

EIT-KICS-2009 - Proposers' Guide

The ambition of the European Institute of Innovation and Technology (EIT) is to be a key driver of sustainable European growth and competitiveness through the stimulation of top class innovations with a positive impact on economy and society. As the first major step in developing the operations of the EIT, the priority is the selection by December 2009 of the first Knowledge and Innovation Communities (KICs). KICs will be highly integrated, creative partnerships including education, technology, research, business and entrepreneurship that will produce new innovations and new innovation models and inspire others to emulate them.

This guide explains how to make a KIC proposal in response to the call EIT-KICS-2009 launched by the EIT on 2 April 2009.

1. EIT-KICS-2009 call overview

Priority areas:

- Sustainable energy
- Climate change mitigation and adaptation
- Future information and communication society

Eligibility Criteria:

- Submission by call deadline
- Completed parts A, B, C and D
- Parts B and C combined strictly not exceeding 40 pages
- Part D declarations signed by legal representative of every partner organization
- At least three independent partner organizations established in at least three Member States
- Majority of partner organizations established in the EU
- At least one higher education establishment and one company

Timetable:

- **Submission deadline - 27 August 2009, 17.00 Brussels time**

2. Designation of the co-ordinating organization and a co-ordinator

The co-ordinating organization

Proposers of a KIC must designate one of the partner organizations to co-ordinate the proposal preparation. Initial contacts between the proposed KIC and the EIT will be made through the co-ordinating organization.

The co-ordinator

The co-ordinator is the individual person responsible for registering and submitting the proposal.

Changing the co-ordinating organization and/or the co-ordinator

The KIC may change either the co-ordinating organization or the co-ordinator at any stage of proposal preparation up to the submission deadline.

3. The EIT proposal submission system (EPSS)

The only way to submit a proposal to the call **EIT-KICS-2009** is through the EIT proposal submission system (EPSS); proposals submitted by any other means are inadmissible and will not be considered.

The EPSS will be available for proposal registration and submission up to the call deadline. After the call deadline, KIC proposers will still have read-access to their submitted proposals, but will no longer be able to modify them.

Help using the EPSS

This proposers' guide does not contain detailed technical information about the EPSS – this may be found within the EPSS User Guide and FAQ, both of which may be downloaded directly by selecting the corresponding tab at the foot of most pages on the EPSS website.

The EPSS help desk provides direct telephone assistance on +32 2233 3760 and may also be contacted by [e-mail](#).

4. Registration of the proposal

The first task of the co-ordinator is to register the proposal in the EPSS via the link [Register to the call EIT-KICS-2009](#) on the **KICs Call** page of the EIT website.

The information given on registration is confidential and will only be available to EIT support staff to the extent needed for preparation of the evaluations. At no stage will this information become available to third parties.

Registration information does not form part of the proposal and is not binding upon the proposal partners.

Notification by e-mail

Following registration, the co-ordinator will immediately receive an e-mail from the EPSS confirming the successful registration and containing the login-IDs and passwords for both the co-ordinator and the partners (keep a copy of this e-mail safely).

The e-mail will also contain the direct link to the [EPSS login page](#) (allowing direct access without having to pass through the KICs Call page of the EIT website).

