



Agile IoT Open Call 1

Guide For Applicants

What is the Agile IoT Open Call?

The open call is addressing IoT Hardware and software developing SMEs, entrepreneurs and start-ups. They can submit a proposal to request a sub-grant from the AGILE IoT project.

Applicants are invited to develop applications on top of AGILE software and hardware, extend the envisioned pilots by the project but also implement new use cases demonstrating the potential of AGILE in the IoT commercial domain.

This document describes the First Open Call for Agile IoT, which will be open for applicants from October 1, 2017 to October 31, 2017. A budget of 400K Euro is available for sub-grants in the first open call, where 8 companies will be selected. Proposed projects shall generally last 6 months. In this First Open Call, Agile IoT grants funding of maximum 50,000 Euro per successful applicant.

The following list is providing some examples that are considered as promising challenges to be addressed to reach the envisaged objectives. However, proposals are not limited to the presented examples.

- Quantified self tracking (e.g. using commercial self-tracking devices to share data with trusted sources)
- Open space monitoring (e.g. using drones with sensors to monitor air, land, live-stock,...)
- Smart space monitoring (retail shop owners monitoring shopping activity within stores)
- Monitoring air quality and pollution
- Fleet management
- Smart retail

1 Guide for Applicants

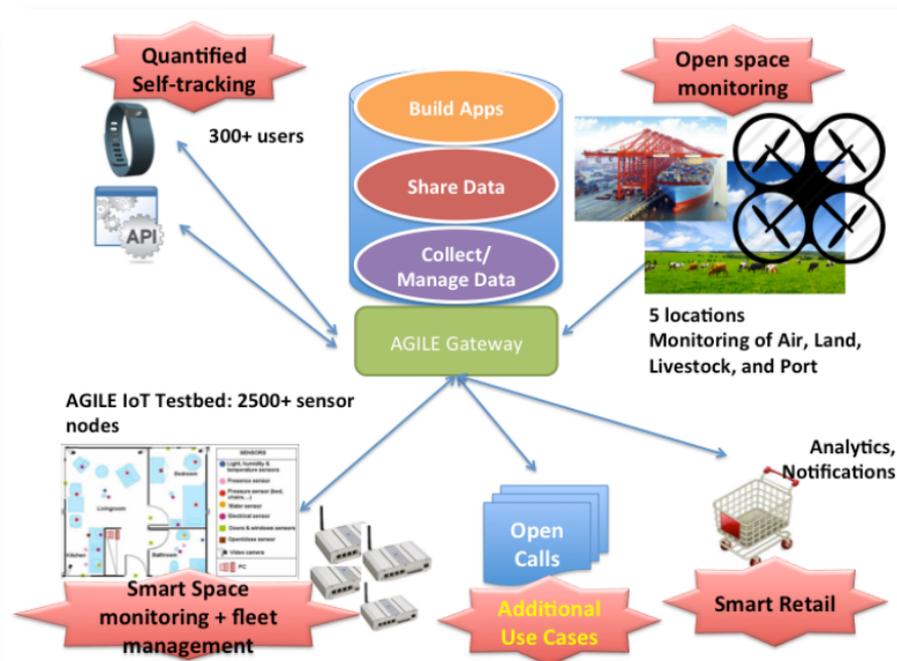
1.1 Introduction

This guide for applicants contains the basic information needed to guide you in preparing a proposal for being selected as a sub-grantee in the Open Call 1 of the Agile IoT project. It gives instructions on how to structure your proposal. It also describes how the proposal should be submitted, and the criteria on which it will be evaluated.

1.2 What is Agile IoT

The Agile IoT project is founded under Horizon 2020 European Union funding for Research & Innovation.

The main concept behind AGILE is to enable users to easily build IoT applications and control connected devices through a modular IoT gateway and a set of full stack (OS, runtime and applications) IoT software components.



AGILE will deliver a modular IoT gateway for enabling various types of devices (wearables, home appliances, sensors and actuators, etc.) to be connected with each other and to the Internet. AGILE will demonstrate the applicability and usability of the developed solutions through creating an ecosystem of early adopters who will exploit the project outcomes in different IoT domains (smart spaces, retail, mobility, well-being, smart cities and environment monitoring, asset tracking, etc.). AGILE will provide a Testbed with IoT gateways with open access based on the existing IoT Lab infrastructure. Users will be able to experiment and develop software for AGILE by deploying their apps on a network

of AGILE gateways that will have access to more than 2500 sensors (leveraging on FIT IoT-Lab infrastructure managed by INRIA).

The project will host open calls for SME's, start-ups and entrepreneurs who will be invited to develop applications on top of AGILE software and hardware, extend the envisioned pilots by the project but also implement new use cases demonstrating the potential of AGILE in the IoT commercial domain.

The goal of the open calls is to a) evaluate the AGILE outcomes from a market exploitation and pragmatic development perspective, b) maximize project impact by engaging external entities (startups and/or SMEs) to build solutions on top of AGILE software and hardware.

