

## **Call for Students and Researchers**

### **INDUSAC OPEN CALL FOR STUDENTS AND RESEARCHERS**

Programme: Horizon Europe Framework Programme

Call: A HUMAN-CENTRED AND ETHICAL DEVELOPMENT OF DIGITAL AND INDUSTRIAL TECHNOLOGIES 2021 (HORIZON-CL4-2021-HUMAN-01)

The call is managed by EU project INDUSAC under Horizon Europe programme. The Horizon Europe project INDUSAC, aims to financially support short-term (four-to-eight (4-8)-week) research collaborations between academia (students and researchers) and industry (companies), in solving company Challenges. Financial support to third parties (FSTP) is given solely to student members of the co-creation teams.

Expected outcome:

- 300 successful collaborations between industry and academia,
- Supported co-creation projects shall include at least 50% female representation overall (not on the individual co-creation project level).
- 60% of members of the co-creation teams must be from Widening Countries.
- Distribution of 900.000 EUR gross for FSTP to student members of the co-creation teams,

**Students and researchers are invited to create co-creation teams and solve companies' Challenges within four to eight (4-8) weeks.**

Opening date: November 2023

Deadline model: single-stage, multiple cut-off dates

Deadline for submitting a Motivation Letter:

- 11.02.2024, 23:59 CET
- 18.06.2024, 23:59 CET
- 30.09.2024, 23:59 CET
- 30.10.2024, 23:59 CET
- 30.11.2024, 23:59 CET
- 30.01.2025, 23:59 CET
- 28.02.2025, 23:59 CET
- 31.03.2025, 23:59 CET
- 15.04.2025, 23:59 CET

The Motivation Letter from a co-creation team is considered submitted once all co-creation team members confirm participation in the co-creation team and confirm the terms and conditions.

### **Eligibility**

**Eligible countries:** In accordance with the [Horizon Europe Call](#), students and researchers in each co-creation team must come from **EU Member States**: Austria, Belgium, **Bulgaria, Croatia, Cyprus, Czech Republic**, Denmark, **Estonia**, Finland, France, Germany, **Greece, Hungary**, Ireland, Italy, **Latvia, Lithuania**, Luxembourg, **Malta**, Netherlands, **Poland, Portugal, Romania, Slovakia, Slovenia**, Spain, Sweden (countries in **bold** belong to the widening countries; [source](#)) or **Associated Countries**: Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland, Israel, Kosovo, Moldova, Montenegro, North Macedonia, Norway, Serbia, Tunisia, Turkey, Ukraine, Morocco, UK, **as indicated by their citizenship or residency.**

### **Eligibility of Co-creation Teams**

- The co-creation team must have at least three and up to six members.
- Co-creation team members must be from at least three different EU Member States or Associated Countries.
- The co-creation team has to be gender balanced (operationally, including at least two different gender options (Male, Female, Would rather not say) in the team).
- Each co-creation team must include at least one student, ie. no co-creation team may comprise exclusively researchers.

### **Eligibility for Students.**

- Students must study at public universities during the entire duration of the activity (from the co-creation team establishment until one month after the final report of the co-creation team is confirmed).
- An individual student will be able to participate in a maximum of three submitted Motivation Letters. A student cannot participate in more than one Motivation Letter submitted to the same Challenge.

### **Eligibility for Researchers.**

- Researchers must be employed at a public research organisation during the entire duration of the activity (from the co-creation team establishment until one month after the final report of the co-creation team is confirmed).

- An individual researcher will be able to participate in a maximum of three submitted Motivation Letters. A researcher cannot participate in more than one Motivation Letter submitted to the same Challenge.
- Applicants cannot be affiliated (directly or indirectly, for example through board members or third parties) to any of the INDUSAC consortium partners. They can't be INDUSAC consortium partner's employees nor board members.

English is the official language of all INDUSAC documents using the Latin alphabet.

**Budget:** up to 1,000 EUR gross per student (lump sum), up to 3,000 EUR gross per co-creation team wherein only students are eligible for funding; 900,000 EUR gross in total, for supporting 300 projects.

## **Application and implementation process**

### **Step 1 - Registration**

Prior to submitting Motivation Letters, students and researchers register (sign-up) (Appendices 1 and 2) on the INDUSAC platform (each student/researcher creates their own appropriate user account) and provides certain information.

### **Step 2 - Putting together a co-creation team**

A student/researcher selects a Challenge. Once students/researchers have chosen a Challenge, they assemble a co-creation team. They may use the platform Slack (slack.com) or another communication channel of their choice. Each co-creation team (created on the platform) automatically gets an ID.