First login by the co-ordinator

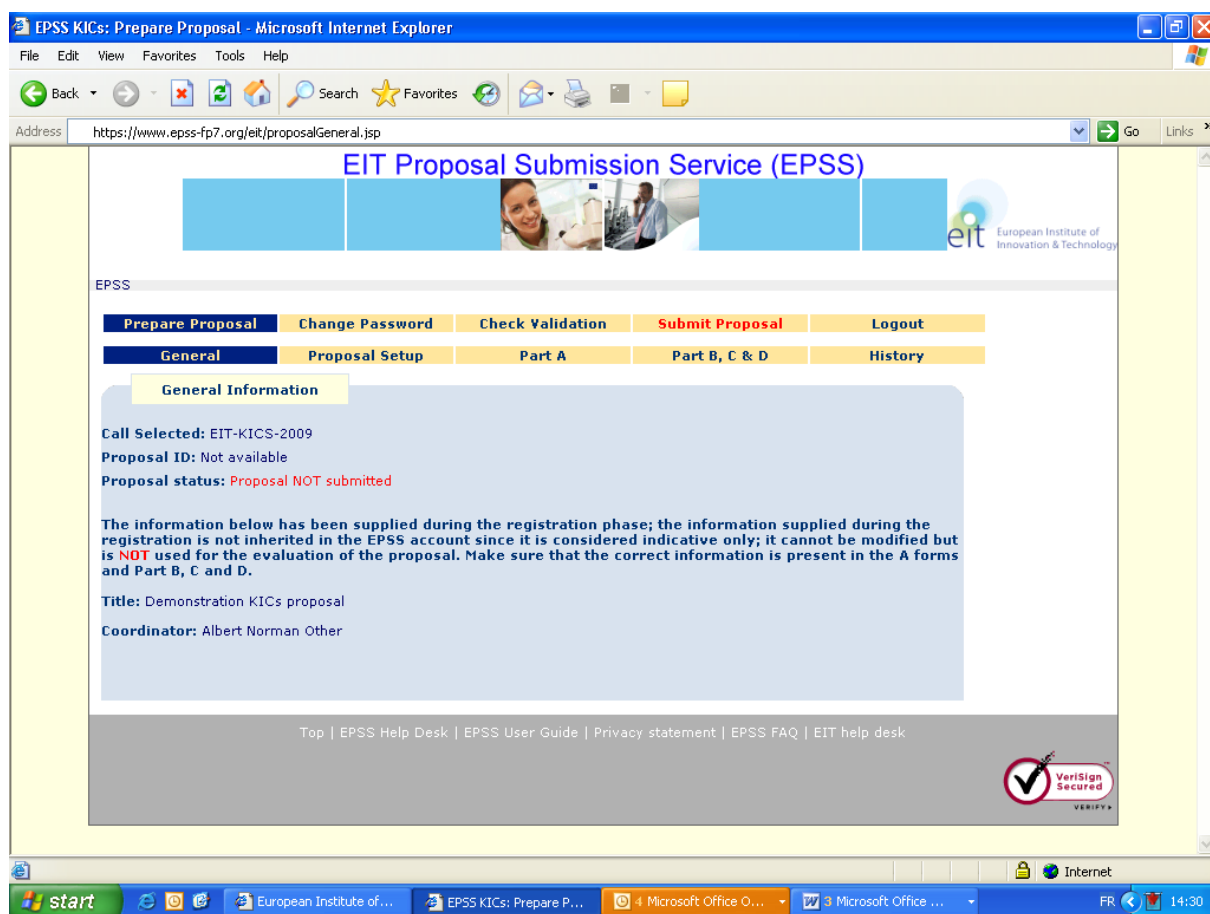
The co-ordinator should immediately make the first login to the EPSS and will be required, by the system, to change both passwords.

Distribution of the partner ID and password

The co-ordinator may distribute the partner ID and password to the other partners in the proposal. This will enable the partners to log on and see/download the contents of the proposals and to enter their own administrative information within form A2.

5. Preparation of the proposal

Following login, the co-ordinator will arrive at the EPSS **General** screen:



From this screen the co-ordinator can navigate to all parts of the EPSS website.

Proposal set-up

The first task of the co-ordinator is to add other partners to the proposal. This is done within the **Proposal Setup** screen, from where all partner information may be edited and

partners may also be removed. This is also the place from which the co-ordinator data may be changed (it is, of course, possible to change both co-ordinator information and coordinating organization during the course of proposal preparation).

Completion of the Part A forms

All administrative forms can be accessed via the **Part A** screen. The coordinator has edit access to all forms and is responsible for completing forms A1 and A3 as well as form A2 for the co-ordinating organization.

All other partners (logging into the system using the partner ID and password), must fill in the A2 form for their own organization.

Note that the selections within some fields are restricted by pull down lists (for example, lifetime of the KIC in years) or pop-up lists (for example, priority area and country).

NB: Be careful to **save** any form after it has been changed.

The executive summary

Form A1 allows you to make an executive summary of your KIC proposal. You must do this within a limit of 2000 characters. Consider this to be the "elevator pitch" for your proposed KIC. The executive summary is an integral part of your proposal, but it may also be used by the EIT in any subsequent publication or press release that describes the designated KICs.