1.3 Application for Sub-grants

The AGILE Open Call is bound by the sub-grant rules of the Horizon 2020 programme. Therefore, European SMEs or other legal entities may receive EU sub-grant funding via the AGILE project as explained in the sections below.

The selection process of Open Call 1 will target Startups and SMEs, and will be aimed at fostering further the creation of an ecosystem surrounding the AGILE solutions. In particular from the hardware point of view, applicants will be required to exploit AGILE hardware modularity and extend its capabilities. From a software point of view, applicants will be required to exploit AGILE development environment and implement specific business logic, analytics software, new added value services, management and maintenance solutions, etc. which enhance their core value proposition in the IoT domain while demonstrating value for usability of AGILE software solutions. Successful applicants may also extend the existing pilots with additional deployments and with the establishment of new ones.

1.3.1 Timeline of Open Call 1

Agile IoT Timeline	
Open Call 1 opens	October 1 2017
Open Call 1 closes	October 31 2017
Eligibility Check	November 1-3, 2017
Project Reviews	November 6-10, 2017
Invitation Pitch and communication	November 15, 2017
e-Pitch sessions	November 21, 2017
Selection of top 8 projects	November 28, 2017
Communication to 8 selected projects	November 30, 2017
Start of selected projects execution....	1 st of January 2018

1.3.2 Type of Proposers that are eligible for Funding

Proposers will only be eligible to receive a sub-grant under the rules of the Horizon 2020 program. Especially the following criteria are crucial to receive EU sub-granting via the Agile IoT project:

- European SMEs or other legal entities are defined in the European Commission REGULATION (EU) No 1290/2013, Art. 2.1(13) “‘legal entity’ means any natural person, or any legal person created and recognised as such under national law, Union law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations”.
- Submission retained for funding must come from startups and/or SME’s from the European Union or associated countries (Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia).

1.3.3 Type of work to be funded

For realisation of the proposed solution, the proposer needs to make use of the available AGILE IoT gateway software stack.

Successful applicants of this open call will receive financial support for the development of software and/or hardware applications. This includes project-related costs as defined in the submitted proposals of the applicants for the open call. The project only reimburses costs that are related to the following activities of the sub-projects:

- Development and research related costs,
- Costs related for dissemination and test activities,
- Accommodation and travel costs related to activities within the Agile IoT project, serving a purpose as proposed or individually justified w.r.t. the application/service development,
- Project management related activities.

All these costs must be planned and justified in the proposal for the open call. There is no financial support for further sub-grants or subcontracting foreseen in the Open Call.

The maximum amount to be granted to each of the application/service development projects in the Open Call is maximum 50,000 Euro. If a proposing organisation is proposing more than one project in the scope of Agile IoT where they can receive financial support, the maximum amount of 50,000 Euro per individual proposer remains.

1.3.4 Sub-grant agreement

The proposers that are selected to receive a sub-grant from the Agile IoT project will be required to sign a sub-grant agreement. This is based on the "standard model grant agreement", while directly referencing several articles from the EC model contracts.

1.4 How to prepare and submit a proposal

1.4.1 One stage submission

Proposals for sub-grants to develop an application in the scope of the Agile Open Call are submitted in a single stage, by submitting a complete application which is prepared as described in chapter 2 of this document.

The current consortium/ beneficiaries of the Agile IoT project may not respond to this call.

1.4.2 Language

The proposal must be prepared in the working language of the Agile IoT project that would provide the sub-grant. Proposals submitted in any other language will not be evaluated.

In the case of Agile IoT this is ENGLISH.

1.4.3 Contents of a Proposal

The Open Call of Agile IoT targets SMEs and entrepreneurs with a working prototype, ready to develop their prototype into a market-ready product and bring it to market. The goal of the Open Call is to accelerate the development into a commercial product and to facilitate the go-to-market into a viable business using AGILE IoT technologies.

The proposal must be complete and shall consist of

- a presentation of the working prototype
- a description of the current state of technological development of the prototype that will be commercially developed into a market-ready product;
- an executive *summary* describing the product, current (preferably) and/or potential clients and markets;
- a project plan outlining the main milestones to be reached during the development (“Project Plan”), as well as a high-level budget breakdown of the project.

The project plan describes how participants will bring their prototype to a commercially ready to market product incorporating AGILE IoT technology over the project course of 6 months.

The main parts of the proposal are shortly outlined in the following sections.

1.4.4 Working Prototype

Having a working prototype is a requirement to be eligible for selection in Open Call 1 of Agile IoT. Proposal shall contain evidence of the existence of the working prototype in the format of a link to your web page, or product demo to be uploaded in the Agile IoT portal. Wireframes, mockups and videos are not considered working prototypes.

1.4.5 Current State of Technical Development

Proposal shall provide a technical description of the existing working prototype; its architecture and the technology stack. It needs to clearly identify on how the application is making use (or will be making use) of the AGILE IoT gateway.