Students already registered on the INDUSAC platform can invite students not yet registered, to join a co-creation team via e-mail. Once a co-creation team has been assembled, members can create their own channels and discuss their ambitions, goals, and further details. In this chat, they also start preparing their Motivation Letter.

### **Step 3 - Motivation Letter submission**

Once all co-creation team members are registered on the platform, a co-creation team can apply for a Challenge. The co-creation team must select the co-creation team leader, who submits a common Motivation Letter (ie. a single Motivation Letter per co-creation team) that is confirmed by all co-creation team members before the final submission.

After the closing of a cut-off date, no additions or changes to received Motivation Letters will be considered.

Motivation Letters (Appendix 3) need to be submitted through the INDUSAC platform. Motivation Letters submitted by any other means will not be evaluated. After the cut-off date, the company selects co-creation teams based on evaluation criteria and instructions for Motivation letter (Appendix 3).

Evaluation criteria for evaluating the Motivation Letters (from co-creation teams):

(1). TEAM'S MOTIVATION (5%)

- Personal motivation: reflection of a team's enthusiasm for taking on the challenge.
- Did the team introduce the team members? (yes/no)
- Do their strengths and abilities adequately explain the reason why they are suitable? (yes/ no)
- Will they be able to work together as a team? Do they already have team cohesion?

(2). EXCELLENCE (30%):

- Soundness of the approach and credibility of the proposed methodology, according to the expectations of companies.
- Are the efficiency and quality of work related to the challenge well explained?

(3). IMPACT (30%):

- Do you believe the co-creation team will find a solution that can be successful on the market?
- To what level will the potential solution be innovative in regards to the existing solutions on the market (incremental improvement, radical improvement, breakthrough innovation, ...)? Focus on the creativity of how the team predicted their future success and not on a potential solution they might have proposed.
- Has a co-creation team already found out about the companies' competition and how they will try to get to a differentiated solution?
- How important will the project be for the company and how well did the team foresee the impact?

(4). TEAM AND RESOURCES (30%):

- Transversal, entrepreneurial and leadership skills, technical expertise, co-creation teams' ability to take a concept from ideas to market, and their capacity to carry through their ideas and understand the dynamics of the market they are trying to tap into.
- Does the team have specific resources that qualify them as a team specifically to find an excellent solution?
- Is the foreseen time consumption (hours/team member) for the co-creation project sensibly aligned with the project structure, and fitting within the 4-8 weeks time frame?

(5) TRANSVERSAL CRITERIA (5%):

- Does a co-creation team have ideas on how to include 'Environment and low carbon economy contribution', 'Equal Opportunities, Gender balance & Diversity', 'Inclusiveness' or 'Social Impact' within their way to a solution for the challenge?

<b>Evaluation criteria</b>	<b>Weighting</b>	<b>Max scoring in points</b>	<b>Max scoring with weighting</b>
<b>Motivation</b>	5 %	5	0,25
<b>Excellence</b>	30 %	5	1,5
<b>Impact</b>	30 %	5	1,5
<b>Team and resources</b>	30 %	5	1,5
<b>Transversal criteria</b>	5 %	5	0,25

Motivation Letters that receive a score 0 in one or more criteria (1 Excellence, 2 Impact, 3 Team and Resources, 4 Transversal criteria) will be automatically rejected. Accepted Motivation Letters need to receive all together at least 50% of available scores.

If the company, for any reason (including non-responsiveness or inability to support co-creation projects), does not provide a decision on a submitted Motivation Letter within three weeks after the cut-off date for submitting Motivation Letters, the Motivation Letter is nullified (and it therefore does not count into the quota of maximum of three Motivation Letters per student) and the Challenge manager from the INDUSAC consortium informs the co-creation team that each team member has the option to participate in another Motivation Letter for a different Challenge. Challenges of companies that did not review submitted Motivation Letters on time are closed for further applications.

#### **Step 4 - Before the start of the co-creation project implementation**

##### **Students**

Once the co-creation project is approved, each student member of the co-creation team fills out the Questionnaire (Appendix 4), provides certain data (bank details, etc) and signs the FTSP declaration electronically.

## Researchers

Once the co-creation project is approved, each research member of the co-creation team fills out the Questionnaire (Appendix 4).

## Step 5 - Implementation of co-creation projects

Students and researchers must solve companies' Challenges within four to eight weeks.

INDUSAC will provide the co-creation teams with a list of deliverables, methods and tools for the Challenge. In addition, the co-creation teams will be provided with a planned timeline / mentoring plan (to-do list) to complete the Challenge.

Throughout the process, each co-creation team should have the kick-off, at least one milestone meeting, and the feedback meeting with the company.

