

European Partnership on Innovative SMEs / Innowwide

Call guidelines (for applications submitted by 17 October 2023 deadline)

This document is an overview of the second Eureka Innowwide call for market feasibility projects. Please read the whole document before starting to write your proposal.

HISTORY OF CHANGES		
VERSION	DATE	CHANGE
1.0	25 July 2023	Original version

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1. What is Eureka Innovwide?

Are you an innovative SME¹ with the ambition to compete in new international markets?

Do you need to test the technical, commercial, legal and socio-economic feasibility of your innovation in a new market?

Eureka Innovwide could be the solution.

SMEs can develop product- (process- or service-) market combinations and partnerships with strategic counterparts to generate business opportunities and compete in new and emerging markets.

Before developing a new product-market combination with an international partner outside Europe and launching a new commercial venture, it is important to have a deeper understanding of the business environment (including the financial, legal, market and cultural aspects) in the markets you want to target.

Innovwide gives you insights beyond conventional market studies, selecting sales channels and export aid. It de-risks your commercialisation track by supporting **market feasibility projects**, creating the favourable conditions you need to increase uptake of your innovative solution in foreign markets.

Innovwide is funded by the [European Union as part of the European Partnership on Innovative SMEs](#).

1.1. What is a market feasibility project?

A market feasibility project is a technical, commercial, legal, and/or socioeconomic validation of an innovative business solution in a new international market as a means of deepening understanding of the target market before launching a new commercial venture.

Your market feasibility project must:

- Have a target country (a pilot market) where you intend to develop and validate your innovative business solution in collaboration with local counterparts. You should consider, where appropriate, frugal innovation².

¹ We define an innovative SME as any SMEs with the ambition to collaborate on R&D and innovation with international partners to develop new products, processes and services for European and global markets. Innovative SMEs do not need to have a proven track record of R&D activities.

² “The process of innovating in conditions of constraint, to produce solutions that are substantially more affordable than alternatives, and accessible to a broader range of people, while also meeting user needs as – or even more – effectively.” (Frauenhofer and Nesta, 2017). If the target country you have chosen is a lower end developing country, consider frugal innovation.

- Feature product- (or process-, or service-) market development **by an innovative SME from a European Union Member State or Iceland, Israel, Norway or Türkiye³ with one local partner** (e.g., a research provider or complementary technology developer, supplier, customer, end user,) **in the selected target country, as main subcontractor for the market feasibility project.** The expected outcome must have a high impact in the target country (pilot market).
- Include a variety of activities to identify and assess key local technical and market framework conditions in the target country that may favour or impede the effective deployment of your innovation.

Market feasibility projects may:

- Be the preliminary phase of a future international R&I project with local counterparts in the target country that you intend to carry out in the short or medium term⁴. This future cooperation project may be oriented towards the development, improvement or research of new applications for your proposed innovative solution (product, process or service), including frugal innovation.

No minimum Technology Readiness Level (TRL) nor limit are set in this call. However, where further R&I activities are expected, TRL 7 would be the indicative top limit.

After your market feasibility project, you should have a clearer understanding of your target market and be able to make informed business decisions.

Market feasibility projects are NOT:

- unilateral or
- exclusively business trips, workshops, matchmaking events or promotional activities.

³ Iceland, Israel, Norway or Türkiye are both Horizon Europe Associated Countries and members of the European Partnership on Innovative SMEs (https://research-and-innovation.ec.europa.eu/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe/european-partnerships-horizon-europe_en#partnership-candidates-and-contact-details). They can participate in Innnowide on the same terms as EU member states.

⁴ Local counterparts could be the strategic subcontractor and/or another SME, large company, university or research organisation with R&I capabilities (e.g., laboratory and test facilities, demonstration, deployment) that is prepared to exploit future international R&I project results.

1.2. Outcome of market feasibility projects

After you finish your market feasibility project, you must complete a final report⁵ that addresses:

- **the technical feasibility (including upgrades, transfers and/or integration) of your proposed product-market combination and, if relevant, preparation of a future international R&I project,**
- the feasibility of your business model,
- key local legal, financial, political, cultural and behavioural characteristics that affect R&I and business development and how to cope with them and
- the optimal exploitation pathways, including further R&I with local counterparts and involvement of future end users, clients or customers.