1.4.6 Executive Summary (Business Plan)

Participants must describe their business idea, covering the following topics:

- Team
- Customer problem you are solving
- Product or service that you will offer
- Target market / customers
- Sales & marketing strategy
- Business model
- Competitors
- Competitive advantage
- Challenges and risks

As part of the proposal, an executive summary is expected, providing a clear description of the business idea, the business potential, the business model and the go-to-market strategy.

1.4.7 Project Plan with Milestones and Deliverables

A detailed Project Plan with clearly defined milestones for product development as well as go to market, well-described deliverables and the required budget over the project course of 6 months shall be prepared. It shall provide a clear overview of the required skills and resources as well as the challenges and risk to successfully complete the project in time, scope and budget.

The Project Plan forms the basis of the contractual agreement with the sub-grantee and the payment procedure upon delivered and successfully reviewed deliverables according to defined milestones. The Project Plan will be used for monitoring of results, centrally by Agile IoT, and to coordinate the reviews of envisaged deliverables.

1.4.8 Submission of proposals

The proposal must be submitted electronically through the Agile IoT page on the F6S website (<https://www.f6s.com/agile-iot>).

Once a proposal is submitted, you can no longer modify it or retrieve uploaded documents for further editing or updates.

Proposals must be received by the closing time and date of the call. Late proposals, or proposals submitted to any other address or by any other means than the F6S portal, will not be evaluated.

Do not wait until the last minute to submit your proposal. Failure of your proposal to arrive in time for any reason, including communication delays, is not acceptable as an extenuating circumstance. The time of submission will be definitive.

1.5 Proposal evaluation and selection

Evaluations will be conducted remotely. The proposals are evaluated by independent expert evaluators in a cross-regional system, where three evaluators score and rank each proposal according to a grid consisting of a quantitative score for each of the selection criteria, and a qualitative justification of each group of criteria (i.e. Business Potential, Technological Excellence, Team Excellence and Business Status & Potential). All proposals submitted in the open calls will be assessed against the criteria as listed in the following Table 1.

Table 1: Selection Criteria to the Agile IoT acceleration project (call 2)

Criteria		Points	Weight
Go To Market		100	30
1.1	Is the customer need clearly identified	25	
1.2	Is the Business Model sufficiently elaborated	25	
1.3	Are there differentiators identified	25	
1.4	Is the initial Market identified and sufficient in size	25	
Technological excellence		100	30
2.1	Readiness of prototype or product	25	
2.2	Creativity and quality of usage of AGILE IoT gateway	25	
2.3	Technical soundness of proposed commercial product	25	
2.4	Alignment with Agile IoT Objectives	25	
Business Status & Potential		100	25
3.1	Prototype Maturity (business)	20	
3.2	View on actions wrt freedom to act & IPR	20	
3.3	Is a break-even possible within 2-3 year period	20	
3.4	Are there potential yearly revenues of 3 Mio € within 3 years	20	
3.5	Can the project create yearly revenues over 10 Mio € in the long run	20	
Team Excellence		100	15
4.1	Core Team Commitment	20	
4.2	Core Team able to realise full tech development (technical acumen)	20	
4.3	Core Team able to deploy and scale market ready product (business acumen)	20	
4.4	Acceptance of external coaching (is the team coachable)	20	
4.5	International business orientation (is the team internationally oriented)	20	
TOTAL		400	100

The listed criteria in Table 1 for the selection of proposals are understood as follows:

- **Go To Market:**

this concerns the competitive positioning, the market potential of the proposed solutions and the strategy to bring the product commercially to the market. The questions we want to see answered here is: ***will the market adopt the solution and is the business model solid?***

- **Technological Excellence:**
concerns the integration and adoption of AGILE IoT gateway, which and in which way it is used, as well as the potential for leveraging the solution beyond the individual business model into the AGILE IoT ecosystem and beyond. The question we want to see answered here is: **is the proposer adopting and integrating AGILE IoT gateway in an optimal way?**
- **Development Status & Potential:**
concerns the maturity of the business idea and the validation of the business via the prototype as well as the feasibility of the business idea in being break-even within 2 to 3 years, generating 3 mio € revenue within 3 years and targeting over 10 mio € annual revenue in the long run. The question we want to see answered here is: **Will the proposer be able to leverage the provided funding into growing returns?**
- **Team Excellence:** this concerns the quality of the team, the ideal mix of business and technical skills in the team and the willingness of the team to succeed. The questions we want to see answered here is: **will THIS team be able to build a scalable business?**

The criteria for being invited to the e-pitching event and in the end being awarding financial support are that the project needs to reach a minimum threshold of 70/100 per evaluation criteria category as defined in Table 1 and 280/400 points as total score over all criteria. If the overall scores of the submitted projects do not reach this threshold, the AGILE consortium reserves the right to adapt the thresholds.

1.6 Review and Reimbursement of Delivered Results

Out of all submissions, 8 projects will be selected. Upon signature of the sub-grantee agreement, the project team/owner will be awarded 10kEuro (fixed amount) and will be accepted to the Agile IoT program to implement their project plan, finalise the development of their product incorporating AGILE IoT.

