



KYKLOS4.0

An Advanced Circular and Agile Manufacturing Ecosystem
based on rapid reconfigurable manufacturing process and
individualized consumer preferences

Annex 2:
Open Call #1 Guidelines for Applicants

April 2021

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Terms and abbreviations

EC	European Commission
OC	Open Call
SME(s)	Small and medium-sized enterprise(s)
CPS	Cyber-physical systems
AM	Additive manufacturing
PLM	Product lifecycle management

1. Introduction

This document provides information regarding the KYKLOS4.0 Open Call #1 for project proposals. The Sub-grant Agreement template (Annex 7) must be additionally considered for the submission of a proposal.

1.1. Overview of the KYKLOS4.0 project

KYKLOS4.0 aims at providing an ecosystem that creates and supports the configurations, methodologies, production techniques, decisions and actions at all different levels and stages of the equipment manufacturing value chain to achieve the goals of:

1. Increased energy efficiency.
2. Reduction of raw material through to the second use of parts or material (including waste from manufacturing process).
3. Customer centricity.
4. On-demand manufacturing to best meet the Industry 4.0 objectives of operational excellence, where mass customization and personalization have become the norm.

KYKLOS4.0 will thus allow to increase production efficiency, reduce waste, boost competitiveness and lower costs for European manufacturers, particularly for SMEs.

The project will deliver an advanced configuration framework and state-of-the-art production paradigm, embedding key technologies into a unified platform ecosystem to manage live product innovation. This involves a set of intelligent tools for real-time analytics and prediction, and recommender systems, further integrated into the KYKLOS4.0 configuration environment.

Thus, the KYKLOS4.0 ecosystem will create favourable conditions for the rapid reconfiguration of manufacturing processes, to continuously follow a circular manufacturing framework and the individualised consumer/customised products demands.

1.2. The KYKLOS4.0 approach

In line with the evolving paradigms of manufacturing – from mass production, to mass customization and circular manufacturing and the sustainable trend to all parts of manufacturing and supply chains – the KYKLOS4.0 project aims to deliver the technological foundations needed to deliver highly relevant product specifications to circular manufacturing business models, thus delivering successful customized product design, and at the same time achieving circular and flexible manufacturing processes and accurate delivery times.

KYKLOS4.0 aims at providing a system that automatically and autonomously creates the configurations, methodologies, production techniques, autonomous decision-making processes and actions at all different levels and stages of the manufacturing value chain. KYKLOS4.0 aims to achieve the re-use and/or re-configuration of customised products and their components, while ensuring timely and successful product creation through shop-floor ready maintenance and in-process monitoring and control, associated with decentralised predictable and resilient cyber-physical systems (CPS) and advanced additive manufacturing (AM) simulation services / modules.

These optimal configurations, decisions and actions will be either provided as recommendations to the users (for manual decisions/actions) or as real-time control actions directly to the factory's controllable elements (for automatic control of adjustable parameters of the manufacturing process or of the actions of smart objects within the factory). KYKLOS4.0 framework will be based on the development of a set of innovative modules and technologies, able to support the demanding requirements of customer-centric manufacturing and sustainable production, capitalizing on the existing individual intra-factory knowledge, the interaction with customers, and the embedded mass customisation framework.

To accomplish this, KYKLOS4.0 project will create an advanced holistic production service platform ecosystem for manufacturing actors' collaboration, extraction of customer needs and after-sales information and any data deemed relevant for identified production needs, as well as the incorporation of these data to product specification and design.

Participating actors (e.g., customers, manufacturers, suppliers, software vendors, etc.) will have the ability to (semi-) automatically enter a virtual – agent based – marketplace where needs, captured by the factory (KYKLOS4.0 Orchestrator) and expressed through a shared, high level and machine understandable format, will be matched with offers, described in the same language.

The KYKLOS4.0 “Customized Open Production” system framework includes a set of production-service simulation models that consider (a) product specifications, (b) product design & materials, the suppliers, the manufacturing strategy (produce to order or make to stock), (c) the product usage (profiles of customers), (d) the product servitisation (type of maintenance services proposed), and eventually (e) product recycling/reuse.

Regarding the range of circular and flexible manufacturing aspects, the KYKLOS4.0 ecosystem will provide a set of self-organizing, data driven modules (able to work independently) that will trigger a dynamic interaction between them, and a smart orchestrator which will provide the ability to:

- exchange customized product information between involved actors (and their KYKLOS4.0 modules) in the product life cycle, from manufacturers of basic equipment components to retailers and vendors up to the final customers via “KYKLOS4.0 Symbiosis Environment”, a decentralised B2B marketplace.
- dynamically handle any necessary production line changes (needs for energy and raw materials, fast reconfiguration, and re-use) given a superior proficiency to tackle the varieties of personalized products and the corresponding flexible manufacturing processes.
- deal with personalized product design issues (e.g., assembly or disassembly, re-configuration, update or reuse, new materials, number of parts) and perform quality and economical improvements focusing on the extension of Product End of Life.

Figure 1 depicts the KYKLOS 4.0 Collaboration Platform, in which the proposed projects should consider when proposing solutions to use or extend the collaboration platform.

