APPLICATION GUIDELINES

These guidelines contain basic information to guide you in preparing your proposal for submission to the INNOMEM Open Call.

# GENERAL DESCRIPTION

Project acronym: INNOMEM

Project full name: Open Innovation Test Bed for nano-enabled Membranes

Project grant agreement number: 862330

INNOMEM aims at developing a sustainable OITB (Open Innovation Test Bed) to foster deployment and scale-up of innovative nano-enabled membranes and their derived products.

# WHAT

Through competitive Open Calls, INNOMEM will offer free access to a network of 14 Pilot Lines facilities and services through a Single Entry Point (SEP) that covers the full value chain of products based on nano-enabled membranes. You can access the full list of services [here](https://www.innomem.eu/oitb-services-catalogue/).

The services requested will have a maximum duration of 6 months.

INNOMEM will take especially into account the needs of industries and SMEs and simplify their search, with a one-stop to access and choose within an EU boutique of experts and assemble the best service portfolio for every need.

# WHEN

The Call will be open in two waves. The first wave has already closed; the second wave is open between May 1st and December 31st 2023. Since funding is limited, you should submit your proposal as soon as possible. We will evaluate the applications in two intermediate points between May and December.

# WHO

Given the project’s aim of fostering the competitiveness of European businesses, the primary target of the INNOMEM Open Call (PLs and associated services) is industry, in particular, innovative SMEs.

Please note that the main factors determining the type of the company are staff headcount and, either, turnover or balance sheet total. More details on how to assess whether your company is an SME can be found in the [COMMISSION RECOMMENDATION of 6 May 2003](https://op.europa.eu/en/publication-detail/-/publication/6ca8d655-126b-4a42-ada4-e9058fa45155/language-en) concerning the definition of micro, small and medium-sized enterprises and [User Guide to the SME Definition](https://op.europa.eu/en/publication-detail/-/publication/79c0ce87-f4dc-11e6-8a35-01aa75ed71a1). Please also note that the check of the type of company will be completed if your proposal is selected for funding.

In order to be eligible for this Call, your company will also have to be established in one of the eligible countries. Please check the list of countries [here](https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf).

# HOW

If you are interested in applying to the Call, please follow the steps listed below in order to submit your application.

* Browse our website (<https://www.innomem.eu/open-calls/>) and the Catalogue of Services to see how they match your needs.
* Download the Application Form, fill all sections of the Application Form, and save it as a pdf document;
* Submit the Application Form through the INNOMEM system within the deadline in a one step process.
* An e-mail will be sent to confirm the submission was successful.

Please note that you will no longer be able to change your application form once you click on Submit. We will only accept applications in English language.

# CALL DOCUMENTS

* APPLICATION GUIDELINES
* APPLICATION FORM
* EVALUATION PROCEDURE
* DEMOCASE AGREEMENT

# CONTACT

If you need assistance with applying to the Call, or explanations about technology offerings and your possibilities with INNOMEM, please send us your enquiries to [opencall-helpdesk@innomem.eu](mailto:opencall-helpdesk@innomem.eu). The Helpdesk will be active Monday – Friday from 9 a.m. to 5 p.m (CET). We will be happy to help you. We encourage all applicants to check the technical and business feasibility of their ideas well in advance of submission.

# ELIGIBILITY

The Open Calls will be eligible for any entity which is legally entitled to act as a regular business (this means that not only capital companies are eligible, but also natural persons if they hold the required trade licenses etc) and is based in one of the eligible countries listed [here](https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf). Maximum 1 project per applicant will be selected.

Protection and confidentiality: All applications will be treated as strictly confidential.

Conflict of interest: By submitting a proposal to the INNOMEM platform you declare that to your knowledge there are no conflicts of interest which might affect the objectivity of your proposal’s evaluation. The list of INNOMEM partners can be found [here](https://www.innomem.eu/consortium/).

Important dates:Applications will be evaluated up to one month after the official closing of the call.

A standard assessment process applies to all applications as follows:

o INNOMEM partners will conduct a screening of applications to assess formal eligibility in compliance with the terms outlined in the application guidelines

o If an applicant has not fulfilled these requirements, then the application will not be considered for funding.