The project plan contains the milestones and the related deliverables that will be accomplished accordingly. Agile IoT neither predetermines, nor defines specific milestones with respect to the management of work. The proposer shall elaborate a sound plan that convinces with respect to the quality of the project plan.

From an administrative point of view, for enabling the reimbursement of delivered results, the proposer shall define at least two milestones:

- **Quarterly check-up of commercial development and acceleration.** Agile IoT will gather the reports on project progress and a team of reviewers will assess whether the projects are on track (i.e. assessing whether all milestones and deliverables are realised that were planned for the quarterly check-ups).
 - If the check-up outcome is positive, all milestones are met and deliverables are presented, the project owner/team is awarded 15k Euro (fixed amount) after the review and for the work in the previous months, subject to approval by the EC and/or the reviewers of the Agile IoT project.
 - If the check-up outcome is negative, a hearing will be organised to ascertain the issues at hand. The hearing committee consists of three members of the Executive Project Management Board: the Coordinator, the WP lead, and a third member to ensure a decision can be made by voting if needed. If the outcome of that hearing is favourable, the project team/owner is awarded 15kEuro (fixed amount) after the review for the work in the previous months and is flagged for close monitoring/coaching

during the next months. If the outcome of the hearing is negative, no funding is granted to the project owner/team. The project team/owner is no longer eligible for further participation in the Agile IoT activities.

- **At the end of the commercial development and acceleration**, the project team/owner will present their product and the results as well as a detailed report describing the final product and the achievements during the project, how it relates to the initial project plan as well as the decisions taken during the course of the project.
 - If all is well and the evaluation outcome is positive, the team is awarded EUR 25k (fixed amount) for the work in the previous months, subject to approval by the EC and/or the reviewers of the Agile IoT project.
 - If the evaluation outcome is negative, a hearing is organised to ascertain the issues at hand. The hearing committee consists of three members of the Executive Project Management Board: the Coordinator, the WP lead, and a third member to ensure a decision can be made by voting if needed. If the outcome of that hearing is favourable, the project team/owner is awarded 25kEuro (fixed amount) for the work in the previous months. If the outcome of the hearing is negative, no funding is granted to the project owner/team. The Agile IoT Project Management Board will request a written justification.

1.7 Support to proposers

The website of Agile IoT provides the key information and will be regularly updated with relevant news and latest events: <http://agile-iot.eu/>

Generally, all software solely developed by the proposer will remain their intellectual property. However, there is an IPR Helpdesk that has as its main objective to assist organisations taking part in Community funded projects on Intellectual Property Rights issues, and in particular on Community diffusion and protection rules and issues relating to IPR in international projects.

<http://www.ipr-helpdesk.org>

2 Proposal Template

Proposals must be submitted:

- Electronically through the Agile IoT page on <https://www.f6s.com/agile-iot>,
- In the language stated in the call announcement (ENGLISH),
- Before the date and time given as the call deadline in the call announcement

The below text is an aid to help you complete the online application but does not replace the actual submission which needs to be completed on <https://www.f6s.com/agile-iot>

The proposal must be submitted before the closing deadline of the Open Call 1, i.e. October 31st, 23h59 CET (Brussels time).

1. Executive Summary

Describe your proposal high level.

2. Your company

Legal name, address, VAT

Size of the company:

- Registered Company, Medium Sized
- Registered Company, Small
- Registered Company, Micro
- Non-registered company, Registered self-employed (Applicant) with additional team members

Company category	Employees	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m
Team of individuals	Group working together with at least one person self-employed	n/a		n/a

3. Team Description

Please describe your team, including expertise (current and previous) that may be related to this project.

Upload the resumes of the team members in one document.

4. Elaborate on your business idea

Please describe in more detail the business idea behind the product or service you want to commercialize.

5. What is the maturity of your project/proposal?

- Idea stage
- Prototype ready
- Full product ready
- Running business

6. Level of innovation

- Improvement of existing approach - Incremental
- New approach
- Disruptive

7. Potential of your business idea**Product or service that you will offer**

Describe the product or service that you will offer in more detail

Customer problem you are solving

Describe the customer problems that you are solving with your product or service. Elaborate on who your target market / customers are.

Business model

Explain how you will make money with this product or service (revenue model, etc). Explain your sales and marketing strategy.

Mid-term and long-term business forecast

Explain when you estimate that break-even of your product/service will be reached and how. Explain where you see the product be within 3 years and what revenue you estimate?

Competition

Tell us more about the competition you see in the market, and what your differentiators and competitive advantages are.

8. Current product/prototype

Give a description of your current product/prototype

Please provide:

- a description of the current state of technological development of the product/prototype that will evolve into a market-ready product; in particular provide a description of the architecture of your project, including all your software components and an architecture diagram (figure) in which you have to put in evidence the software components used and the relationship to each other.
- a presentation of the current status of the product/prototype.
- a URL linking to the website or app store where we can download the product/prototype.

9. AGILE IoT technology

Please describe how you will use the AGILE IoT gateway in your project.