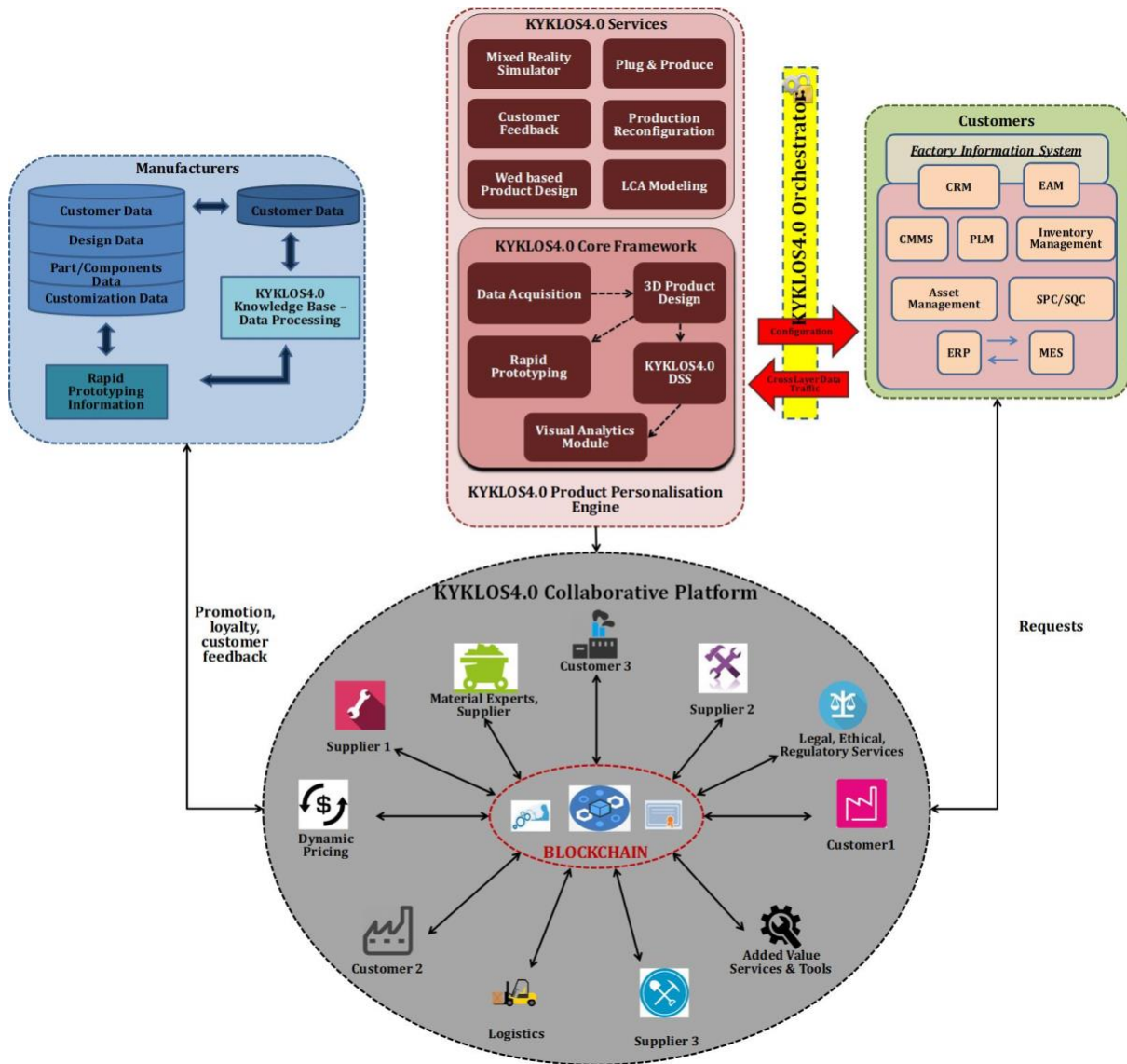


Figure 1. KYKLOS4.0 collaboration platform

The proposed personalization framework will be built around the innovative, low-cost, security by design, distributed virtual production line orchestrator, purposed with increasing efficiency and splitting work within the KYKLOS4.0 IT systems, inside smart gateway (or in the cloud in the case of small shop floors). The orchestrator, installed locally at the factory premises, will embed and provide holistic circular and flexible manufacturing services tailored to the needs of the customised shop floors, while having the capacity to collect and handle the data of the KYKLOS4.0 Ecosystem. More specifically, the orchestrator module will be responsible for communicating and exchanging information with the KYKLOS4.0 product lifecycle management (PLM) module, keeping real time information about the available resources in the plant along with up-to-date pricing.

This distributed design will help factories/plants to use the KYKLOS4.0 services and to sell their products automatically (by using the orchestrator as their automated marketing/sales department) without excluding all those that include manually their products and services to the market. Additionally, the proposed architecture will provide uniform communication interfaces between the

KYKLOS4.0 ecosystem and existing intra-factory information systems thanks to a Manufacturing Management Component to efficiently exploit the production line data with the KYKLOS4.0 components.

Finally, when the data are ready at the local level, they are forwarded to the orchestrator in the cloud to be included in a global trading marketplace, which are updated with the latest prices/products/services from each factory in real time. For example, when an end-user requests a specific material for the design of a new product through the KYKLOS4.0 marketplace, the global orchestrator provides him with the latest prices and related information (e.g., characteristics) about this material. At the same time, it requests to the related factories an update, thus providing, in a short period of time, price updates to the end-users, which can then modify their initial choice if necessary. This enables small companies to build their own production line, producing highly personalised and customised products but also minimising the time to market.

1.3. Objectives and domains of the open call

1.3.1. Objectives of the open call

The KYKLOS4.0 Open Call #1 is looking for SME-led consortia of up to three entities (more information in Section 3) to submit project proposals for the development of innovative solutions to improve digital manufacturing processes. Such solutions – to be delivered through experiments – should demonstrate a high innovation potential and be ready to explore commercialisation opportunities by the end of experiment period. As part of the experiment, the solution must be validated and demonstrated in the pilot location, which should be provided by one of the applicant's consortium partners.

The proposed experiment must address the digital manufacturing domain and cover one or more sub-domains listed in section 1.3.2.

The KYKLOS4.0 Open Call #1 will prioritise the experiments that are able to demonstrate the impact of the KYKLOS 4.0 approach for a broad set of industrial users. Furthermore, experiments should clearly demonstrate the role of the circular economy within the manufacturing domain in their activities, in combination to the innovation management process.

Awarded proposals and the respective consortium will enter a negotiation with the KYKLOS4.0 consortium to formalise a contract between all parties and the full details of the sub-project to be implemented (of which the experiment is one component).

1.3.2. Domains

Considering the aforementioned project introduction and approach, the KYKLOS4.0 Open Call #1 addresses the domain of **digital manufacturing**, and specifically the following sub-domains:

- Artificial intelligence
- Augmented reality
- Big data and data management
- Circular manufacturing
- Cyber-physical systems
- Decision support systems
- Deep learning
- Life cycle analysis
- Product lifecycle management

Proposals are expected to cover one or more of the listed sub-domains in their project. The proposal must clearly justify how the sub-domain(s) is (are) will be addressed and contributions to the advancement of knowledge in the sub-domain(s).

1.4. Funding scheme

A total of €3,000,000 has been budgeted for the two KYKLOS4.0 Open Calls. For Open Call #1, a total of **€1 million is available**, funding a minimum of seven (7) projects. Any budget not consumed in Open Call #1 will be made available for Open Call #2 (tentatively scheduled for June 2022).

Proposals will be eligible to receive financial support up to €150.000 (for a consortium of three entities), with a limit of €60.000 per applicant. Consortia of two partners are also eligible, but specific financial rules apply according to the type of entity (see Annex 2).

KYKLOS4.0 will financially support third-parties' activities along the project duration. This includes the following type of activities: project management, product/ service development, tests and demonstrators, business development/ internationalization activities, and project mentoring (available in each of the three implementation stages). The type of costs that may be reported include human resources, other direct costs, subcontracting (<20%) and indirect costs (25% of personnel and other direct costs).

KYKLOS4.0 will fund 70% of the project costs, with each project being eligible to receive up to €150.000 per project (limit of €60.000 per applicant in the case of two partners). The remaining costs to be covered by the awarded beneficiaries.