2. Call budget, scope and timeline

Call budget:

- **4.2 million euro to fund 70 projects**
- **60,000 euro per market feasibility project (see section 6)**

Call scope:

- **Bottom-up:** you decide the focus (no specific topic or technical area)
Practical, technical and economic feasibility assessment of SME-led innovative solutions for new markets (see section 1.1)
- **Global** (no geographical focus). **Your innovative solution must be from an EU Member State or Iceland, Israel, Norway or Türkiye and directed towards a target country⁶ in one of the target regions: Africa, Americas, Asia or Oceania.**
- **Collaboration** between **an innovative SME from a European Union Member State or Iceland, Israel, Norway or Türkiye and a local partner in the target country, as main subcontractor for the market feasibility project.**

Call timeline:

- The second Innowwide call for proposals opens on **25 July 2023** and closes on **17 October 2023, 14:00 Brussels time.**

⁵ A final report template will be provided before your market feasibility project ends. The final report must be submitted within 45 days since the project official end date.

⁶ Israel and Türkiye are eligible beneficiary countries within this call and therefore, cannot be target countries.

2.1. Who is eligible for funding?

Innowwide is mono-beneficiary. Innowwide supports the **organisation in the EU member state, Iceland, Israel, Norway or Türkiye**, but entities in target countries that SMEs choose to collaborate with can benefit indirectly as subcontractors.

The beneficiary will be responsible for paying the local partner entity (main subcontractor) for the services and activities foreseen in the market feasibility project.

3. The submission procedure

Market feasibility project applications must:

- a. **be submitted by an SME from an EU Member State, Iceland, Israel, Norway or Türkiye and**
- b. **include an independent⁷ partner entity (*main subcontractor for the market feasibility project*), legally established in a target country in one of the target regions (Africa, Americas, Asia or Oceania).⁸**

Applications must be completed and submitted on our **SmartSimple platform** by someone legally authorised to represent the SME based in the EU Member State, Iceland, Israel, Norway or Türkiye.

Submission steps:

1. **Register on <https://eureka.smartsimple.ie/>.** After registering, you will receive an email with the login details. If you have already registered, you can use your login details to access the application form.

⁷ Two entities shall be regarded as independent of each other if neither is under the direct or indirect control of the other or under the same direct or indirect control as the other. Control may, in particular, take either of the following forms:

- (a) the direct or indirect holding of more than 50% of the nominal value of the issued share capital in the legal entity concerned, or of a majority of the voting rights of the shareholders or associates of that entity;
- (b) the direct or indirect holding, in fact or in law, of decision-making powers in the legal entity concerned.

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:

- (a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50% of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;
- (b) the legal entities concerned are owned or supervised by the same public body

⁸ Please note that organisations subject to [EU financial restrictive measures](#) under Article 29 of the Treaty on the European Union and Article 215 of the Treaty on the Functioning of the EU and organisations covered by Commission Guidelines No 2013/C 205/059 are NOT eligible to participate in Horizon Europe actions (including as beneficiaries, affiliated entities, associated partners, third parties giving in-kind contributions, subcontractors or recipients of financial support to third parties, if any).

2. **Complete the application form in English.** The online application form allows you to save the draft application so you can return to it later.
 - All the application form fields are mandatory.
 - After you fill in the project description section, you will be able to invite your counterpart (main subcontractor) to sign a commitment in the platform. **Your application won't be complete until your counterpart has not agreed to the terms set in the commitment and declaration of honor in the SmartSimple platform. Please note that accepting the invitation via email is not sufficient.**
 - Your application cannot exceed a maximum character length: Each question in the application form will display the maximum number of characters allowed.
3. **Upload your workplan**
4. **Submit your completed application form electronically before the call deadline.**

The application must be submitted by the deadline specified in the Part 2 "Call budget, scope and timeline" of this Guide. Applicants established in countries that have a different time zone should carefully consider the time differences to avoid rejections. You should also consider any time differences with your counterpart in the target country.

Once you have submitted your application, you will receive a confirmation email and we will be notified automatically.

You cannot submit any additional information after the deadline. However, the Innowwide team may contact you to clarify or correct information.

You can only submit one application for your company. You may not submit multiple applications with different project goals or targeting different countries.