11. Project and budget plan

Provide a detailed Project Plan with clearly defined milestones for product development as well as go to market, well-described deliverables and the required budget over the project course of 6 months. Provide a clear overview of the required skills and resources as well as the challenges and risk to successfully complete the project in time, scope and budget. Please, provide below the planning in the form of a series of milestones or work packages. Enter date in format (DD/MM/YYYY).

Please keep in mind that grants will be distributed as follows:

- EUR 10.000 on selection
- EUR 15.000 after the first review
- EUR 25.000 after the second review

12. Intellectual property

Do you hold intellectual property rights with respect to the proposed business idea?

- No
- Patent pending
- Patents
- Copyrights
- Utility models
- Trade marks
- Design
- Licenses
- Other

3 Frequently Asked Questions

Below you will find a list of frequently asked questions. We were trying to give short answers to highlight the key aspects that would be relevant for a potential proposer.

3.1.1 What is Agile IoT looking for?

Agile IoT is looking for companies that provide game-changing solutions on the field of IoT using the Agile IoT stack. Some examples are: .

- Quantified self tracking (e.g. using commercial self-tracking devices to share data with trusted sources)
- Open space monitoring (e.g. using drones with sensors to monitor air, land, live-stock,...)
- Smart space monitoring (retail shop owners monitoring shopping activity within stores)
- Monitoring air quality and pollution
- Fleet management
- Smart retail

3.1.2 How many projects does the project expect to fund?

Agile IoT aims to fund around 16 projects, spread over 2 open calls. 8 projects will be funded with each 50,000 euro in Open Call 1.

3.1.3 What topics can be addressed?

Proposal that address topics in relation to the IoT field, and that make use of the Agile IoT gateway.

3.1.4 Who can apply?

Micro, small and medium enterprises established in the EU and associated countries (see also section 1.3 of the Guide for Applicants for a detailed answer).

3.1.5 Who can participate in Agile IoT Open calls?

Entrepreneurs and/or SMEs¹ established in a EU member state or Switzerland, Israel, Norway, Iceland and Liechtenstein, Turkey, the Former Yugoslav Republic of Macedonia and Serbia, Albania, Montenegro, Bosnia & Herzegovina, Faroe Islands or Republic of Moldova.

Once being selected in an open call, teams must be formally organized in a European legal entity (private law company, association or foundation) registered under the laws of a EU country. The established entity must comply with the EU tax and social security obligations.

¹ Small Medium Enterprise as defined in EU law Recommendation 2003/361/EC 6th May 2003.

3.1.6 Is it also open to research institutes or only for industries?

As long as your organisation fulfils the SME criteria and you are developing and bringing the envisaged project to market with your employed staff, also research related organisations could apply, to e.g. preparing a spin-off.

3.1.7 How can I apply?

Prepare a proposal, incl. Product Plan explaining the technical context, the business value and the project planning. Submit your proposal before the call deadline via the Agile IoT website (<http://agile-iot.eu/>) where there will be a link to the F6S platform (<https://www.f6s.com/agile-iot>), where the applications will be managed.

3.1.8 How do I have to plan the Commercial Development & Acceleration?

Your product plan has to follow the Guide for Applicants. It is crucial that you are defining a clear schedule and the results that will be elaborated. Please make sure that the Agile IoT team will be able to test and validate your deliverables, if the proposed functionalities/features of your project/product are satisfactory implemented. This planning, the commercial product and the commercial results as well as the list of deliverables and a documentation of the developed results will be the main references for reviews and deciding on granting the awards.

3.1.9 What happens if I cannot accomplish the Project Plan milestones?

You will get the possibility to justify the non-accomplishment in an Executive Project Management Board hearing. If its outcome is negative, no more funding is granted and you are no longer eligible for further participation in the Agile IoT open call.

3.1.10 When do I start?

After the evaluation and selection has ended (scheduled for November 2017) for the selected projects from Open Call 1, and as to your individual project plan. Your plan defines a start and an end-date for your project, in a time span of 6 months after the signature of the sub-grant agreement with the Agile IoT project – our aim is to have all project start latest in January 2018.

3.1.11 Does Agile IoT define products that shall be developed?

No. We are open to any idea making use of AGILE IoT gateway in the context of the addressed business domain and promising a business value.

3.1.12 How many organisations should participate in an app development?

We are generally expecting that one entrepreneur or SME is applying for the sub-grant. However, this entrepreneur or SME could cooperate with other entrepreneurs or SMEs for development. These development partners should be named in the proposal and they must meet the same criteria as the proposer, which means that they must also be SMEs in Europe or an associated country. Furthermore, they should directly carry out work under the supervision and responsibility of the proposing entrepreneur or SME (see also the question below on eligible costs).

3.1.13 Can I “sell” an existing product that is already available?

No. Only efforts for developing a new product will be reimbursed. Of course you can develop on top of existing components/modules – this additional development could be reimbursed.

3.1.14 Can we present two or more proposals for different products or applications?

No, we ask you to only submit your best proposal, the business idea that best fits the objectives of Agile IoT with the highest potential to succeed.