The financial support will be negotiated with each project after the evaluation and selection process and before the contract signature. The basis for negotiation is the amount requested by each proposal. During negotiations, the consistency of proposed activity plan and budget will be reviewed to ensure that estimated costs are reasonable and comply with the principle of sound financial management regarding economy and efficiency. **Activities that are already funded by other grants cannot be funded by KYKLOS4.0.**

The funding will be disbursed according to three stages of the project implementation: (1) Planning, (2) Implementation, and (3) Commercialisation & Business Sustainability; with each stage having a specific duration and scope. With each stage, third parties will be required to submit a deliverable. With each deliverable, the projects must also present information about the resources planned and effective spent with the project. This will support the reasoning for KYKLOS4.0 to proceed with payments as contracted.

NOTE: Third parties receiving financial support from KYKLOS4.0 through the open call will not become part of the KYKLOS4.0 Grant Agreement (GA) and therefore will not need a Participant Identification Code (PIC). The KYKLOS4.0 GA will not need to be amended to include the selected beneficiaries.

1.5. Timeline

The KYKLOS4.0 Open Call #1 opens 1 April 2021 and closes on 30 June 2021 at 17h00 CET (Brussels time). Proposals must be submitted via the F6S platform: <https://www.f6s.com/kyklos4.0opencall01>.

As soon as Open Call #1 closes, the KYKLOS4.0 project will initiate the evaluation and selection phase, consisting of an internal and external evaluation. The internal evaluation will check all submitted proposals against the defined eligibility criteria (see Section 4.2.1). Any proposal not meeting the criteria will be notified and receive a rejection letter. Eligible proposals will move on to the external evaluation (see Section 4.2.2), where proposals will be reviewed by external evaluators. The top ranked proposals (see Section 4.2.3) will be notified to enter the contract preparation and signature phase (see Section 4.3.1). All other proposals, including those that do not meet the threshold or are kept in a reserve list, will also be notified.

Upon completion of the contract preparation, the projects begin their implementation phase, divided into three stages:

- Planning (1 month)
- Implementation (3- 4 months)
- Commercialisation & Business Sustainability (1-2 months)

Figure 2 represents the timeline of the KYKLOS4.0 Open Call #1, including all steps and stages from submission up to the sub-project implementation.

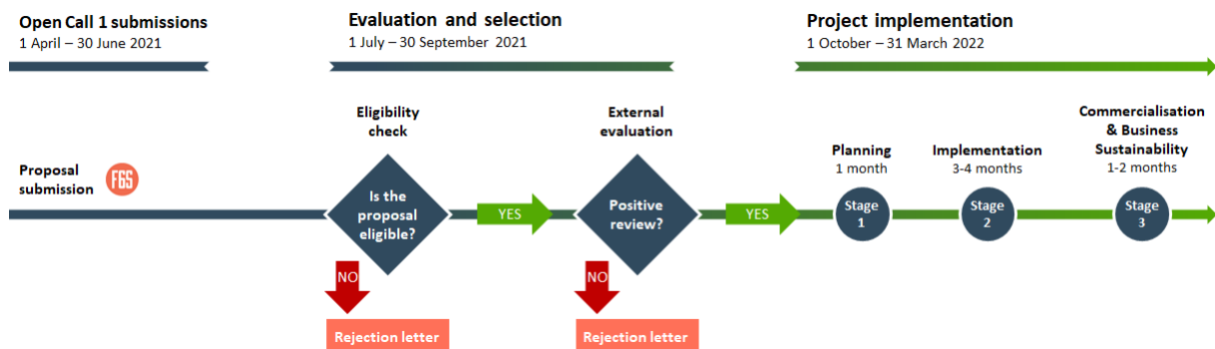


Figure 2. KYKLOS4.0 Open Call #1 timeline – from submission to implementation

1.6. Announcement of Open Call of financial support

Table 1 provides a summary of the KYKLOS4.0 Open Call #1.

Table 1. Details of the KYKLOS4.0 Open Call

Open Call item	Information
Call title:	KYKLOS4.0 – Open Call #1
Full name of the EU funded project:	An Advanced Circular and Agile Manufacturing Ecosystem based on rapid reconfigurable manufacturing process and individualized consumer preferences
Project acronym:	KYKLOS4.0
Grant agreement number:	H2020 – 872570
Call publication date:	1 April 2021
Call deadline:	30 June 2021
Expected duration of participation:	Up to six (6) months
Total EU funding available (Open Call #1):	€1.000.000
Submission & evaluation process:	<p>The objective of the KYKLOS4.0 – Open Call #1 is to accelerate innovation in the digital manufacturing domain by facilitating the implementation of projects led by SMEs and with the participation of an industrial partner.</p> <p>The Open Call #1 will have a single phase where up to seven (7) proposals will be selected.</p> <p>The maximum amount of funding per awarded consortia of 2-3 entities is €150.000 (maximum of €60.000 per third party, with other specific rules applying for each type of entity).</p> <p>Submissions are available via https://www.f6s.com/kyklos4.0</p>
Further information:	Details available at https://kyklos40project.eu/about-kyklos/open-call/

2. General information

2.1. Means of submission

The KYKLOS4.0 page on the F6S platform (<https://www.f6s.com/kyklos4.0>) will be the entry point for the submission of all proposals to the KYKLOS4.0 Open Calls. Any proposal submission received through other channels will be automatically rejected.

Any documentation that is required and requested by the KYKLOS4.0 consortium should be submitted via a dedicated channel that will be indicated by the consortium during the execution of the sub-granted projects.

2.2. Language

English is the official language for the KYKLOS4.0 open calls. Submissions done in any language other than English will not be eligible or evaluated.

English is the only official language during the whole implementation of the KYKLOS4.0 programme. This means that any requested submission of documentation and deliverables will be done in English to be eligible.

2.3. Documentation formats

Any documentation requested in any of the phases of the Open Call and projects implementation must be submitted electronically in PDF format without restrictions for printing.

2.4. Data protection

To process and evaluate proposals, KYKLOS4.0 will need to collect personal and industrial data. F6S Network Limited (F6S) will act as Data Controller for data submitted through the F6S platform for these purposes. The F6S platform's system design and operational procedures ensure that data is managed in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure coverage.

Please note that KYKLOS4.0 requests the minimum information needed to deliver the evaluation procedures or the implementation of the funding programme. The 'Annex 6: Bank account information' and 'Annex 7: Sub-grant Agreement template' are provided for reference and will only be requested if the SME is accepted in the programme.

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

2.5. Origin of open call funds

Any selected applicant will sign a dedicated Sub-grant Agreement with the KYKLOS4.0 consortium.

The funds attached to the Sub-Grantee Agreement come directly from the funds of the European project KYKOS4.0 and therefore remain property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in KYKLOS4.0 via European Commission GA no. 872570.

As detailed in **Annex 7: Sub-grant Agreement template**, the relation between the sub-grantees and the European Commission through the KYKLOS4.0 project carries a set of obligations to the sub-grantees with the European Commission. It is the task of the sub-grantees to achieve them and of the KYKLOS4.0 consortium partners to inform about them.

