of Phase 2 up to 30 Projects will be selected per call and will access Phase 3.
- After the evaluation of Phase 3 up to 10 Projects will be selected per call and will access Phase 4.
- As a result of the Phase 4 the best 3 projects will be granted a higher amount of funds.

A graph summarising this 4 phases' process is shown below:



## 2. Calendar

### 2.1. Phase 1 - Proposals

- Call opening 08/04/2015
- Deadline for submission via FS6 Platform 17/06/2015, 17:00 p.m. CEST
- Evaluation from 18/06/2014 to 24/08/2015.
- Communication of results to applicants from 25/08/2015 to 31/08/2015
- Negotiation and sub-grantees signature of contracts will be in September 2015

### 2.2. Phase 2 – Design

- Execution from 01/10/2015 to 22/11/2015
- Evaluation from 23/11/2015 to 29/11/2015
- Communication of results from 30/11/2015 to 02/12/2015

### 2.3. Phase 3 – Development

- Execution from 03/12/2015 to 24/04/2016
- Evaluation from 25/04/2016 to 01/05/2016
- Communication of results from 02/05/2016 to 04/05/2016

### 2.4. Phase 4 – Tuning

- Execution from 05/05/2016 to 19/06/2016
- Evaluation from 20/06/2016 to 26/06/2016
- Communication of results in last days of June 2016.

These dates could be modified by FINODEX consortium if agreed.

| APRIL 2015   |    |    |    |    |    |    | MAY 2015      |    |    |    |    |    |    | JUNE 2015      |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| Mo           | Tu | We | Th | Fr | Sa | Su | Mo            | Tu | We | Th | Fr | Sa | Su | Mo             | Tu | We | Th | Fr | Sa | Su |
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| 6            | 7  | 8  | 9  | 10 | 11 | 12 | 4             | 5  | 6  | 7  | 8  | 9  | 10 | 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 | 11            | 12 | 13 | 14 | 15 | 16 | 17 | 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 | 18            | 19 | 20 | 21 | 22 | 23 | 24 | 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 27           | 28 | 29 | 30 |    |    |    | 25            | 26 | 27 | 28 | 29 | 30 | 31 | 29             | 30 |    |    |    |    |    |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| JULY 2015    |    |    |    |    |    |    | AUGUST 2015   |    |    |    |    |    |    | SEPTEMBER 2015 |    |    |    |    |    |    |
| Mo           | Tu | We | Th | Fr | Sa | Su | Mo            | Tu | We | Th | Fr | Sa | Su | Mo             | Tu | We | Th | Fr | Sa | Su |
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| 20           | 21 | 22 | 23 | 24 | 25 | 26 | 17            | 18 | 19 | 20 | 21 | 22 | 23 | 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 27           | 28 | 29 | 30 | 31 |    |    | 24            | 25 | 26 | 27 | 28 | 29 | 30 | 28             | 29 | 30 |    |    |    |    |
|              |    |    |    |    |    |    | 31            |    |    |    |    |    |    |                |    |    |    |    |    |    |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| OCTOBER 2015 |    |    |    |    |    |    | NOVEMBER 2015 |    |    |    |    |    |    | DECEMBER 2015  |    |    |    |    |    |    |
| Mo           | Tu | We | Th | Fr | Sa | Su | Mo            | Tu | We | Th | Fr | Sa | Su | Mo             | Tu | We | Th | Fr | Sa | Su |
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| 5            | 6  | 7  | 8  | 9  | 10 | 11 | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 26           | 27 | 28 | 29 | 30 | 31 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 | 28             | 29 | 30 | 31 |    |    |    |
|              |    |    |    |    |    |    | 30            |    |    |    |    |    |    |                |    |    |    |    |    |    |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| JANUARY 2016 |    |    |    |    |    |    | FEBRUARY 2016 |    |    |    |    |    |    | MARCH 2016     |    |    |    |    |    |    |
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|              |    |    |    | 1  | 2  | 3  | 1             | 2  | 3  | 4  | 5  | 6  | 7  |                | 1  | 2  | 3  | 4  | 5  | 6  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 | 8             | 9  | 10 | 11 | 12 | 13 | 14 | 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 | 15            | 16 | 17 | 18 | 19 | 20 | 21 | 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 | 22            | 23 | 24 | 25 | 26 | 27 | 28 | 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 25           | 16 | 27 | 28 | 29 | 30 | 31 | 29            |    |    |    |    |    |    | 28             | 29 | 30 | 31 |    |    |    |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| APRIL 2016   |    |    |    |    |    |    | MAY 2016      |    |    |    |    |    |    | JUNE 2016      |    |    |    |    |    |    |
| Mo           | Tu | We | Th | Fr | Sa | Su | Mo            | Tu | We | Th | Fr | Sa | Su | Mo             | Tu | We | Th | Fr | Sa | Su |
|              |    |    |    | 1  | 2  | 3  |               |    |    |    |    |    | 1  |                |    | 1  | 2  | 3  | 4  | 5  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 25           | 26 | 27 | 28 | 29 | 30 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 | 27             | 28 | 29 | 30 |    |    |    |
|              |    |    |    |    |    |    | 30            | 31 |    |    |    |    |    |                |    |    |    |    |    |    |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |

|  |                             |
|--|-----------------------------|
|  | Call is open                |
|  | Evaluation                  |
|  | Communication of evaluation |
|  | Negotiation                 |
|  | Phase execution             |

### 3. Beneficiaries

#### 3.1. Types of beneficiaries

The accepted applicants for this FINODEX First Open Call will be:

- SMEs participating on their own (only one SME).
- Individuals participating in groups from two up to four members. A member is an individual person and not a registered SME.

In the case of a group of individuals, one of them will be appointed as COORDINATOR by the rest. The coordinator will be the main contact point for the consortium.

#### 3.2. Definition of SMEs

A SME will be considered as such if accomplishing with the Commission Recommendation 2003/361/EC<sup>1</sup> and the SME user guide<sup>2</sup>. As a summary, the criteria which define a SME are:

- Headcount in Annual Work Unit (AWU) less than 250.
- Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.

Note that the figures of partner and linked enterprises should also be considered as stated in <sup>2</sup>.

#### 3.3. Eligible countries

Only applicants legally established, and working, in the case of the individuals, in any of the following countries will be eligible:

- EU-28 countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.
- FP7 Associated countries: Albania, Bosnia and Herzegovina, Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Moldova, Montenegro, Norway, Serbia. Switzerland and Turkey.

<sup>1</sup> Commission Recommendation 2003/361/EC

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

<sup>2</sup> The new SME definition

[http://ec.europa.eu/enterprise/policies/sme/files/sme\\_definition/sme\\_user\\_guide\\_en.pdf](http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf)



## 4. General information

### 4.1. Means of submission

The F6S platform will be the entry point for all proposals in phase 1 - <http://www.f6s.com/fiware-finodex>. Documents required in subsequent phases will be submitted via dedicated channel, which will be indicated by FINODEX consortium during the sub-granted projects execution.

### 4.2. Language

**English** is the official language for FINODEX open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole length of the acceleration process. This means any requested submission of deliverable will be done in English in order to be eligible.

### 4.3. Documentation formats

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

### 4.4. Origin of the funds

Any selected proposer will sign a dedicated Sub-Grantee Funding Agreement with the members of the FINODEX consortium. The funds attached to the Sub-Grantee Funding Agreement come directly from the funds of the European Project FINODEX, and are therefore, funds owned by the European Commission, whose management has been lead to the project partners in FINODEX via European Commission Grant Agreement Number 632838.

As it can be seen in the Sub-Grantee Funding Agreement template, this relation between the sub-grantees and the European Commission through FINODEX 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 FINODEX consortium partners to inform about them.

### 4.5. FINODEX and the other FI-PPP accelerators

The basic information about a proposal (summary and participants) will be shared with the other FI-PPP accelerator projects, as some general rules will apply:

- Any proposer can submit several different proposals.
- It should be acceptable to submit the same proposal to several Accelerators, but not to all 16. Submitting the same proposal to maximum 3 Accelerators is a reasonable limit. Not respecting the limit will declare the proposal as ineligible.
- Double funding is not acceptable. A proposal can only be selected and supported by one Accelerator.

### 4.6. FINODEX and the new H2020-ODINE incubator

The basic information about a proposal (summary and participants) will be shared with the H2020-ICT ODINE incubator project.

Double funding is not acceptable. A proposal can only be selected and supported by ODINE or by FINODEX. Once the proposal is firstly funded by ODINE or FINODEX, it will be withdrawn from the other accelerator.

### 4.7. Number of proposals per applicant

As a general rule, only one proposal per SME will be selected for funding. This does not mean only one proposal can be submitted per applicant, but only their best proposal will be selected for funding, should the criteria for selection be met.