3.1.15 What is the available sub-grant for the product and go-to-market plan?

Within Agile IoT, we will limit the funding for one proposer to maximum 50 k Euro in Open Call 1.

The approved budget (maximum 50 k Euro) will be progressively granted during the course of the project:

- Selected proposers will receive maximum 10 k Euro of their projected budget as an award for successfully completing this first stage.
- All teams are checked on progress in terms of tangible outcomes against the milestones projected in their approved Project Plans. If the check-up outcome is positive, the team is awarded maximum 15 k Euro at the quarterly evaluation point.
- At the end of the project, the participants are evaluated on their final report that concerns two aspects mainly: the technology and the execution of the business plan. If the evaluation outcome is positive, the team is awarded the final budget of maximum 25 k Euro.

3.1.16 What language should the proposal be submitted in?

Proposals should be submitted in ENGLISH.

3.1.17 How do I prove technical excellence of my team?

The short presentation of your organisation needs to outline your key competencies and previous experience with respect to relevant implementations, projects and or products. Moreover, you need to provide short CVs of those individuals that will mainly work in your project – please do not put CVs of individuals that are finally not working or just with a minor role in your proposed work. Those CVs shall reflect their education and previous experiences that is relevant for the work proposed.

3.1.18 How should the proposal be submitted?

The submission tool will be F6S, and it will be accessible via the Agile IoT website (<http://agile-iot.eu/>) and F6S <https://www.f6s.com/agile-iot>

3.1.19 How will my proposal be evaluated?

External evaluators will assess the proposals based on predefined evaluation criteria. Based on the evaluation results, proposals will be ranked and funded as long as funding is available and the quality of the proposals is above the defined thresholds.

Agile IoT submissions will be evaluated in a cross-regional review process. All submitted proposals will be reviewed remotely and scored by three evaluators. The 16 top ranked proposals (provided overall quality of submissions) will be invited to pitch to a panel of experts.

3.1.20 My proposal has been selected for funding, now what?

The Agile IoT project team will inform you and invite you to an individual kick-off meeting in December, to review and fine-tune your Project Plan when needed. The sub-grant agreement will be based upon this jointly reviewed project plan. As soon as this agreement is signed you can start your work, based on your project plan that will be used as an annex to the sub-grant agreement, detailing the technology dimension, the go to market activities and any other actions to achieve the final goal.

3.1.21 Who owns the Intellectual Property of the Software that my organisation develops?

You or your organisation owns the IPR.

3.1.22 Which programming language do I have to choose?

The application that you are developing can be written in any language that you prefer.

3.1.23 Which are the general requirements of the apps to be developed?

They need to use AGILE IoT gateway technology/software.

3.1.24 Are there specific technical requirements?

For being eligible to ask for a sub-grant you need to use the AGILE IOT stack. Without this usage your proposal cannot be considered for funding.

3.1.25 What support will be given to the developers selected in the open call?

The Agile IoT project will provide technical assistance in accessing and using AGILE IoT technologies.

3.1.26 When do I start?

Once Open Call 1 evaluation and selection has ended, all Project Plans accepted will have to start latest January 2018.

3.1.27 How many Projects does the project expect to fund?

For Open Call 1 eight (8) winners will be selected.

3.1.28 What support materials are available for proposers?

Proposer can use the Agile IoT call text and the guide for applicants. Moreover, there are diverse AGILE IoT resources explaining the technical dimension of the programme.

3.1.29 When would my participation start, if selected and administrative process completed?

After the close of the call, the Agile IoT project will evaluate the proposals with the help of external experts. The proposals will be ranked and the top 16 ranked proposals will be invited for an e-pitch. In total 8 projects will be selected in Open Call 1. The winners of

the pitch will be invited for an individual kick-off, reviewing the project plan and signing the sub-grant agreement (i.e. contract).

3.1.30 Do I need a VAT number?

Providing a VAT number is not mandatory to submit a proposal to the Agile IoT Open Call. However, in the event the Applicant has been accepted and, in order to receive and spend the funds, he/she will need to provide a VAT number and be compliant with regional and national security laws.

3.1.31 What has to be reported for a reimbursement of costs?

In order to get a full reimbursement of your costs you will need to provide a quarterly overview of expenses in relation to your budget. Expenses not related to the Agile IoT budget will not be allowed. The documentation has to clearly list the delivered features in relation to your proposal, the annex to the contract. The product needs to be delivered in a way, that the Agile IoT project is able to test the developed features. If there is a need to present your source code for review the Agile IoT project will not disclose any intellectual property as far as required by your organisation.

3.1.32 What are eligible costs?

Only costs generated during the lifetime of the project can be eligible. Generally, costs must be actually incurred (actual costs). That means that they must be real and not estimated, budgeted or imputed.

Costs must be determined in accordance with the usual accounting and management principles and practices of the beneficiary. The accounting procedures used in the recording of costs and receipts shall respect the accounting rules of the State in which the beneficiary is established. The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and receipts declared in respect of the project with the corresponding financial documents.