3. Proposal eligibility criteria

The KYKLOS4.0 project invites organisations active in the digital manufacturing domain to form a consortium of up to three entities and submit their proposals for the development of innovative sub-projects, and to take advantage of KYKLOS4.0 to increase their technical and business skills. Proposals should address the domain of digital manufacturing and one or more related sub-domains.

Participation in the KYKLOS4.0 Open Call #1 requires that different criteria be met, presented in the sections below.

3.1. Applicants and consortium eligibility

KYKLOS4.0 will fund consortia consisting of 2-3 entities, including at least one (1) SME and one (1) industrial partner. **The consortium submitting a proposal must be led by an SME.** The lead SME must be a technology integrator and the industrial partner will serve as a pilot location for the developed solution to be validated and demonstrated. An additional SME may participate to support technology adoption or increase impact. KYKLOS4.0 will accept proposals from consortia of SMEs and industrial partners (which can be from the same or different countries) that are eligible for EC funding under the rules of H2020.

In summary, a consortium is considered eligible if it fulfils all the following rules:

- All consortium partners are legal entities established and based in one of the EU Member States or an H2020 Associated country, as defined in the H2020 rules for participation¹.
- The consortium is led by an SME (see specific requirements in sections 3.1.1 and 3.1.2) and includes an industrial partner.
- The consortium consists of a minimum two (2) partners and a maximum of three (3) partners.

NOTE for UK applicants: Applicant SMEs from the UK remain eligible for grants and procurement procedures as if the UK were a member state for the entirety of the Horizon 2020 framework

¹ Association to Horizon 2020 is governed by Article 7 of the Horizon 2020 Regulation. The list of associated countries is available at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

programme and previous framework programmes. This also applies for financial support to third parties according to Article 204 FR (cascading grants) and applies for the duration of H2020 projects.

3.1.1. Definition of SME

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

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

3.1.2. SME eligibility criteria

An SME is considered eligible for the KYKLOS4.0 Open Call #1 if it complies will **ALL** the following rules:

- i. Is a legal entity established and based in one of the EU Member States or an H2020 Associated country as defined in H2020 rules for participation⁴.
- ii. Is a technology developer/provider or technology adopter/user providing innovation in the domain of digital manufacturing.
- iii. Start-ups that do not have yet annual turnover or balance sheets are also considered eligible given that they fulfil the criteria (a) and (b) of **section 3.1.1** at the time of submission.
- iv. In case an SME is awarded a sub-project, it will remain eligible even if, at a certain point during the sub-project execution, it does not fulfil criteria (b) or (c) of **section 3.1.1**.
- v. Have not been convicted for fraudulent behaviours, other financial irregularities, unethical or illegal business practices.
- vi. Are not under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014 art. 2.18.

Please note that a signed version of **Annex 4: Declaration of Honour** (all partners) and **Annex 5: SME Declaration** (all SME partners) are mandatory for a proposal submission. A signed version of **Annex 6: Consortium Declaration of Honour** is also mandatory.

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

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

⁴ Association to Horizon 2020 is governed by Article 7 of the Horizon 2020 Regulation. The list of associated countries is available at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cp/h2020-hi-list-ac_en.pdf

3.2. Proposal eligibility criteria

The following proposal eligibility criteria also apply to applicants (consortium):

- i. Proposals must have a **clear European dimension** (according to Annex K⁵ requirements), **facilitate digital manufacturing-based innovation**, and contribute towards European Union digitization, **targeting clear economic and societal impact**.
- ii. Proposals must address the domain of digital manufacturing and one or more of the following sub-domains: cyber-physical systems, product lifecycle management, life cycle analysis, augmented reality, artificial intelligence, circular manufacturing, big data and data management, deep learning, and decision support systems. Proposals should also address the circular nature of the proposed experiment.
- iii. **Each applicant may submit up to two (2) proposals in the KYKLOS4.0 Open Call #1.** In case more than two proposals are submitted, the first two submitted to the system will be those considered.
- iv. **Applicants may participate in a maximum of one (1) accepted sub-project** in the KYKLOS4.0 Open Call #1. Applicants that participate and are funded in the KYKLOS4.0 Open Call #1 are not eligible to participate in the KYKLOS4.0 Open Call #2, even if a different sub-project proposal is submitted.
- v. **Applicants may re-submit to the KYKLOS4.0 Open Call #2 a proposal that was not funded in Open Call #1.** However, it is **mandatory** to provide this information in the resubmission and clearly explain the improvements that were made.

3.3. Financial eligibility

Each third party may receive a maximum of €60.000, while each consortium may receive up to €150,000, depending on the budget assigned to each partner (with a €60.000 limitation). Additional financial rules apply according to type of entity.

KYKLOS4.0 will fund 70% of the project costs, with each project being eligible to receive up to €150.000 per project (limit of €60.000 per applicant in the case of two partners). The remaining costs must be covered by the awarded beneficiaries.

The KYKLOS4.0 Open Call also aims to fund SMEs with limited experience in H2020 and financial support to third party (FSTP) programmes. So that organisations do not accumulate financial support, there is a €100.000 maximum limit for companies receiving FSTP from the **Smart Anything Everywhere**⁶ and **I4MS**⁷ initiatives.

⁵ https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-k-fs3p_en.pdf

⁶ <https://smartanythingeverywhere.eu/funding/fundinginformation/>

⁷ <https://i4ms.eu/open-calls/>

4. Open call: submission, selection and negotiation process

KYKLOS4.0 will issue two open calls. Proposals submitted to the open calls should address the primary domain of digital manufacturing and one or more sub-domains (see Section 1.3.2). Figure 3 summarizes the KYKLOS 4.0 Open Call #1 process:

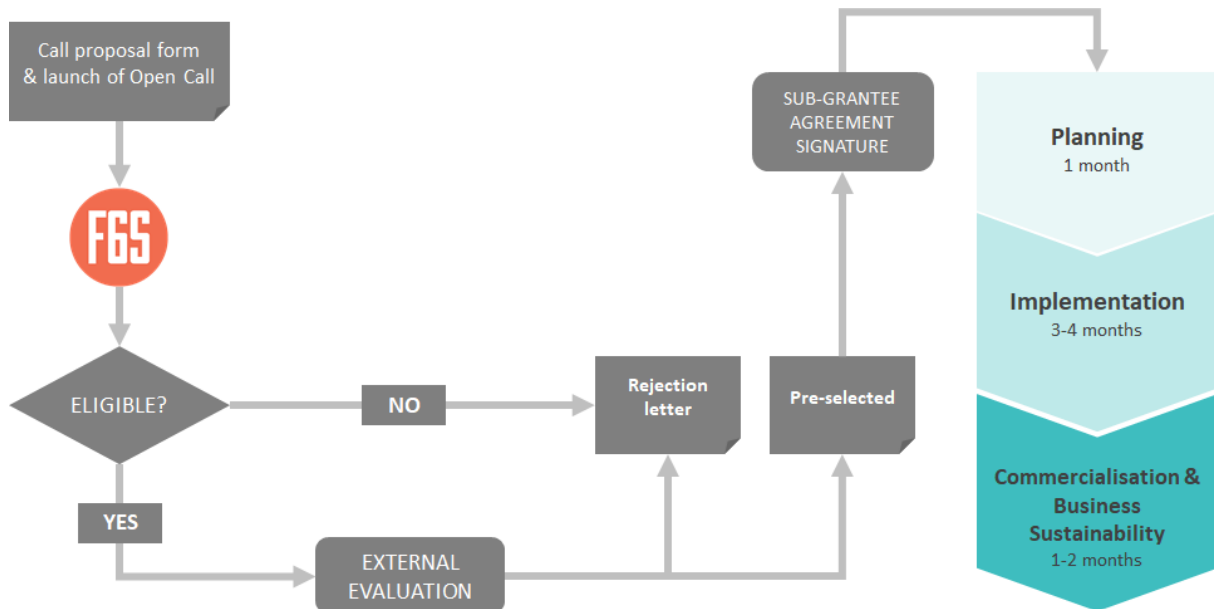


Figure 3. KYKLOS4.0 Open Call #1 submission and evaluation process

4.1. Proposal submission

The KYKLOS4.0 Open Call submission process will follow the steps that are listed in the present section:

4.1.1. Open call publication

Each open call will be published on the dates shown in Section 1.6, and supported by:

- **Annex 1: Open Call text**, which provides information regarding this open call.
- **Annex 2: Guidelines for Applicants**, the present document.
- **Annex 3: Proposal form**, an online application form, available at F6S platform (<https://www.f6s.com/kyklos4.0>).
- **Annex 3.1: Technical proposal** (template), a template that includes all the information that should be addressed and submitted in the project proposal.
- **Annex 4: Declaration of Honour**, which declares that all conditions of the open call are accepted by an SME legal representative.
- **Annex 5: SME Declaration form**, which evaluates the status of the participating SMEs.
- **Annex 6: Consortium Declaration of Honour**, which provides information about the consortium leader and the budget allocated per SME and declares that all conditions on exclusion criteria and absence of conflict of interest between the consortium and the contractor are accepted.

- **Annex 7: Sub-grant Agreement** (template), which provides a template of the sub-grant agreement that the successful applicants will be requested to sign.
- **Annex 8: Bank account information**, which collects information on the applicant(s)' bank account where the KYKLOS4.0 payments will be sent to.
- **Annex 9: Competitive Calls Financial Support to Third Parties**, which contains the formal announcement to be published in the EU portal.
- **Frequently Asked Questions & answers** published at the community feed (<https://www.f6s.com/kyklos4.0>).

4.1.2. Applicants' registration

Interested applicants should register at the KYKLOS4.0 F6S page (<https://www.f6s.com/kyklos4.0>). The F6S platform will be the central interface for managing the proposals during the open call.

4.1.3. Proposal preparation

Please follow the steps:

1. For the proposal preparation, **applicants are required to apply online** and answer to all mandatory questions (with no exception) at: <https://www.f6s.com/kyklos4.0>.
2. Applicants that do not accept the terms and conditions and do not sign and upload to the F6S platform the completed **Annex 4: Declaration of Honour, Annex 5: SME Declaration, and Annex 6: Consortium Declaration of Honour** will not be eligible.
3. Be specific and concise. The answers provided to questions will have a limited number of characters. Please examine all the open call documents and attend the online and physical events promoted by the KYKLOS4.0 (<https://kyklos40project.eu/>).
4. It is highly recommended to **submit your proposal before the deadline**. If the applicant identifies an error in their proposal, and provided the call deadline has not passed, the applicant may request the F6S KYKLOS4.0 team to re-submit the proposal (for this purpose please contact us at support@f6s.com). **However, KYKLOS4.0 cannot guarantee a timely resubmission in case the request for resubmission is not received by the F6S KYKLOS4.0 team with at least 48 hours' notice before the call deadline.**

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

4.1.4. Proposal submission

Submissions will be done exclusively via the F6S platform on <https://www.f6s.com/kyklos4.0>. A full list of applicants will be prepared containing their basic information for statistical purposes and clarity, which will be also shared with EC for transparency.

The proposal reception will close at **17:00 CET (Brussels time) on 30 June 2021**. The deadline of the open call will not be extended unless a major problem with the F6S platform makes the system unavailable.

4.2. Proposal evaluation and selection

4.2.1. Step 1: Eligibility

An automatic filtering to discard non-eligible proposals will follow the short list. Proposals must meet **ALL the following eligibility criteria**, which will check the following:

- The proposing entities are **legal entities** eligible for funding under H2020 rules [Y/N]
- The proposing and lead entity is an **SME** as defined in section 3.1.1 “Definition of SME” and follows the rules as expressed in section 3.1.2 “SME eligibility” are followed [Y/N]
- The rules as expressed in section 3.2 “Proposal eligibility criteria” are followed [Y/N]
- The proposal is submitted under the domain of **digital manufacturing** [Y/N]
- The proposal is written in the **English** Language [Y/N]
- All required sections of the proposal have been completed [Y/N]
- All required documentation is submitted correctly: **Annex 4: Declaration of Honour**, **Annex 5: SME Declaration**, and **Annex 6: Consortium Declaration of Honour** [Y/N]

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

4.2.2. Step 2: External evaluation

Proposals considered eligible will move on to the external evaluation phase. The external evaluation will be done remotely and with support of the F6S platform. At least **two external evaluators** with experience in the domain of digital manufacturing and relevant sub-domains will evaluate each proposal, scoring it based on four criteria (Table 2).

Table 2. KYKLOS4.0 Open Call #1 evaluation criteria

Criteria	Description
Criterion 1 CONCEPT AND IMPLEMENTATION <i>Weight: 30%</i>	<ul style="list-style-type: none"> Quality and feasibility of the proposed sub-project objectives. Design, reliability, feasibility, and novelty of the proposed experiment. Quality and feasibility of the proposed workplan (including proposed milestones). Level of innovation and technological challenges addressed. Quality of the alignment with the KYKLOS4.0 project.
Criterion 2 IMPACT <i>Weight: 40%</i>	<ul style="list-style-type: none"> Overall impact of the sub-project and respective experiment. Industrial relevance, market potential and contribution to the circular economy of the experiment. Quality of the proposed commercialisation and business sustainability strategy (during and post-project).
Criterion 3 CONSORTIUM <i>Weight: 20%</i>	<ul style="list-style-type: none"> Competences, knowledge, and technical capacity of the applicant/consortium, including relevant complementarities. Roles and completeness of the consortium. Overall quality of the consortium

Criteria	Description
Criterion 4 RESOURCES AND COSTS <i>Weight: 10%</i>	<ul style="list-style-type: none"> Allocation and justification of resources to the sub-project implementation. Distribution of resources among consortium partners.