In the case of individuals:

- The same individuals acting as a team will be selected for funding only once, as in the case of SMEs.
- In the case that a single person is part of two or more proposals (with other team members), he/she will be required to participate only in one project (the one with the highest score) in the case that several of them are selected. This may bring a selected proposal to become ineligible, if the fact that one or more of the proposers are selected in a better scoring proposal brings the number of remaining proposers below 2. FINODEX is not responsible if somebody submits more than one proposal.
- FINODEX consortium will be transparent and inform the rest of the team members about the multi-participation of an individual, should different projects be selected for funding.

#### 4.8. Re-submission of proposals

Resubmission of non-selected proposals from the first open call is allowed if accomplishing with the terms and conditions stated in these Guidelines for Applicants.

#### 4.9. Participants engaged through first open call

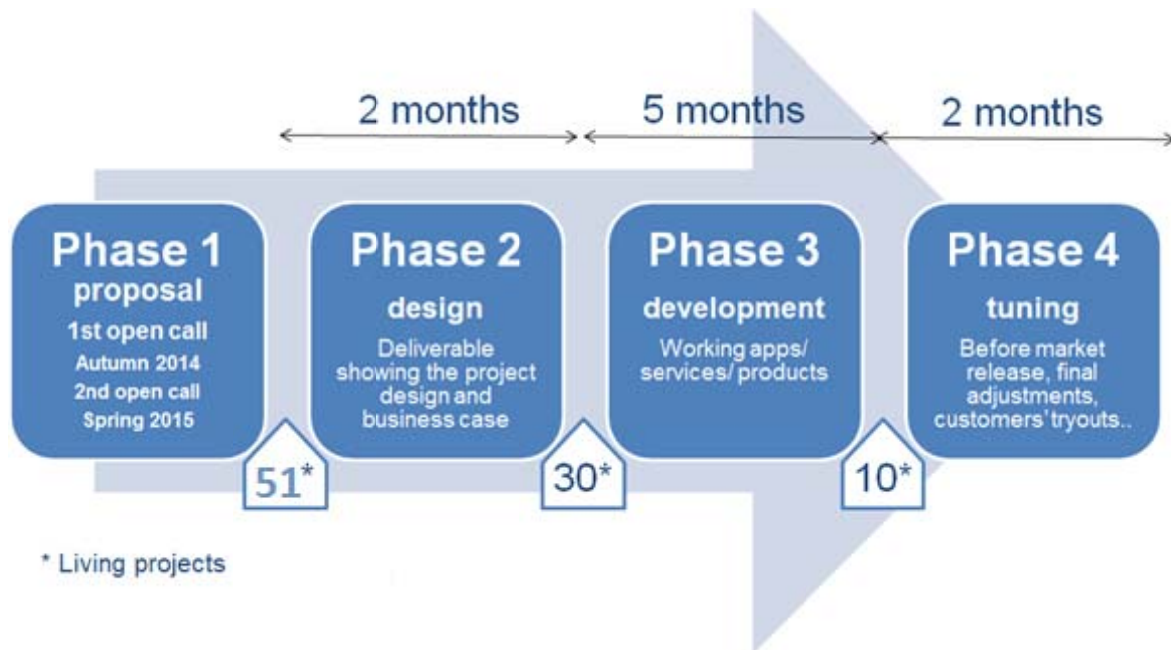
With the aim of having a totally new set of projects and participants in the FINODEX second call, none of the participants already engaged in FINODEX accelerator through the first call is allowed to submit a new proposal, or an improvement of the selected one in the second open call.

This also refers to projects dropped out of the acceleration process after call1-phase2.

This also refers to individuals participating within SME teams in the first open call or vice versa.

FINODEX will consider as non-eligible any proposal containing companies or individuals who have been already part of a selected team (no matter if SME or individuals) in the first open call.

## 5. Full process definition



### 5.1. Phase 1 – Proposal

Applicants shall consider the following criteria when applying for the FINODEX open calls, besides taking into account FINODEX will only fund projects making use of FIWARE technologies and re-using open data with a clear market orientation:

- **Technical excellence.** Clearly defined objectives and definition of the project. Usage of open data will also be described.
- **FIWARE usage.** Specification and description of FIWARE technologies utilised for the product or service.
- **Impact.** Specially focusing on the market implications, identification of customers for the products/services created and without forgetting the impact in society.
- **Implementation capacity.** Relevant experience and capacities of the participants in the project.

**No research projects are expected, but ideas for real products being ready to be into the market in a period of less than a year.**

#### 5.1.1. Domains

Any domain is allowed for a proposal. In the proposal template, a selection of domains is provided just for statistical purposes.

#### 5.1.2. Submission

The submission will be done through the FS6 available page ([www.f6s.com/fiware-finodex](http://www.f6s.com/fiware-finodex)) which will be directly linked from FINODEX website ([www.finodex-project.eu](http://www.finodex-project.eu)). This means the proposers are required to register a profile at FS6 to be able to submit a project idea.