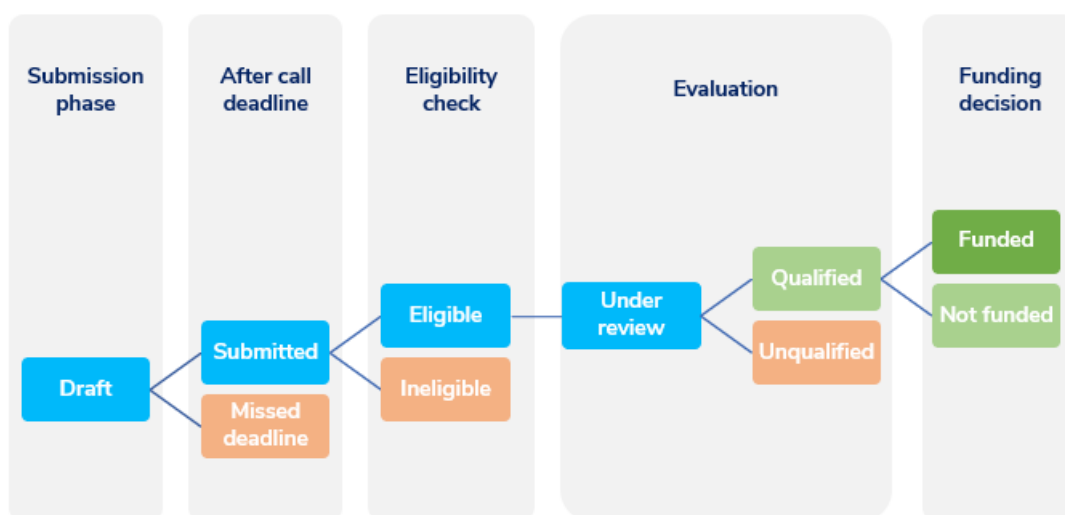


Figure 1: Overview of application statuses along the process

4. Eligibility check

Your application form will be reviewed to ensure it is complete and all eligibility criteria⁹ are met. The Eureka Secretariat will communicate the results with you. Only from then, you can follow a redress procedure (see section 5.4).

4.1. Eligibility criteria

Your market feasibility project/activities and SME must meet all the following eligibility criteria:

1. Complete application

The application is complete. It includes the application form itself and all declarations, including your main subcontractor's.

2. SME legal status

To apply and receive Innowwide funding, you must be a legally constituted SME in an eligible country participating to the Innowwide Programme (EU members states, Iceland, Israel, Norway or Türkiye).

SME stands for small and medium-sized enterprise as defined in European Union law ([EU recommendation 2003/361](#)). The main factors that determine whether a company is an SME are:

- economic activity,
- staff headcount and
- revenue or balance sheet total.

To be an SME, your company must fit the [European Commission definition of an SME](#).

To understand if you qualify as SME, we strongly recommend you read the [User guide to the SME definition](#).

You can also apply and receive Innowwide funding if you are¹⁰:

- A newly established enterprise (start-up) not yet having closed annual accounts. You may be asked to provide a 'business plan'.
- A company without economic activity (but expecting to enter the market soon). You may be asked to provide a 'bona fide estimate' (in the form of a 'business plan) covering the period necessary for the entity to generate turnover.

⁹ If the project does not meet the eligibility criteria at application stage, it will be rejected without being further evaluated. If it appears at evaluation, implementation or final report stage that these criteria have not been fulfilled, the application will be rejected, or the activities may be considered ineligible with a consequent recovery of the EU grant initially awarded to the project.

¹⁰ You should look carefully at your actual internationalisation capabilities and resources.

- An enterprise without turnover whose activities require a long time to market. You may be asked to demonstrate that your organisation is engaged in an economic activity by showing the investments made and the likely expected return.

Branches, departments/centres/offices set-up within or under a parent organization and not provided with their own legal personality **and natural persons** (i.e. “individual” entrepreneurs / self-employed persons which perform an activity independently and with their own means: craftsmen, liberal professions, industrial and commercial professions etc.) **will not be considered as eligible** within Innowwide calls for proposals (see Annex 2).

You must complete an **SME self-assessment in your application form and validate your status to receive Innowwide funding** (see Annex 2).

3. Commitment signed by the local counterpart¹¹

Each market feasibility project must include at least an applicant SME and an independent subcontractor (local counterpart) in the target country.

Your counterpart will be invited to approve the commitment in the application platform.