Each criterion will be scored between 1 and 10. Half point scores are not given. For each criterion, score values will indicate the following assessments:

- **1 – 2 / Poor:** The sub-project proposal fails to address the criterion or cannot be judged due to incomplete or missing information.
- **3 – 4 / Fair:** The sub-project proposal broadly addresses the criterion, but there are significant weaknesses.
- **5 – 6 / Good:** The sub-project proposal addresses the criterion well, but several shortcomings are present and minor weaknesses would need correcting.
- **7 – 8 / Very Good:** The sub-project proposal addresses the criterion very well, but a small number of shortcomings are present and specific improvements are possible.
- **9 – 10 / Excellent:** The sub-project proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The threshold for each criterion is **five (5)**. The overall score threshold, considering the final weighted average score, is **five (5)**. This indicates that if a proposal scores less than 5 in any criterion or an overall weighted score less than 5, the proposal is automatically rejected.

Each evaluator will record his/her individual assessment of each proposal using an Individual Evaluation Report (ISR). The evaluators will then hold a consensus meeting to prepare a single consensus Evaluation Summary Report (ESR) for each proposal, representing opinions and scores on which the evaluators agree and which they will sign. A member of the KYKLOS4.0 Open Call Management Board (OCMB) will support this process.

4.2.3. Step 3: Ranking of proposals

At the end of the evaluation process, all proposals will be ranked in a single list. The criteria for the ranking of the proposals will be semi-automatic following the rules below:

- **Rule 1:** The proposals will be ranked based on their overall weighted average score (summary of criterion 1 to 4 considering defined criterion weights).
- **Rule 2:** After applying Rule 1 and if there are proposals in the same position, priority will be given to proposals that have the highest score on **Criterion 2 – Impact**.
- **Rule 3:** After applying Rule 2 and if there are proposals in the same position, priority will be given to proposals that have the highest score on **Criterion 1 – Concept and Implementation**.
- **Rule 4:** After applying Rule 3 and if there are proposals in the same position, priority will be given to proposals that have the highest score on **Criterion 3 – Consortium**.

- **Rule 5:** After applying Rule 4 and if there are proposals in the same position, priority will be given to those with a share of women and men in the consortium that is closer to 50/50⁸.

In case there are still more than **7 proposals**⁹ in the same position after applying Rule 5, the KYKLOS4.0 OCMB will invite one (1) additional evaluator to read the specific proposals and break the tie by re-evaluating them. Additional proposals will be kept in a reserve list.

The KYKLOS4.0 OCMB reserves the right to organise additional interviews with selected applicants to clarify questions regarding submitted proposals and to support in the evaluation process.

4.2.4. Redress process

Within three (3) working days of receiving (1) a rejection letter informing the proposal as non-eligible or (2) an ESR, an applicant 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 KYKLOS4.0 programme.

In such a case, the KYKLOS4.0 OCMB will examine the applicant's request for redress. The OCMB's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants. Requests for redress must be:

- Related to the evaluation process or eligibility checks.
- Clearly describe the complaint.
- Received within the time limit (three (3) working days) from the reception of (1) a rejection letter considering the proposal as non-eligible or (2) the ESR information letter.
- Sent by the entity's legal representative that has also submitted the proposal.

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

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

⁸ In accordance with the Horizon 2020 guidelines to encourage gender balance and equal opportunities for women and men, consortia applying to the KYKLOS4.0 Open Call should seek to include both men and women in the teams and among the leading roles, with a participation as close as possible to 50/50 women and men. For more information, please consult: https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/gender_en.htm

⁹ Assumes that the top-ranked proposals are submitted by consortiums requesting maximum budget of €150.000. The number of proposals funded can be up to 10 if the total funding requested from the top-ranked proposals is below the €1 million allocated to the KYKLOS4.0 Open Call #1.

Only one request for redress per proposal will be considered by the OCMB. All requests for redress will be treated in confidence and must be sent to the KYKLOS4.0 Coordinator via the F6S platform.

4.3. Sub-project negotiation

At the end of the external evaluation phase, up to 7 proposals¹⁰ will be selected, and five (5) additional proposals will remain in a reserve list in case a selected proposal fails to sign the sub-grantee agreement. Proposals placed in the reserve list will be notified of this decision.

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

4.3.1. Step 1: Contract preparation and negotiation

After the external evaluation phase is concluded and the sub-projects are selected, the KYKLOS4.0 OCMB will start the contract preparation phase in collaboration with the coordinators of the sub-projects that have been awarded.

Contract preparation will run through an administrative and financial check (and potentially into technical or ethical/security negotiations) based on evaluators' comments. Depending on the contract preparation of each sub-project, a phone call or teleconference may be required and organised to clarify and pending questions.

The objective of the contract preparation is to fulfil the legal requirements between the KYKLOS4.0 consortium and each beneficiary of the open call. The items covered will be:

- Inclusion of the comments (if any) of the proposal's ESR into the workplan and sub-grant agreement (contract).
- Validation of the status information of the SME, where the following documents will be required:
 - **SME Declaration (Annex 5):** signed and stamped. In the event the applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
 - **Status Information Form.** In case this is not a start-up, it includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company. In case it is a start-up, legal document of the official founding date.
 - **Legal existence.** Company Register, Official Gazette or other official document per country showing the name of the organisation, the legal address and registration number and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
 - In cases where the **number of employees and/or the ownership is not clearly identified:** any other supporting documents which demonstrate headcount and ownership such as

¹⁰ Number of proposals funded can be higher than 7 if the total funding requested from the first 10 ranked proposals is below the €1.5 million allocated to the KYKLOS4.0 Open Call #1.

payroll details, annual reports, national regional association records, etc. In case it is a start-up, legal document of the official founding date and declaration of ownership.

- **Bank account information (Annex 8):** The account where the funds will be transferred will be indicated via a form signed by the main Beneficiary's legal representative and the bank representative. The account should be a business bank account of the Beneficiary.

It should be emphasised that each participating **entity should provide at contract preparation time a valid VAT¹¹. Failure to provide a valid VAT number will automatically result in exclusion from the contract preparation.**

The request of the above listed documentation by the KYKLOS4.0 consortium will be sent to the sub-project representatives, including deadlines by which information and documentation should be sent. In general, the sub-project negotiation should be concluded within 2 weeks. An additional week may be provided by the KYKLOS4.0 coordinator in case of a relevant reasoning. In case negotiations have not been concluded within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited to initiate the contract preparation.

4.3.2. Step 2: Contract signature

At the end of the contract preparation and negotiation phase, the **sub-grant agreement (Annex 7)** will be signed between the KYKLOS4.0 consortium represented by its coordinator (TECNALIA), also acting as the budget holder, and the Beneficiary in representation of the Contracting Parties. The contract must be sent to the KYKLOS4.0 coordinator to the following e-mail address: opencalls@kyklos40project.eu.