Part B of the proposal

Part B is the body of the proposal and describes the KIC, what it wants to accomplish, its strategy, activities, work programme and processes, business plan (including provisions for sustainable and long-term self-supporting financing), its co-location plan, its IPR plan and the plans for dissemination of the KIC's activities and innovative education models.

The indicative length of part B is 20 pages – however you may use more or less pages as long as the combined size of parts B and C does not exceed 40 pages.

In writing part B, please ensure that you address the points which will be evaluated during step one of the evaluation:

- Novelty and attractiveness of the proposal (**maximum 20 points**);
- Economic, environmental, societal and innovation impact of the KIC in the context of European challenges and policies and potential to make a major contribution to the aims of the EIT (**maximum 20 points**);
- Internal coherence of the KIC strategy and activities (**maximum 10 points**)
 - Completeness of tools and resources of partners and level of integration between partners to form the innovation chain
 - provisions for innovation activities and investments including measures involving the private and financial sectors, SMEs, start-ups and spin-offs and new partners
 - extent to which the technological and non-technological research is innovation-driven, of high quality and with the potential to make a major impact
 - relevance and consistency of the education plan to KIC objectives;
- Quality of the co-location plan (**maximum 20 points**)

- completeness and complementarity of KIC co-location centres
- plan of operation: within each co-location centre and between co-location centres and the other partners in the partnership
- people management in respect of co-location;
- Planning for the management and use of intellectual property (**maximum 10 points**)
 - effectiveness of the IPR plans including transfer, licensing and industrial value creation and consistency with KIC objectives
 - mechanisms to promote innovative research and creativity including remuneration and reward schemes;
- Completeness and credibility of the KIC business plan (**maximum 10 points**)
 - market analysis and competitive benchmarks
 - completeness and credibility of the financial plan including identification of the responsible actors, short-/medium-/long-term milestones, key performance indicators (KPIs) and sensitivity analysis (risk-assessment)
 - potential of the KIC in terms of innovation added value such as new business creation through spin-outs and within established companies, licensing etc and creation of societal impact, for example job creation or other contributions to improvement of people's lives
 - potential return on investment over a 10-year period, including financial and non-financial indicators;
- Quality of the plans for dissemination of best practice and public outreach activity (**maximum 10 points**)
 - effectiveness of plans for external dissemination of best practice and excellence in the innovation sector, including education plans and programmes
 - effectiveness of public outreach.

Please note that the above is not an indication of how to organise the presentation of Part B: it is up to you to decide on the optimal presentation of your KIC proposal.

Do not include URLs (links to other web pages) as these will not be taken into consideration during the evaluation of the proposal.

Uploading of Part B in the EPSS

Via the **Part B, C and D** screen the coordinator must first download the Part B template. This contains an explanation of the required format for part B of the proposal and is already correctly formatted. Please insert the KIC acronym into the header, but make no other changes to header, footer or page format. You may then replace the explanatory text with the content of your proposal part B.

Please convert your part B document into pdf format ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts) prior to uploading it in the EPSS.

Part C of the proposal

Part C addresses the credibility of the proposal, particularly in terms of the organization, management and governance of the KIC, the individual capability, capacity and international reputation of the partners and how this is integrated into a coherent world-class innovation chain from education through to economic and societal impact.

The indicative length of part C is 15 pages – however you may use more or less pages as long as the combined size of parts B and C does not exceed 40 pages.

In writing part C, please ensure that you address the points which will be evaluated during step two of the evaluation:

- Management, governance and organization of the partnership and co-location, covering also financial and legal aspects of the KIC (**maximum 50 points**)
 - suitability of the legal and financial structure: the proposal must demonstrate that the structure fully supports the aims of the KIC
 - appropriateness of the organization and management including key people profiles and time commitment in order to enable the KIC to function as an integrated entity
 - degree to which the governance structure supports clear and timely decision-making within the KIC;
- The combined strength of the partners (**maximum 50 points**)
 - the strength of the KIC in terms of the capability and capacity of the partners in the fields of higher education, research, innovation and entrepreneurship
 - the strength and track record of partners' existing experience within the innovation chain
 - the commitment of the partners to integrate activities and resources within the KIC
 - the coherence of the partners' collaboration to form a world-class innovation chain closely linking all activities from education through to economic and societal impact.