The documents that will be submitted are:

1. **Project proposal:** 10 pages proposal divided in four main sections: Technical Excellence, FIWARE usage, Impact and Experience. The project proposals will be strictly attached to the template provided by FINODEX consortium, which defines sections and the overall length. Evaluators will be instructed not to consider extra material in the evaluation.
2. **Administrative data form:** including basic information about the proposers and their contact information.
3. **Honour declaration:** signed/stamped by the SME or signed by the individuals (all of them) being part of the project team.
4. **Online form:** general questions which are provided together with the submission form at F6S platform.

If the applicant discovers an error in the proposal, and provided the call deadline has not passed, the applicant may submit a new version. Only the last version received before the call deadline will be considered in the evaluation.

Strongly recommended is not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including 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.

F6S counts with a dedicated support channel available for proposers at [fipp@f6s.com](mailto:fipp@f6s.com) Requests or inquiries about the submission system or the call itself, received AFTER the closure time of the call will not be considered nor answered.

### 5.1.3. Evaluation

Before the evaluation, the consortium will check that SMEs are SMEs according to the EU Directive, will double check for earlier participation in FINODEX and will assure open datasets and FIWARE technologies to-be-used are clearly specified in the proposals. Should any proposal fail on these requirements, it will be **directly considered “not eligible” for evaluation**.

At the same time, the received proposals will be compared to other proposals existing in the opened calls by the other FI-PPP Accelerators and H2020-ODINE. As a general rule, the same proposal will receive funds only from one accelerator.

- If a proposal has been already funded by another accelerator it will be declared ineligible for FINODEX.
- If a proposal has been submitted, but not funded by another accelerator or H2020-ODINE it will access evaluation.

The eligible proposals will be evaluated by an external set of independent external reviewers who will consider the following criteria for the evaluation:

- **Technical Excellence:** Objectives and workplan for the project development should answer questions as what the project is going to do and how. Clear final result(s) from the technical side (a web service, a new app, new software, a web-based product...) need to be identified and described. It is also compulsory to indicate the existing open datasets that will be part of the project, as well as a planning taking into account the FINODEX calendar.
- **FIWARE usage:** Specifications on what FIWARE technologies are going to be used is a must. Besides fulfilling the table in section 2.1 (which is compulsory) the proposers are advised to check the questions published on <http://www.fi-ware.org/fiware-usage-questionnaire> and answer them accordingly in the proposal.
- **Impact:** This criterion will look for social and economic impacts that are expected by the proposal. In this sense, the exploitation of the project result(s) identified in the earlier section is a must. The definition of a market, possible sources of revenue, customers' access for trials and such elements will be pursued.
- **Experience:** Knowledge and skills of the proposers included in the description of the SMEs or experience of the project team members

### Scoring

Reviewers will evaluate the proposals considering the four criteria above. Each criterion will have a mark from 0 to 5. Decimal scores may be given. For each criterion under examination, score values will indicate the following assessments:

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

### Thresholds

A **minimum of 3 in all the criteria with an overall of 12** will be also needed. Only proposals reaching all the criteria will be eligible for accessing the phase 2.

Each project will be evaluated individually by at least **two external and independent evaluators** which will mark each proposal according to the criteria above and will provide comments about each proposal. The information on the evaluation will be compiled into an Evaluation Summary Report which will be sent to applicants after being approved by FINODEX consortium and the evaluators.

#### 5.1.4. [Draw resolution](#)

In the case of a draw in the final scoring, the following criteria will be used in order

- Impact criteria score
- Experience criteria score
- Date of submission: earlier submitted proposals go first.

#### 5.1.5. [Communication](#)

Every applicant will receive via e-mail:

- An Evaluation Summary Report (ESR) for each applicant
- A letter informing of: rejection decision, invitation to negotiation and following steps or being part of the reserve list.

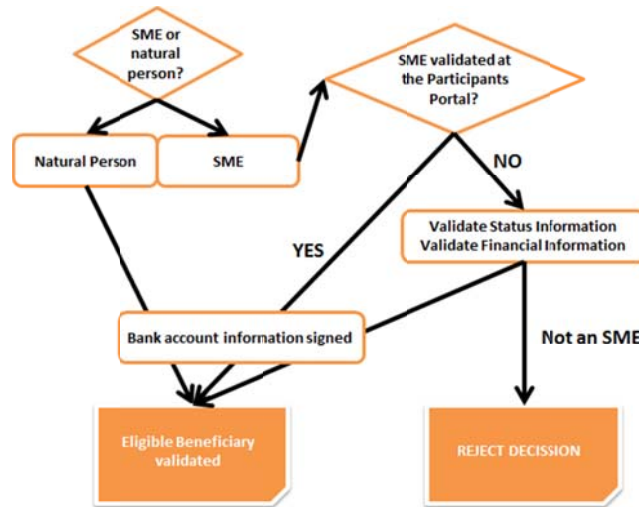
FINODEX consortium expects up to 51 projects to enter negotiations per call. If not enough projects reach the criteria for evaluation, it could be less than 51.