The sub-grant agreement/ contract will cover the three (3) stages of the sub-project, which will include the following payments and mandatory reports associated to each stage (Table 3).

Table 3. KYKLOS4.0 Open Call #1 payment and reports schedule

Stage	Tentative schedule	Requirements (deliverable)	Payment (of total budget)
Stage 1 Planning	1 Oct. – 31 Oct. 2021	Work programme, detailed timeline, and allocation of resources.	30%
Stage 2 Implementation	1 Nov. – 31 Jan. 2021	Demonstration of the experiment developed.	40%
Stage 3 Commercialisation & Business Sustainability	1 Feb. – 31 Mar. 2022	Commercialisation activities and business sustainability strategy.	30%

Payments associated to each stage will be disbursed pending the successful achievement of milestones and KPIs defined in the sub-project and detailed in the associated report (deliverable), which must be submitted to the KYKLOS4.0 OCMB for review and evaluation.

¹¹ To be checked at European Commission services such as http://ec.europa.eu/taxation_customs/vies/

5. Implementation and reporting

After the finalisation and signing of the sub-grant agreement, the awarded sub-projects will move into the implementation phase. As shown in Figure 4, each sub-project will run for up to six months, structured into three stages and with specific objectives. At the end of each stage, the sub-project consortium is expected to produce a deliverable with the results of the work carried out.

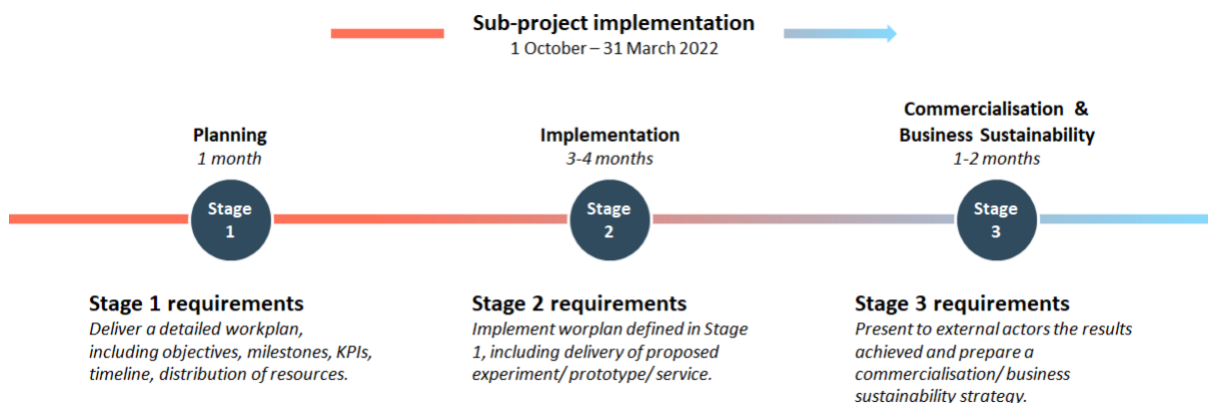


Figure 4. Summary of sub-project implementation stages

The sub-projects will be offered mentoring (technical and business related) from KYKLOS4.0 and/or external experts to support the development of their sub-projects, with a view of achieving a minimum viable product (MVP), build a commercial product/ service, and the opportunity to present the solution to potential investors.

The objectives to be achieved and deliverables to be developed for each stage are:

Stage 1 – Planning (duration: 1 month)

Objectives:

- Define – together with the KYKLOS4.0 consortium – a detailed workplan, including specific objectives, KPIs and a detailed timeline, to be carried out in the Implementation stage.
- Define the allocation of available resources for the full sub-project.
- **Note: In the planning stage, it will be analysed and agreed on a case-by-case basis the KYKLOS4.0 technologies that are available and can be used, tested and validated as part of the implementation stage of each sub-project.**

Deliverable:

- [Sub-project name] work plan: must detail the items listed under the Stage 1 objectives.

Support:

- Review experiment workplan and alignment with the KYKLOS4.0 project to benefit from technologies and components available within KYKLOS4.0.

Stage 2 – Implementation (duration: 3-4 months)**Objectives:**

- Implement the workplan as defined in Stage 1, including executing/developing the proposed experiment, achieving the defined objectives and KPIs, and following the proposed timeline.
- Adhere to the resources available in the sub-project.
- Reflect on the barriers or challenges identified in digital manufacturing processes.
- *Note: Changes in the workplan are possible but should be communicated to the KYKLOS4.0 consortium in a timely manner and with a justification.*

Deliverable:

- [Sub-project name] experiment: report detailing the technical aspects of the experiment implemented and solution achieved, as well as the limitations and challenges faced during implementation, or remaining unsolved in the digital manufacturing processes.

Support:

- Technical support on the integration of KYKLOS4.0 technologies and components in the experiment; support in addressing technical issues faced in the experiment implementation.

Stage 3 – Commercialisation & Business Sustainability (duration: 1-2 months)**Objectives:**

- Present the results achieved in relevant events, online and/ or face-to-face.
- Develop a commercialisation and business sustainability plan.
- Identify potential customers and investors; establish initial contacts.

Deliverable:

- [Sub-project name] Commercialisation and Business Sustainability: report in the form of a business plan detailing the activities carried out and planned towards commercialising the sub-project's results (solution) and the strategy for business sustainability.

Support:

- Business support in identifying activities (e.g., additional funding opportunities) and actors (e.g., investors) to support commercialisation and the business strategy.

The sub-project consortium should submit to the KYKLOS4.0 OCMB the deliverable corresponding to each stage no later than 10 calendar days after the end of the respective stage, providing sufficient time for the KYKLOS4.0 OCMB to review it. A review will be held between 15 to 30 calendar days after the end of the stage so that the sub-project consortium can present their work and provide answers to questions from the KYKLOS4.0 OCMB.

NOTE: As defined in Article 7 of Annex 7 – Sub-grant Agreement template, the results and IPR developed during the sub-project implementation and three respective stages will be the exclusive property of the contracting parties. Any technologies (and other foreground) provided by KYKLOS4.0 will remain the property of the partners that provided them.

6. Responsibilities of beneficiaries

The selected entities are indirectly beneficiaries of European Commission funding. Therefore, they are responsible for the appropriate use of the funding and must comply with obligations under H2020 specific requirements as described in Horizon 2020. The obligations that are applicable to the recipients include:

6.1. Conflict of Interest

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

They must formally notify the KYKLOS4.0 consortium without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The KYKLOS4.0 coordinator will verify if the measures taken are appropriate and may require additional measures to be taken by a specific deadline.

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

6.2. Data protection and confidentiality

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

If a beneficiary requests it, the EC and the KYKLOS4.0 consortium may agree to keep selected information confidential for an additional period beyond the initial four years. This will be explicitly stated in the sub-contract.