Local subsidiaries/affiliated companies of EU Member States or Horizon Europe Associated Countries or non- EU Member States non-Horizon Europe Associated Countries parent firms may qualify as main subcontractor only if (1) they are independent⁷ from the applicant SME, (2) they are legally established in the potential, eligible target country, (3) they are validated legal entities according to EU definition¹² and (4) they have local competences to collaborate at project implementation stage with the applicant SME.

4. Exclusive focus on civil applications

Activities intended to be used in military application or aiming to serve military purposes cannot be funded.

You must state in your application that your project has an exclusive focus on civil applications.

5. Online declaration of honour completed

None of the participating organisations can:

- have convictions for fraudulent behaviour, other financial irregularities or unethical and illegal business practices,

¹¹ If selected for funding, you must submit a signed contract with your main subcontractor upon signature of your Grant Agreement (see Annex 1). Changing the main subcontractor during the Grant Agreement contract phase is not allowed.

¹² https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf

- be bankrupt or be in the process of being declared bankrupt or
- be 'undertaking in difficulty' according to the EU definition ([Article 2, no. 18 of COMMISSION REGULATION \(EU\) No 651/2014 of June 2014](#)).

6. Six-month project duration

Complete the GANTT chart requested in the application form for the six-months period.

7. Minimum total project cost of 86,000 euro

The maximum funding rate is 70% of a funding amount fixed at 60,000 euro (see section 6), so your total eligible project costs must be at least 86,000 euro.

Eligible costs: personnel, subcontracting, purchasing costs (travel and subsistence, equipment depreciation, other goods, works and services) and indirect costs (automatically calculated on the basis of a 25% flat-rate of the total direct eligible costs, excluding subcontracting).

8. Subcontracting cost must be above zero Euro

Cooperation with a main subcontractor is an important part of your market feasibility project, so you must allocate a reasonable budget to your subcontractor.

Subcontracting costs may vary from country to country, therefore, no specific limit to the sub-contracting budget applies.

The beneficiary who has awarded the subcontract is responsible for the work of the subcontractor (quality of work, timely completion etc.).

Main subcontractors must be chosen in view of appropriate capabilities (e.g., legal, technical, market analysis) to accomplish eligible activities.

Other minor subcontractors, including EU or Horizon Europe associated countries' SMEs, suppliers, research providers, large companies, interface and facilitating organisations, etc., are allowed if duly justified and only if dealing with minor tasks (i.e., publishing, preparation of promotional material, trade fair participation support, basic matchmaking support, clerical support, etc.).

Subcontracts must be awarded on the basis of the best value for money.

9. Combination of eligible activities

To be eligible, your application must include a combination of eligible activities (see section 4.2). You must select your proposed activities in your application form.

4.2. Eligible activities

This is a fixed and exhaustive list of eligible activities that can be funded by Innowwide.

To be eligible, your application must include elements from sections 1, 2 and 3 (market and technical activities) and can include (but not exclusively) elements from sections 4 and 5 (business development and promotion).

Your market feasibility project must include some of (or all) the following activities:

1. Co-creation¹³ and technology uptake preparatory work (innovation and technology transfer services)

- a) Frugal innovation and the preparatory phase of a future international R&I project with the local strategic subcontractor
- b) Analysis of the IP environment: Identification and assessment of the legal (and related technical and financial) IP environment in the target country, legal, technical (certification and alike) and commercial (royalties or duties) constraints or advantages for IP registration and defence
- c) Technology scouting and novelty verification: Inventory and study of legal, technical and commercial situation of existing, registered and potentially legally conflictive technologies in the target market
- d) Technology valuation: Technology market value calculation by experts (valuation and pricing through discounted cash flow, market comparison, benchmarking, rating and ranking, etc.)
- e) Technology legal situation analysis: Due diligence of the technology legal situation in the target country (legal evaluation and actions to ensure overall technology freedom to operate and legal protection in the target country)
- f) Technology protection and valorisation strategy design: Design, planning and preliminary implementation of measures to valorise existing technologies (licensing, venturing or partnering)
- g) Certification and homologation compliance verification: Compulsory regulatory technical certification, testing and benchmarking activities
- h) Technology partnership matchmaking
- i) Small-scale proof of concept (trial and assimilation, further R&I preparatory work)

¹³ In the context of Innowwide, co-creation is the process by which products, processes or services, are jointly developed by the applicant company and its main subcontractor in the target country, leading to a new space where the value created may be shared.