#### 5.1.6. [Negotiations](#)

The objective of the negotiations is fulfilling the legal requirements between FINODEX consortium and every selected project of the call. The items covered will be:

- Inclusion of the comments in the ESR in the proposals
- Status information of the beneficiaries:
  - **SMEs.** the following documents will be required to prove the status as SME:
    1. **SMEs check list:** signed and stamped. Available at <ftp.cordis.europa.eu/pub/fp7/docs/sme-check-list.doc>
      - In the event they declare being non-autonomous: the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations
    2. **Status Information Form.** 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.
    3. **Legal existence.** Company Register, Official Journal... showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent)
    4. 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.
  - **Individuals.** A copy of the ID-card or passport of every participant in the project team will be required.
- **Bank account information:** The account where the funds will be transferred will be indicated via form signed by the SME, individuals and the bank owners. The holder of the account will be the SME or all the individuals (or the coordinator of the group on its own if allowed by the other team members).
- **Sub-grantee funding agreement:** Signed between the Consortium (represented by its coordinator ZABALA Innovation Consulting S.A.) and the beneficiary (ies).

The request, by FINODEX consortium, of the documentation will be done including deadlines. Failing to meet the deadlines requested will directly end up the negotiation process and projects under the reserve list will substitute the failing applicants.



5.1.7. [Next phase](#)

Up to 51 projects will access Phase 2, according to what it has been explained. Access to next phase is officially granted once the Sub-grantee Funding Agreement is signed by the FINODEX consortium, represented by Zabala Innovation Consulting S.A., and the sub-grantee(s).

## 5.2. Phase 2 – Design

This phase will be dedicated for the overall design of the product/service by the sub-grantee(s). The aim of this phase is establishing a good blueprint at technical and business levels.

### 5.2.1. Submission

The minimum documentation required for each sub-granted project will be:

1. **Technical design document:** Including the architecture, technical descriptions and specifications and any other relevant matter related to the sub-granted project. A clear specification on the final solution making use of FIWARE technologies is crucial.
2. **Business proposal:** Including a full explanation about a business canvas model with numbers or equivalent on the product/service to-be-developed.

The submission procedure of the documents will be indicated accordingly by FINODEX consortium. The late presentation or not presentation of the documentation required will immediately bring the termination of the project.

### 5.2.2. Evaluation

The eligible proposals will be evaluated by an external set of independent external reviewers who will consider the following criteria for the evaluation:

- **Technical Excellence:** Evaluation of the feasibility of the technical solution and use of FIWARE technologies and open data as well as the adoption of the lessons learned by the sub-grantees thanks to the training done by FINODEX consortium.
- **Impact:** Quality of the foreseen business proposal, including market perspectives for the project, results of preliminary market tests and/or user/customer interviews and adoption of the lessons learned by the sub-grantees thanks to the training done by FINODEX consortium.

### Scoring

Reviewers will evaluate the proposals considering the two criteria above. Each criterion will have a mark from 0 to 5. Decimal point scores may be given. For each criterion under examination, score values will indicate the same assessment as in the earlier phase.

### Thresholds

- **General thresholds:** A **minimum of 3 in Technical Excellence** criterion and of **3 in Business** criterion will be the thresholds. **An overall of 7** will be also needed. Only sub-granted projects reaching all the criteria will be eligible for accessing the phase 3.
- **Minimum quality score** of 5 will be needed to receive the phase 2 funds.

Each Sub-granted project will be evaluated individually by two external evaluators who will mark the proposal individually and **complete and add comments to their marks** related to the evaluation criteria. This information will be compiled in a short **Evaluation Summary Report (ESR)**.