If information has been identified as confidential during the sub-project implementation or only verbally, it will be confidential only if this is accepted by the KYKLOS4.0 coordinator and confirmed in writing within 15 days of the verbal disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the agreement.

The sub-project consortium may disclose confidential information to the KYKLOS4.0 consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

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

The beneficiary must promote the sub-project, the KYKLOS4.0 project and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner and to highlight the financial support of the EC.

Unless the EC or the KYKLOS4.0 coordinator agrees otherwise or unless it is impossible (requiring a valid justification), any promotion activity related to the action (including in electronic form, via social media, etc.), any publicity (including at a conference or seminar) or any type of information or

promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the sub-grant must:

- display the EU emblem.
- display the KYKLOS4.0 logo.
- include the following text:

For communication activities: *“The [sub-project acronym] has indirectly received funding from the European Union’s Horizon 2020 research and innovation action programme, via the KYKLOS4.0 Open Call #1 issued and executed under the KYKLOS4.0 project (Grant Agreement no. 872570).”*

For infrastructure, equipment and major results: *“This [infrastructure][equipment][insert type of result] is part of a sub-project that has indirectly received funding from the European Union’s Horizon 2020 research and innovation programme via an Open Call issued and executed under the KYKLOS4.0 project (grant agreement No. 872570)”*.

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

Any publicity made by the beneficiary in respect of the sub-project, in whatever form and on or by whatever medium, must specify that it reflects only the author’s views and that the EC or the KYKLOS4.0 project is not for any use that may be made of the information contained therein.

The EC and the KYKLOS4.0 consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- The name of the beneficiary SME.
- Contact address of the beneficiary SME.
- The general purpose of the sub-project.
- The amount of the financial contribution foreseen for the sub-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 patent (applications) relating to foreground.
- The details/references and the abstracts of scientific publications relating to foreground and, if funded within the sub-project, the published version or the final manuscript accepted for publication.
- The publishable reports submitted to the KYKLOS4.0 consortium.
- Any picture or any audio-visual or web material provided to the EC and KYKLOS4.0 in the framework of the sub-project.

The beneficiary shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and KYKLOS4.0 does not infringe any rights of third parties.

Upon a suitably justified request by the sub-project coordinator on behalf of any sub-project member, the KYKLOS4.0 consortium, if permission is granted by the EC, may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.

6.4. Financial audits and controls

The EC will monitor that KYKLOS4.0 beneficiaries and the beneficiary SME comply with the conditions for financial support to third parties set out in Annex 1 of the KYKLOS4.0 GA and may take any action foreseen by the GA in case of non-compliance of the beneficiary concerned.

Moreover, the EC may at any time during the implementation of the KYKLOS4.0 project and up to 5 (five) years after the end of the KYKLOS4.0 project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic, and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

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

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

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

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

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

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

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the EC to protect the European Communities' financial interests against fraud and other irregularities.

6.5. Sub-project consortium agreement

Each sub-project deliverable is associated with a specific payment. This payment will be explicitly referred to in the sub-grant agreement and will include the total amount that each third party of the sub-project consortium will receive.

The payment from the KYKLOS4.0 project to the sub-project will take place via the sub-project's consortium leader. KYKLOS4.0 has no other obligation to ensure or monitor that funding has been distributed to the other contacting parties. The sub-project's leader is responsible for distributing the funding to the other contracting parties based on the sub-grant agreement that has been signed and the funding distribution per deliverable and partner.

As such, the sub-project contracting partners should submit with their proposal "Annex 6 – Consortium Declaration of Honour", showing that a relevant consortium agreement has been signed, where:

- The sub-project leader ensures the financial viability of each sub-project partner.
- Each sub-project partners authorizes the sub-project leader to act on its behalf.
- Each sub-project partner authorizes the sub-project leader to receive the sub-project funding from the KYKLOS4.0 coordinator and to distribute it according to the sub-grant agreement.
- A decision-making procedure and conflict resolution schema among the consortium members is defined.
- A proper IPR protection of the sub-project consortium members is ensured.

6.6. Sub-project communication

The sub-project's official representative should:

- Provide any notice in writing to the KYKLOS4.0 Coordinator.
- Notify immediately of any change of persons or contact details to the KYKLOS4.0 coordinator. The address list shall be accessible to all concerned.

7. Checklist

1) **Does your sub-project proposal and respective planned work fit the call for proposals?**

Check that your proposed work is aligned with the KYKLOS4.0 Open Call #1, particularly section 1.1 and section 1.2 of the present annex.

2) **Does your proposal address the main topic of digital manufacturing and one or more of the sub-domains?**

Check that your proposed work does indeed address the proposed topics, as defined in section 1.3.2.

3) **Is your proposal eligible?**

Check that you meet all the eligibility criteria presented in section 3, including applicant/consortium, proposal, and financial eligibility. Make sure that you satisfy the minimum participation requirements (entity from eligible countries).

4) **Is your proposal complete?**

Have you completed all the mandatory questions? Check that all proposal form fields are filled.

5) **Does your proposal fulfil all questions requests/comments?**

Proposals should be precise, concise and must answer to requested questions, which are designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.

6) **Have you maximized your chances?**

Expect competition in the open call. Therefore, edit your proposal tightly, strengthen or eliminate weak points.

7) **Have you submitted your proposal before the deadline?**

It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.

8) **Have you provided the necessary annexes?**

9) **Do you need further advice and support?**

You are strongly advised to communicate with the KYKLOS4.0 team via the KYKLOS4.0 profile at F6S platform (www.f6s.com/kyklos4.0).

Important note: Do not forget that the applicant SME must have a valid VAT number during contract preparation.

8. Contact information

For the proposal form and detailed guidance for applicants, please download the files available at the <https://kyklos40project.eu/about-kyklos/open-calls/> website.

The KYKLOS4.0 consortium will organise webinars on the open call to provide participants with a detailed overview of the open call requirements and other relevant information. Please check the KYKLOS4.0 F6S page (www.f6s.com/kyklos4.0) and follow the project's website and social media accounts for all information related to this programme.

The KYKLOS4.0 consortium will provide information to the applicants exclusively via www.f6s.com/kyklos4.0, so that all information (questions and answers) will be accessible to all potential applicants.

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

- More info at: <https://kyklos40project.eu/about-kyklos/open-call/>
- Apply via: <https://www.f6s.com/kyklos4.0opencall01/apply>
- FAQ: www.f6s.com/kyklos4.0 and <https://kyklos40project.eu/about-kyklos/open-call/>
- Online Q&A: <https://www.f6s.com/kyklos4.0opencall01/discuss>
- F6S support team (for platform issues during the application): support@f6s.com
- Other support¹²: opencalls@kyklos40project.eu

¹² Information exchanged is non-binding.