2. Market research (desk and field studies):

- a) Business opportunities early survey detection (pre-conceptualisation)
- b) Qualitative analysis (consumer analysis: segments, preferences, patterns, motivations, opinions, attitudes, values, culture, etc.)
- c) Product commercial research (local customer experience oriented: concept, design, supply, use, etc.)
- d) Market quantitative analysis (real, potential or tendencies)
- e) Competition analysis (market share, positioning, value propositions, value chains, etc.)
- f) Analysis of potential partners for distribution and marketing
- g) Analysis of potential suppliers
- h) PESTLE (political, economic, sociological, technological, legal and environmental issues) and market barriers analysis

3. Compliance verification:

- a) Administrative and legal freedom to operate or due diligence verification
- b) Business related social and cultural best practices identification and implementation planning

4. Business prospection trips – limited and justifiable within your market feasibility project:

- a) Trade fairs, conferences, info days or networking and matchmaking events
- b) Joint workshops or meetings with potential partners
- c) Workshops with partners to prepare international R&I projects

5. Specific promotional technical material preparation (technology valorisation-oriented) – limited and justifiable within your market feasibility project

Subcontractors may collaborate in the implementation of any eligible project activities, i.e., frugal innovation and the preparatory phase of a future international R&I project; technology legal situation analysis; market research qualitative and quantitative analysis; administrative and legal freedom to operate or due diligence verification, etc.

5. Evaluation criteria and procedures

Once we establish that your application is complete and eligible, it is evaluated and scored by international remote experts according to criteria that support Innowwide's objectives. Then, an independent evaluation panel ranks the applications.

The evaluation process will be coordinated centrally by the Eureka Secretariat.

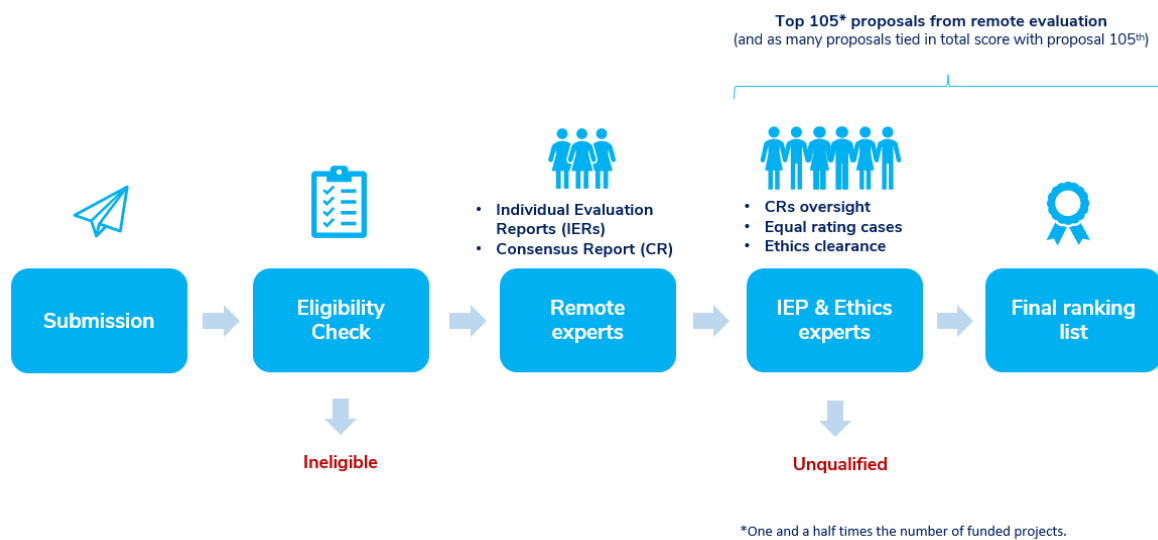


Figure 2: Eureka Innowwide Call 2 process overview.

5.1. Technical evaluation by remote experts

Complete and eligible applications are evaluated by **three remote experts** (one of them acting as *rapporteur*, responsible for drafting a consensus report), using the online call management platform, according to three criteria: excellence, impact and quality and efficiency of the implementation. Your application is given points out of 100.