### 5.2.3. Communication

Every Sub-granted project will receive the ESR via email and will be informed about the obtained results. This will bring one of the following decisions:

- Invitation to access the next phase if the general thresholds are reach and the position in the ranking list is within the top 30.
- Securing the first payment if the minimum quality score is reached.
- Be informed about an **underperformance** execution, meaning being under the general thresholds or under the minimum quality score. These projects will be requested to resubmit their documentation within 15 days, which will be re-evaluated **according to the same criteria**. These projects will not access the third phase unless there are not 30 projects over the thresholds criteria at the first evaluation round.
- After the second evaluation round the sub-granted projects not reaching the minimum quality score will be informed to finish their participation in FINODEX process without receiving any funds.
- After the second evaluation round the sub-granted projects not reaching the general thresholds will be informed to finish their participation in FINODEX.

#### 5.2.4. [Payments](#)

Projects reaching the minimum quality score will receive €10,000 according to the payment calendar defined in the Sub-grantee Funding Agreement.

#### 5.2.5. [Next phase](#)

The 30 best projects over the general thresholds will access phase 3. Projects passing the general thresholds at the first evaluation round will be always before the second round ones.

The rest of the projects will be introduced to other sources for acceleration found by the FINODEX consortium, should a match exist between them and these sources (i.e. Coordination and Support actions within the Future Internet PPP).



### 5.3. Phase 3 – Development

The following five months will be fully dedicated to the creation of a working version of the product/service designed. By the end of this stage the 30 Sub-granted projects will be evaluated again.

All the projects must prove real use of FIWARE and open data. According to the Lean Start-up approach **the result should be a Minimum Viable Product (MVP)** and should have been tested with real customers

#### 5.3.1. Submission

Deliverables are:

1. **Online working demo** for review: provide a document with the instructions for accessing the working demo.
2. Document gathering **feedback from users**: trials with customer(s) are obliged.
3. **Video** file showcasing the working demo which will be uploaded to FINODEX project website.

#### 5.3.2. Evaluation

The eligible proposals will be evaluated by an external set of independent external reviewers who will consider the following criteria for the evaluation:

- **Technical Excellence:** Quality of the product presented from the technical perspective. Issues like design, functionality offered and inclusion of the comments by reviewers and trainers in the FINODEX consortium will be considered.
- **Impact:** The way the sub-granted project has reached their customers, traction demonstrated in terms of number of users and/or number of paying customers (if any), the quality of the presented documentation related to the feedback by users/customers and the marketing strategy adopted in the video file showcasing the sub-granted project will be considered.

#### Scoring

Reviewers will evaluate the proposals considering the two criteria above. Each criterion will have a mark between 0 to 5. Decimal point scores may be given. For each criterion under examination, score values will indicate the same assessment as in the earlier phases.

#### Thresholds

- **General thresholds:** A minimum of **3 in Technical Excellence** criterion and of **3 in Market** criterion will be the thresholds. **An overall of 7** will be also needed. Only sub-granted projects reaching all the criteria will be eligible for accessing the phase 4.
- **Minimum quality score** of 5 will be needed to receive the phase 3 funds.

Each Sub-granted project will be evaluated individually by two external evaluators who will mark the proposal individually and **complete and add comments to their marks** related to the evaluation criteria. This information will be compiled in a short **Evaluation Summary Report (ESR)**.

#### 5.3.3. Communication

Every Sub-granted project will receive the ESR via email and will be informed about the obtained results. This will bring one of the following decisions:

- Invitation to access the next phase if the general thresholds are reached and the position in the ranking list is within the top 10.
- Securing second payment if the minimum quality score is reached.
- Informing about ending the process if the general thresholds are not reached and the position in the ranking list is not within the top 10.
- Informing about not securing the second payment if the minimum quality score is not reached.

#### 5.3.4. Payments

Projects reaching the minimum quality score will receive €40,000 according to the payment calendar defined in the Sub-grantee Funding Agreement.

#### 5.3.5. Next phase

Only the top 10 projects over the general thresholds will be invited for phase 4.

The rest of the projects will be introduced to other sources for acceleration found by the FINODEX consortium, should a match exist between them and these sources (i.e. Coordination and Support actions within the Future Internet PPP).

#### 5.4. Phase 4 – Tuning

Public demos of these 10 projects and business plans of the product/service will be prepared by sub-granted projects. This final stage will focus on the preparation of a defined commercial version of the products/services and contacting with potential customers and/or investors. This stage will last 2 months.

##### 5.4.1. [Submission](#)

Deliverables are:

1. **Online working version** for review: provide a document with the instructions for accessing the working demo. It will be a final commercial version of the product/service developed taking into account the feedback by customers in the earlier stage and the reviewers.
2. **Document** summarising the project execution and the future of the product.
3. **Video** file showcasing the final version of the product which will be uploaded to FINODEX project website.
4. **New company registration:** Additionally, projects comprised by individuals will be obliged to establish a legal entity (i.e. enterprise) in any of the eligible countries. This will be proven by the submission of the legal documentation assuring its existence (registry documentation, VAT number...) and the inclusion of the individuals of the sub-granted projects as employees/founders owning at least a 51% of the company.