Please note that the above is not an indication of how to organise the presentation of Part C: it is up to you to decide on the optimal presentation of your KIC proposal.

Do not include URLs (links to other web pages) as these will not be taken into consideration during the evaluation of the proposal.

Uploading of Part C in the EPSS

Via the **Part B, C and D** screen the coordinator must first download the Part C template. This and contains an explanation of the required format for part C of the proposal and is already correctly formatted. Please insert the KIC acronym into the header, but make no other changes to header, footer or page format. You may then replace the explanatory text with the content of your proposal part C.

Please convert your part C document into pdf format (“portable document format”, compatible with Adobe Acrobat version 5 or higher, with embedded fonts) prior to uploading it in the EPSS.

Part D declarations

Every registered proposal participant (i.e. having a form A2 and listed in form A3) must sign a declaration. The coordinator is responsible for uploading the pdf scanned copies of these signed declarations.

The coordinator must also collect the original signed declarations from each partner organization and retain them safely for later transmission to the EIT upon request.

Uploading of Part D declarations in the EPSS

Via the **Part B, C and D** screen the coordinator must first download the part D declaration templates. There are separate declarations for the coordinating organization and the other partners. The coordinator must distribute the partner part D declaration to all proposal participants.

Each participant must print the declaration and have it signed by an authorised representative of the organization. A scanned PDF copy of the signed declaration must then be sent to the coordinator who is responsible for uploading all participant declarations in the EPSS.

The original signed paper must also be given to the coordinator who will retain it until it is requested by the EIT.

6. Submission of the proposal

As soon as all of the forms have been completed and the parts B, C and D have been uploaded, the coordinator should attempt to submit the proposal.

You are advised to attempt a proposal submission very early during proposal preparation. Once the proposal has been submitted you may continue to change the proposal in any way (add or subtract partners, change any information in the part A forms or upload modified parts B, C or D).

After modifying any Part A form, please remember to **save** the modified form.

After uploading a new part B, C or D please remember to press the **submit** button. Pressing the submit button causes the EPSS to replace the newly uploaded parts into the proposal.

You may submit your proposal as often as you like up to the call deadline. The last version that you submitted will be the version that is extracted from the database for evaluation by the EIT and the independent experts.

7. Checking for eligibility

When you submit the proposal, the EPSS will make some fundamental checks: you will not be able to submit a proposal that has information missing from the part A forms or for which you have not upload the parts B, C and D.

However, the EPSS can not determine whether your proposal is fully eligible. This is your responsibility. Please check very carefully that the following eligibility criteria have been met:

- the proposal must have been submitted by the call deadline;
- the proposal must contain completed parts A, B, C and D;
- the combined length of parts B and C may not exceed 40 pages;
- part D must contain the signed declaration, endorsing the proposal and confirming the absence of a situation leading to exclusion, from the legal representative of every partner listed in part A;

- the proposed KIC must contain at least three independent partner organizations established in at least three Member States;
- the majority of the partner organizations shall be established in the Member States;
- the proposed KIC shall include at least one higher education establishment and one private company.

Only proposals satisfying all of the eligibility criteria will be evaluated.

8. Privacy and confidentiality within the EPSS

Prior to the call deadline, proposals in preparation and submitted proposals are visible only to the co-ordinator and partners using their specific login-IDs and passwords. During this time, proposals are stored in an encrypted database to which neither EIT staff nor EPSS operatives have access until after the call deadline.

The secret encryption code is held by the responsible EIT officer and is not known by the EPSS. Only after the call deadline, when the EPSS closes the call, may the EIT officer re-enter the encryption code in order that the EPSS may extract the proposals for evaluation.

9. Further help with proposal preparation

For further information on the EIT and KICs, please refer to the EIT website:

<http://eit.europa.eu/>

and particularly the [KICs Call](#) page, the [FAQ](#) and the [presentation from the KICs call Info Day](#).

If you have any questions on the content of your proposal, you may submit them via the [Contact](#) page on the EIT website.

For information on the EPSS you are advised to consult the EPSS User Guide and FAQ – links to these are to be found at the bottom of every EPSS screen.

For technical assistance with an EPSS problem you may call +32 2 233 3760 or send an e-mail to the [EPSS Help Desk](#).