Cost must be used for the sole purpose of achieving the objectives of the project and its expected results, in a manner consistent with the principles of economy, efficiency and effectiveness. Finally the costs must be indicated in the proposal and the annex to the sub-grant agreement.

Moreover, personnel costs are only the costs of the actual hours worked by the persons directly carrying out work under the project and shall reflect the total remuneration: salaries plus social security charges (holiday pay, pension contribution, health insurance, etc.) and other statutory costs included in the remuneration. Such persons must:

- be directly hired by the participant in accordance with its national legislation,
- be working under the sole technical supervision and responsibility of the latter, and
- be remunerated in accordance with the normal practices of the participant.

A subcontractor (i.e. a third party which has entered into an agreement on business conditions with your organisation) is not considered eligible for realising your planned core work. Since a subcontractor that would carry out part of the work of the project would work without the direct supervision of your organisation and without a relationship of subordination, subcontracting can only be allowed for non-core task (e.g. creating a poster, events, communications) and which are of small amounts.

However, a small travel budget and dissemination material in order to present your project in the AGILE IoT events and Agile IoT project related activities would be eligible.

We would not recommend to plan for equipment, since assuming a relatively short time period of the project, the time for depreciation would be expected too long. However, if you see an explicit need, please explain at sufficient detail in your proposal how the depreciation costs are accounted for enabling the external evaluators to assess the eligibility.

The following costs shall be considered as non-eligible and may not be charged to the project:

- a) identifiable indirect taxes including value added tax,
- b) duties,
- c) interest owed,
- d) provisions for possible future losses or charges,
- e) exchange losses, cost related to return on capital,
- f) costs declared or incurred, or reimbursed in respect of another project of the European Union,
- g) debt and debt service charges, excessive or reckless expenditure.

3.1.33 What are the maximum reimbursement rates of eligible costs?

When planning your project and the related development efforts for realising the app, you can calculate with 100% reimbursement of person efforts (i.e. developer related actual salary plus employers share). On top of the personnel costs you can add 7% of overhead that would also be reimbursed.

Maximum 15% of your budget can be used for subcontracting

Travel costs could be reimbursed if they are directly required for being able to realise the app development and the go-to-market (e.g. travels to your business partners and potential customers). However, you would need to be prepared to explain the purpose and results.

3.1.33.1 Do I need to calculate for travel costs and dissemination events?

Yes. Generally, a small budget for travel and dissemination materials shall be taken into account for being able to present your results in AGILE IoT related activities. In accordance to your proposed project, you could also plan for required travels as well as for the dissemination and preparation of app exploitation after your project ends. Moreover, we will also invite selected app developers to larger events for being able to disseminate to a large target audience.

3.1.34 The European Commission can ask for an audit – what does this mean?

It is neither explicitly planned, nor predefined, but the European Commission may, at any time during the implementation of the project and up to five years after the end of the project, ask for financial audits or technical audit/review to be carried out, by external auditors/ experts, or by the Commission services themselves including [OLAF](#). You need to keep your contractual documents and documentation of results elaborated at the defined milestones and specifically those main milestones that served for the review of being able to decide on the reimbursement of costs.

3.1.35 What happens if I cannot accomplish the project in the planned time?

You will have to deliver your project as to your product plan. It is not possible to extend your project in time.

If you are not able to deliver in scope and time as to your project plan, you will get the possibility to justify the non-accomplishment in an Executive Project Management Board hearing. If its outcome is negative, you will no longer be eligible neither for further funding nor for participating to Agile IoT open calls and activities.

3.1.36 What happens if I accomplish my project earlier compared to the initial plan?

You can initiate the review procedure of the Agile IoT project earlier and update your planning for post project activities. However, due to aspects of efficiency within the overall accelerator project, the review might not take place immediately, but tries to group reviews of several accomplished projects. However, you would be informed accordingly.

3.1.37 Can I ask for more information?

If you have specific technical requests for support/clarification, please register on the Agile IoT website or forums.

4 Evaluation

4.1 Evaluation Procedure of the Agile IoT Open Call

This document will be the main reference for the briefing of evaluators for conducting the evaluation of the proposals

The evaluation procedure in Agile IoT will consist of three steps:

1. Eligibility check
2. Independent expert evaluation: external experts will evaluate the proposals that passed the eligibility check as to Go to Market, technical excellence, business status and potential, and team excellence
3. E-pitches: top 16 proposals will be invited to pitch their proposal to an online panel of experts. Agile IoT pitches are expected to take place in November 2017.

4.2 Detailed Agile IoT selection process in Open Call 1

4.2.1 Eligibility check

In order to ensure an efficient selection process, Agile IoT proposals will go through a **first selection gate** that will be based on the eligibility check to be assessed in an objective, neutral and formal basis. This eligibility check will be carried out in the first week of November 2017.

The project Agile IoT Selection Committee will assess the defined eligibility criteria as well as the completeness & correctness of provided information at submission.

4.2.2 Independent Expert Evaluation

As of November all eligible proposals will be assigned to expert reviewers.