##### 5.4.2. [Evaluation](#)

An overall evaluation will take place at this stage by independent external reviewers. It will take into account the quality of the product/service, the commercial possibilities of the projects and the overall progress of the projects during the year, the reviewers will mark each initiative from 0 to 10.

A **minimum quality score is set in 5 points**. Projects not reaching this 5 will not be eligible for prizes nor secure the funding of the phase.

##### 5.4.3. [Communication](#)

Every Sub-granted project will receive the ESR via email and will be informed about the obtained results. This will bring one of the following decisions:

- Informing of participation in the prizes phase and securing the third payment if the minimum quality score is reached.
- Informing about not securing the second payment, nor accessing the prizes, if the minimum quality score is not reached.

##### 5.4.4. [Payments](#)

Projects reaching the minimum quality score will receive €50,000 according to the payment calendar defined in the Sub-grantee Funding Agreement.

### 5.5. Prizes

Projects over the threshold in the last phase will compete for three prizes.

#### 5.5.1. Evaluation

External independent reviewers will select the best three projects among those having reached the minimum quality score in the Phase 4. The evaluation will take into account the progress of the work and the marks obtained during the whole incubator process, and not only the results of one of the phases.

#### 5.5.2. Communication

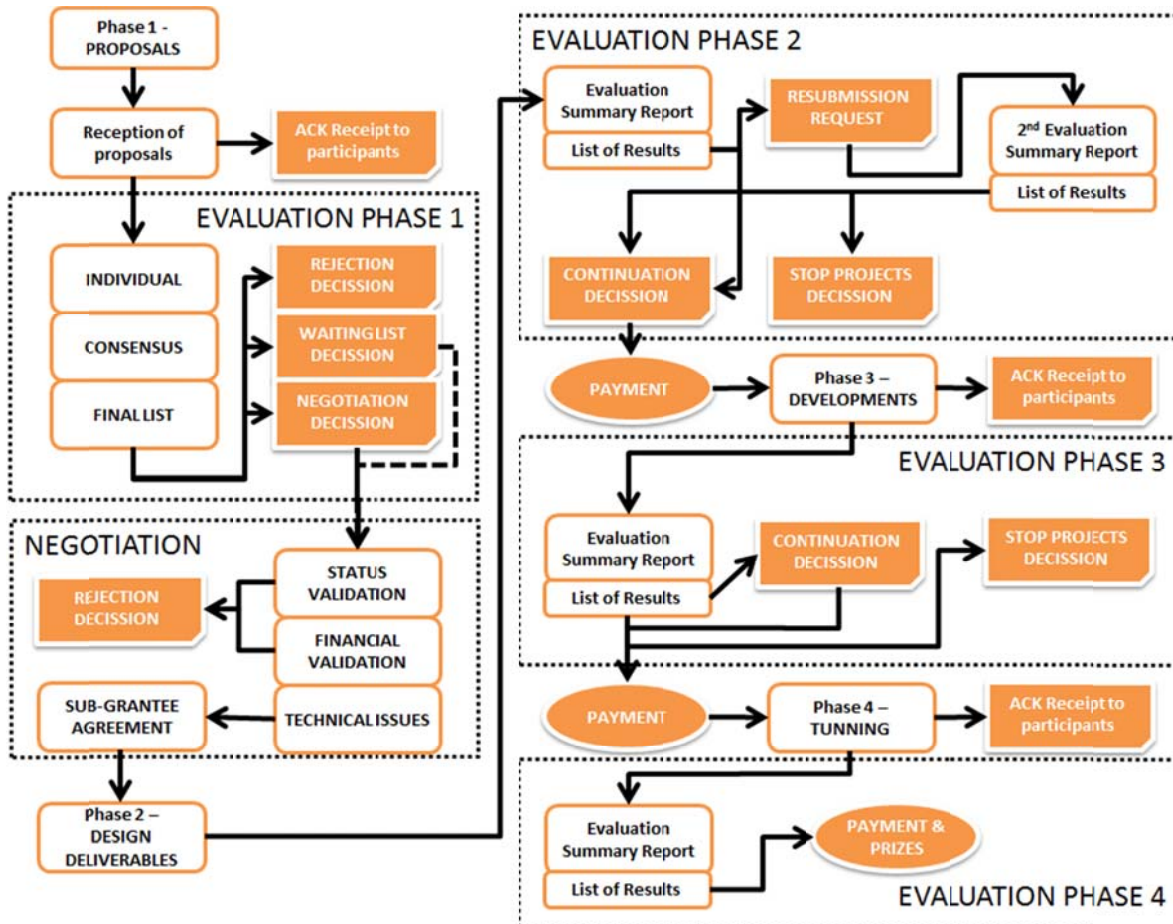
All the participants will be informed by FINODEX consortium via email and will explore the possibilities of organising an event to present the winners to a wider audience.