Evaluation criteria	
Excellence 30 Points	<p>Threshold: 18/30;</p> <ul style="list-style-type: none"> ○ Projects objectives, ambitiousness, and degree of innovation ○ Competitive advantage ○ Co-creation or technology adaptation ○ Alignment with SME's overall business strategy
Impact 40 Points	<p>Threshold: 24/40;</p> <ul style="list-style-type: none"> ○ Market size ○ Market access and risk ○ Impact on end user ○ Societal, environmental, ethical and gender relevance, in particular within the frame of Sustainable Development Goals (SDGs)¹⁴
Quality and efficiency of the implementation 30 Points	<p>Threshold: 18/30;</p> <ul style="list-style-type: none"> ○ Capacity and role of the applicant SME and the main subcontractor ○ Availability of resources required ○ Realistic and clearly defined project management and planning ○ Reasonable cost structure

¹⁴ [UN Sustainable Development Goals](#)

A score table will be applied:

	Excellence	Impact	Quality and Efficiency of the Implementation
Not eligible	<p>0 points</p> <p>The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.</p>		
Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.	1-6	1-8	1-6
Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.	7-12	9-16	7-12
Good. The proposal addresses the criterion well, but a number of shortcomings are present.	13-18	17-24	13-18
Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.	19-24	25-32	19-24
Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	25-30	33-40	25-30

Applications below any of these thresholds will be discarded:

1. Excellence: 18 points
2. Impact: 24 points
3. Quality and efficiency of implementation: 18 points

Each expert will prepare an **individual evaluation report** that includes scores for each criterion with explanatory comments. Once the individual evaluation reports are finalised, the *rapporteur* will draft an evaluation **consensus report** and put forward comments that match the consensus scores¹⁵ based on the individual evaluation reports.

The experts who have evaluated each proposal must agree and electronically approve the consensus report, including the comments and scores. In cases where experts do not agree, the consensus report, together with the disagreement notes, will be forwarded to the independent evaluation panel. All the comments made by and between the experts will be recorded in the platform.

The panel resolves cases where a consensus could not be reached, and a minority view was recorded in the consensus report.

After this, a list is generated, with applications ordered according to their total score in descending order.

The top 105 proposals (one and a half times the total number of projects to be funded) from remote evaluation that score above threshold, progress to the independent evaluation panel and ethics review. If some proposals have tied scores with the 105th proposal, those also progress to the independent evaluation panel and ethics review.

For proposals below threshold or not in the top 105, the outcome of the consensus phase will constitute the final result of the evaluation, and there will be no panel review.

5.2. Panel review and ranking list by the independent evaluation panel

An independent evaluation panel (including a minimum of five independent experts with a high-level strategic, technical, market, business development and financial expertise) will decide a ranking list based on evaluation results.

The independent evaluation panel carry out the following tasks:

1. Elaborate consensus reports and assign scores where remote experts have not agreed

The independent evaluation panel look at applications where consensus reports and scores were not reached by the remote experts and elaborate them.

2. Align consensus reports and scores

Independent evaluation panel members review the top 105 consensus reports to ensure that the consensus groups have been consistent in their evaluations and if necessary, propose a new set of marks or comments.

In parallel, an **ethics panel** review the list of applications that received a successful evaluation, discarding those that do not comply with relevant ethics requirements.

¹⁵ Scores are rounded up.

3. Readjust ranking of applications with equal scores close to the threshold

The independent evaluation panel can readjust the ranking order of applications with equal scores and those close to the funding threshold.

They consider (in this order):

- i. The score awarded in 'impact'.
- ii. When these scores are equal, they consider scores awarded in 'excellence'.

The evaluation process may be monitored by one independent observer appointed to observe the practical application of the evaluation process and to give objective advice on the conduct and fairness of the evaluation process.

5.3. Communication of results

Each applicant will receive a single evaluation report, including qualitative feedback and scores based on the conclusions of the expert's assessments.

The Innowwide team will communicate the results. Only from then, you can follow a redress procedure (see section 5.4).

5.4. Redress procedure

A request for redress can only be based on clear, well-documented evidence of the reasons for complaint.

Your complaint must demonstrate a procedural irregularity or factual error. Mere repetitions of your application or mere disagreement with the result of the evaluation or the scientific assessment done by the experts will not be considered.