Three external reviewers will provide an evaluation report (through comments in the F6S scoring portal) and scoring as expert advice on the evaluation of each proposal. The scores of the 3 expert reviewers will be combined to allow for a ranking of all eligible proposals. At least one reviewer will be technical oriented, and at least one will be business oriented.

On November 15, the top selected proposals will be notified on the need to participate in the live pitching.

4.2.2.1 Agile IoT experts and reviewer's selection

Agile IoT will establish a list of external experts. These experts will have to certify that they do not have any conflict of interest in relation to the proposal or project on which they are required to give an opinion.

Reviewers will evaluate proposals remotely, whilst jury members are part of Agile IoT e-pitch events and can also join remotely. Jury members and reviewers will be nominated on the basis of provided details such as area of expertise, level of expertise, professional experience and scholarship. Prior to the evaluation, reviewers and jury members will have to sign the non-conflict of interest statement and reviewer's code of conduct according to which they will commit to undertake a confidential, fair and equitable evaluation (see 5.3).

Reviewers will evaluate all the assigned entries **remotely** based on the pre-defined evaluation criteria. Reviewers will be granted access to the Agile IoT submission site and the

Agile IoT consortium will assign proposals to the reviewers in order to comply with the review process.

Agile IoT reviewers have to:

- Score proposals based on the proposed evaluation criteria and guidelines.
- Provide an evaluation report using the comments section in the F6S portal, providing their expert advice for each assigned and reviewed Agile IoT proposal.

Each Agile IoT consortium partner will nominate a minimum of 2 external jury members to evaluate and rank the pitching performance of the selected candidates.

The Agile IoT pitching jury that will be part of the e-pitches will consist of

- 5 external experts, preferably a domain expert
- the Project Coordinator as chair of the pitching event (non-voting rights)

4.2.3 e-pitches of top proposals

Top ranked submissions will be invited to pitch their proposal to a panel of experts, consisting of external experts.

Agile IoT pitches will take place in the week of November 21, 2017.

The duration of a **pitching session will be 15 minutes**. Participants will be asked to present their project in 10 minutes in front of a jury of experts, followed by a 5 minutes interactive session where the jury will further elaborate on elements that were highlighted during the review process or during the pitch session.

At the end of the day, the Agile IoT pitching jury will need to have scored all proposals to come to a ranking.

During the last week of November 2017, the shortlisted proposals will be informed and requested to start sub-grant agreement negotiations.

4.2.4 Independent evaluation experts: Conflict of interest

When selecting independent experts, it will be up to the expert to ensure that they not have any conflict of interest in relation to the proposal or project on which they are required to give an opinion.

The expert must perform their work impartially. To this end, the expert is required to:

- Confirm there is no conflict of interest for the work s/he is carrying out by signing a declaration prior to the start of the work.
- Inform the contracting party of any conflicts of interest arising in the course of their work,

In general, a conflict of interest exists, if an expert has any vested interests in relation to the proposals upon which s/he is asked to give advice, or the expert and/or their organisation stands to benefit directly or indirectly, or be disadvantaged, as a direct result of the work carried out, or is in any other situation that compromises their ability to carry out their work impartially.

The Agile IoT team will decide whether a conflict of interest exists, taking account of the circumstances, available information and related risks when an expert is in any situation that could cast doubt on their ability to carry out their work, or that could reasonably appear to do so in the eyes of an external third party.

If an expert knowingly conceals a conflict of interest, and is discovered during the evaluation, the expert will be immediately excluded, and (part of) the evaluation needs to be redone.

A disqualifying conflict of interest exists if an expert:

- Was involved in the preparation of the proposal
- Stands to benefit directly should the proposal be accepted
- Has a close family relationship with any person representing an applicant organisation in the proposal
- Is an investor, director, trustee or partner of an applicant organisation
- Is employed by one of the applicant organisations in a proposal
- Is a member of one of the Future Internet advisory groups set up by the Commission
- Is in any other situation that compromises his or her ability to evaluate the proposal impartially.

A potential conflict of interest may exist, even in cases not covered by the clear disqualifying conflicts indicated above, if an expert:

- Was employed by one of the applicant organisations in a proposal within the previous three years
- Is involved in a contract or collaboration with an applicant organisation, or had been so in the previous three years
- Is in any other situation that could cast doubt on his or her ability to evaluate the proposal impartially, or that could reasonably appear to do so in the eyes of an external third party.

Experts with a disqualifying conflict of interest may not participate in the evaluation.

4.2.5 Identification, Monitoring and Reporting

The evaluation organisers will brief the experts in writing or verbally on need to exclude a conflict of interest prior to their engagement. The briefing shall be documented.

The evaluation organiser provides experts with a contact to report conflicts of interests as soon as they arise, upon which the evaluation organisers take action without delay. Overall the evaluation organiser shall monitor potential conflict of interest and document all issues arising.

As part of the evaluation report provided to the Commission, the evaluation organiser shall include a section reporting how conflicts of interest have been handled and any specific issues which arose prior and during the evaluation.