#### 5.5.3. Payments

The three winners will receive the following amounts, according to the payment calendar defined in the Sub-grantee Funding Agreement:

- 1<sup>st</sup> Prize: €70,000
- 2<sup>nd</sup> Prize: €35,000
- 3<sup>rd</sup> Prize: €15,000

### 5.6. Incubation process summary



## 6. Services by FINODEX

Besides funding, FINODEX will support and accompany the SMEs and Web entrepreneurs via a set of clearly defined services. The list aside summarises them in a comprehensive way.

### 6.1. Teach

- Phase 1
  - **Handbook for Entrepreneurs** for proposers presenting the basic concepts underlying in FINODEX about FIWARE, open data and business modelling.
  - **Webinars and info-days:** where the call and its procedures are presented. Check the project website for further information ([www.finodex-project.eu](http://www.finodex-project.eu))
- Phase 2
  - **Coaching Sessions:** personalised training sessions with the sub-granted projects in order to help preparing the business side of the deliverable for this phase.
- Phase 3
  - **Online investor readiness webinars.** Two webinars will be organised per call where, through an interactive session, different projects will online present their business proposition (executive summary, presentation, business plan, etc.) to different expert coaches.

### 6.2. Support

- Phase 1
  - **Pre-proposal check** service including the different sections for the proposal in phase 1. The channel will be open via email ([pre-proposal@finodex-project.eu](mailto:pre-proposal@finodex-project.eu))
- Phases 2, Phase 3 and Phase 4
  - **Online promotion.** All sub-grantees will have an online profile within the project website to promote their proposed business ideas (including videos for showcasing the projects).
  - **Technical support.** Via e-mail channels about FIWARE platform incidences that may occur.
- Phase 3
  - **Investment Readiness Programmes:** every call 15-20 selected sub-grantees will be invited to participate in this event. It will be a preparation for pitching the business ideas, providing knowledge about future investors and increasing the sub-grantees skills to access further funds.
  - **Public funding assessment:** Including a document providing a schedule for further public sources of funding at EU-level for the sub-grantees.
- Phase 3 and Phase 4
  - **Remote coaching** where projects will have the possibility to get their business plans commented by FINODEX experts. Dedicated e-mail and phone channels will be opened for the sub-granted projects.
- Phase 4
  - **Opportunities for funding report:** personalised report on public funding opportunities for the projects reaching this phase.

### 6.3. Connect

- Phases 2-3-4
  - **FIWARE events:** organised within other accelerators and/or as standalone projects. The winners of each call will be taken to networking events to promote their projects results.
- Phases 3 and 4
  - **FI-BUSINESS linkage:** the projects not succeeding in phases 2 and 3 will be transferred to FI-BUSINESS support action project.

### 6.4. Fund

- Phase 2, Phase 3 and Phase 4. According to what it is defined in this guidelines, the selected projects, will be able to get from €10k to €170k.

## 6.5. Invest

- Phase 3
  - **Participation in Venture Events** with free ticket access to the projects reaching this phase.
- Phase 3 and Phase 4
  - **Dedicated investment and partnering event.** Live pitching and networking event for sub-grantees and investors.
  - **Pitching opportunities at venture events.** Some of the projects will be offered to pitch their business ideas in front of investors and capitalists.

## 7. Intellectual property rights

### 7.1. Originality of the sub-granted projects

The proposals submitted are based on original works by the applicants and their foreseen developments are free from third party rights. FINODEX consortium is not obliged to verify the authenticity of the ownership of the foreseen products and services and any issues derived from third party claims that arise as a result of the sub-granted projects are the sole responsibility of the sub-granted parties.

### 7.2. Ownership of the sub-granted projects

The sub-grantees funded within FINODEX project will be the unique owners of the technologies created within the framework of their sub-granted projects. Parts of their works will be requested to be public for FINODEX dissemination purposes, as described in the earlier sections.

Nevertheless the use of FIWARE technologies and open data may implicitly bring the acceptance of different licensing agreements which will be the sole responsibility of the sub-grantees to be aware of.