## Monitoring of the Co-creation Projects by INDUSAC

Throughout the process, the company and the co-creation teams may be approached by the INDUSAC Mentoring Committee to discuss if they are progressing as planned and if they need any additional guidance.

On a more general level, a Monitoring Committee will be monitoring performance of the co-creation projects on the INDUSAC platform and bring to the attention of the INDUSAC consortium any major irregularities or digressions from the work plan, so as to find rapid solutions.

## Step 6 - Reporting

The results are reported in a Co-Creation Implementation Report through the INDUSAC platform (Appendix 5) no later than 8 weeks after the start of the project.

The implementation report will include:

- Deliverables (according to a specific Challenge type) - uploaded on the platform by the co-creation team leader in the document section of the Challenge.
- Questionnaire “after” - filled out by each member of the co-creation team
  - Upskilling questionnaire
  - Testimonial
  - Short description of the project results
  - Inclusiveness statement
  - Compliance with the ethics requirement

The implementation report will be submitted via the platform. The questionnaire “after” will be provided by a third party provider (<https://1ka.arnes.si>) and questionnaire data will be collected and analysed by INDUSAC partners outside of the platform.

### **Evaluation of Solutions**

Each criterion will be scored from 0 to 10 and the weight of each one of these criteria, in the final score, will be as follows: Deliverable quality of submitted Solution (30% of the overall score); Business performance indicators and Technical performance indicators (60% of the overall score), Deadline Compliance (10% of the overall score, which is given automatically if the Solution is submitted on time) of the submitted Solution.

Students from co-creation teams with Solutions scoring above the threshold (7 points) will receive payment.

### **Timeline**

- Day 0: deadline for Motivation Letter submission
- Day 0 + 25 days: deadline for students with approved Motivation Letters to sign a FSTP declaration (Appendix 6), at which time the co-creation project begins
- Day 0 + 80 days deadline for submission of final reports by co-creation teams
- Day 0 + 126 days: students with approved reports receive funding (provided that the administrative procedure from the students' side has been finalised)

### **Financial support to third parties**

Financial support to third parties (FSTP) based on a Lump sum is given solely to student members of the co-creation teams up to 1,000 EUR gross per student.

Students receive financial support to third parties after approval of the Implementation report on a Solution (as described in Step 6 - Reporting of this Call).

INDUSAC coordinator shall transfer the funds to students within thirty (30) days from the date of the approval of the implementation report (provided that the administrative procedure from the students' side has been finalised) on a Solution / final confirmation from the INDUSAC Evaluation Board.

## Taxation

Payments will be done by the Jožef Stefan Institute (Slovenia). Since Jožef Stefan Institute will be transferring financial support to third parties (FSTP) to natural persons (individuals - students), Slovenian legislation and Slovenian accounting standards must be followed. The rate of taxation varies from country to country; in Slovenia it is 25%.

The FSTP funds that the students receive as part of the INDUSAC project, must be, like all taxable income, reported, by the recipient, to the competent office of the Financial Administration of the country of their residency so that the FSTP funds can be taxed accordingly. In case of questions, the students are advised to consult the financial administration of the country of their residency about further steps.

## Terms and Conditions for students and researchers

**Compliance with European Council Implementing Decision (on Hungarian entities).** The students/researchers confirm that they are not in conflict with the European Council Implementing Decision 2022/2506 in regards to funding Hungarian entities, which stipulates that legal commitments must not be entered into with any public interest trusts established on the basis of the Hungarian Act IX of 2021 or any entity maintained by such a public interest trust. This applies as of 16.12.2022 for as long as the measures are in place. The students / researchers confirm that they are not associated with any of the affected entities listed on the Hungarian national legislation website (<https://njt.hu/jogszabaly/2021-9-00-00>).

## Confidentiality

For cases where students/researchers wish to share with the selected company their confidential information they are advised to sign a Non-Disclosure Agreement with the company before the start of the co-creation project.

INDUSAC partners who have access to the co-creation projects and co-creation results, have signed the Statement on Non-disclosure of Information and Impartiality ( Appendix 7) and all non-public and personal data will be treated in confidence.

## Intellectual Property



Should the cooperation between student/researcher and the company give rise to any form of intellectual property (for example, a patent application), division of ownership of intellectual property rights (based on individual parties' contributions), the type of intellectual property, and management of said intellectual property, shall be defined in a separate agreement on joint inventions. The parties agree to the following provisions:

- On the basis of the undisputed fact that an invention presents a result of joint collaboration of student/researcher and the company and that student/researcher and the company were involved in the process of creation and development of the invention, the invention shall be considered as a joint invention of student/researcher and the company.
- Any intellectual property developed prior to the solving of a Challenge belongs to the party that developed it.
- Procedures such as registration and maintenance of the intellectual property shall be coordinated by the company.
- Students must follow the guidelines set by the company in regards to intellectual property disclosure and ownership; they may sign a statement waiving their economic intellectual property rights, by which they are exempt from any financial obligations towards protection of said intellectual property rights (such as, for example, preparation, registration / filing, processing, expansion, and maintenance fees); they may opt to retain authorship rights only, in which case they remain co-authors on the invention but receive no material benefits.
- Researchers must follow appropriate invention disclosure legislation, which may include disclosing the invention to their employer and subsequently transferring intellectual property rights to the employer.
- Regardless of status and intellectual property rights transfers, student/researcher retains the right to be listed as co-author on the invention.

The parties (company, student, researcher) agree that each party, individually or together with the remaining party, may use the invention for the purpose of its own research, without restrictions and without any obligation to remunerate the other party in any form or manner. The parties agree that the results of the co-creation project, except the INDUSAC requirements, will not be published, commercialised or otherwise allowed to be used by third parties without written agreement by all parties.

### **Ethics**

The action must be carried out in line with:

- the highest ethical standards and the applicable EU, international and national law on ethical principles (including the highest standards of research integrity).
- applicable EU, international and national law, including the EU Charter of Fundamental Rights and the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols.

Based on the Horizon Europe Ethic Self-Assessment guidance ([https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf)) the co-creation team must ensure that the activities under the action do not include the following:

- human embryonic stem cells
- human embryos
- human foetal tissues/cells
- cause harm to the environment, animals, or plants
- military applications
- malevolent / criminal / terrorist abuse

### **Values**

All parties must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

### **Conflict of interests**

Students/researchers must take all measures to prevent any situation where the impartial and objective implementation of the co-creation project could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

By applying for the Call, students and researchers confirm that neither they nor their close family ties (spouse, domestic or non-domestic partner, child, sibling, parent etc.) are in business or scientific rivalry or professional hostility with the company behind the challenge they are submitting the Motivation Letter for.

Students further confirm that they are not receiving double financing for any of their activities within the INDUSAC project, ie. challenge solving activities within the co-

creation team will not be funded from other sources except the INDUSAC financial support for third parties.

Applicants receiving financial support cannot be affiliated to any of the consortium partners, for example as consortium partner's board members or employees, with the exception of students employed for performing services unrelated to the challenge.

### **Disputes and exits**

The parties (students, researchers, companies) agree that they will conclude in writing any amendments to any existing arrangements, and will endeavour to resolve any disputes regarding this arrangement in a peaceful manner. In the event that the parties cannot resolve the dispute individually, the INDUSAC coordinator shall mediate over the dispute.

In the co-creation process exit points of companies, students and researchers are foreseen only in case of Force Majeure.

### **Keeping records and supporting documents**

The students/researchers acknowledge that they can substantiate the proper implementation of the action by records and other supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations.

The students/researchers can provide written proof, if required from INDUSAC partners, European Health and Digital Executive Agency (HADEA), European Commission, European Anti-Fraud Office (OLAF), Court of Auditors (ECA) or other competent EU institutions.

**Promotion.** The members of the co-creation teams agree to provide statements / testimonials / experiences that can be published on the project website together with parts of the Challenge, through INDUSAC media and in project partners media.

Co-creation teams are given an option to have the INDUSAC communication team prepare a success story / a good practice story based on the co-creation team's project and results.

### **Communication, Dissemination And Visibility**

Visibility — European flag and funding statement

Unless otherwise agreed with the INDUSAC, communication activities of the parties (company, students, researcher) related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities or major results implemented under the INDUSAC must

acknowledge INDUSAC and EU support and display the INDUSAC logo, European flag (emblem) and include the following text:

*“This project has received funding from the European Union’s Horizon Europe Programme under grant agreement No 101070297”.*

When displayed together with another logo, the EU emblem must have appropriate prominence. Graphic guide to use EU logo is available here: <http://publications.europa.eu/code/en/en-5000100.htm>

Any dissemination of results must indicate that it reflects only the author's view and that the Agency (European Health and Digital Executive Agency (HADEA)) is not responsible for any use that may be made of the information it contains:

“The content of this [insert appropriate description, e.g. report, publication, conference, infrastructure, equipment, insert type of result, etc.] represents the author’s view only and is his/her sole responsibility. The European Commission and the Agency (European Health and Digital Executive Agency (HADEA)) do not accept any responsibility for use that may be made of the information it contains.”.