"Procedural irregularity" refers to a failing in the way the eligibility check or the evaluation process were conducted. You may submit a request for redress if you think that:

- the result of the eligibility check may be incorrect,
- there has been a failing in the evaluation procedure that may have affected your evaluation result.

Request for redress must:

- 1) Be related to the **eligibility check** or the **evaluation process**
- 2) Clearly state your project application number and acronym and a clear description of the grounds for complaint

- 3) Be submitted by someone legally authorised to represent the applicant SME through our application platform within **five calendar days** of receiving notice of your eligibility check or evaluation results.

A redress committee, including employees from Innowwide partnership members, will review the case and recommend an appropriate course of action. Its role is to ensure a coherent legal interpretation of requests and equal treatment of applicants.

The redress committee will not re-evaluate the application or **call into question the scientific or technical judgement of the qualified evaluators**. If the committee considers that there has been a shortcoming during the eligibility check or evaluation processes that is likely to have jeopardized the outcome of the evaluation of the application, it may suggest a further evaluation of the application by the Independent Panel.

Should your request lead to a re-evaluation, it will be done on the application as initially submitted; no additional information is admissible. The re-evaluation will be partial (limited to the criterion affected by the error) or full (when the entire procedure was flawed), depending on the case. The score following re-evaluation will be regarded as definitive. Please be aware that this may result in the score being lower than the original score.

Only one request for redress will be considered by the committee.

5.5. Funding decision

The final independent evaluation panel ranking list and the ethics scrutiny will include:

- a 'selection list' with applications that might receive funding;
- a 'reserve list' with applications that may in the end get funding if one or more applications in the selection list cannot sign a grant agreement.

The Governing Board¹⁶ will issue a decision approving the ranking list after the evaluation is completed.

The ranking list will be published on our website, including the:

- Project number
- Project title
- Applicant name
- Applicant country
- Target country

¹⁶ The EU Partnership on Innovative SMEs High Level Group

Funding will be awarded on the basis of this ranking, subject to the call availability budget.

You cannot begin a redress procedure after the funding decisions have been made.

6. Contracting and funding market feasibility projects

Following the order set up in the ranking list, the first 70 successful SME market feasibility project coordinators will be sent a Grant Agreement by the Innowwide team at the Eureka Secretariat to be completed and duly signed within the period specified in the notification email. If any of them fail to sign within this period, applicant SMEs in the reserve list following the ranking order will be offered a contract until budget exhaustion.

The subcontractors are not party to the grant agreement i.e., they do not have a contractual relationship with the Funding Authority.

The Innowwide financial support rate is up to 70% of minimum eligible costs: Personnel, subcontracting, purchasing costs – travel and subsistence, equipment depreciation, other goods, works and services, and indirect costs (automatically calculated on the basis of a 25% flat-rate of the total direct eligible costs, excluding subcontracting) of 86,000 euro.

Each successful market feasibility project will receive a fixed grant of 60,000 euro. The funding to each SME market feasibility project coordinator will be processed as follows:

1. An advance payment of 70% (42,000 euro) provided at the beginning of project implementation;
2. The remaining 30% (18,000 euro) transferred at the end of the market feasibility project after its obligatory 6 months duration, upon delivery and acceptance of a complete Final Report by the Eureka Innowwide team. If the report is not acceptable, the market feasibility project beneficiaries could be requested to present additional information within one month. **Should the information provided still be insufficient, the grant could be reduced, or the market feasibility project could be declared as withdrawn and the beneficiaries required to repay the advance payment.**

7. Monitoring & Impact Evaluation

7.1. Monitoring of market feasibility projects

Any request for changes made during your market feasibility project's life cycle need to be registered and verified to confirm your project is still eligible for funding.

You must submit requests for changes by email to innowwide@eurekanetwork.org, stating your project number. We will acknowledge receipt of the request and recommend an appropriate course of action within ten working days.

Changes to scope, inclusion of new activities, abandonment of any relevant activity (or reduction of more than 50% of all activities), significant delays (of more than 3 months), changing the target

country, major changes in resources allocated to the project and changes to the methodology or estimated budget (as a consequence of the examples listed above) **will not be accepted**.

If changes mean your market feasibility project is no longer eligible, we will begin a recovery procedure.

Your market feasibility project will be listed as complete once you have communicated that you have finished and **completed a final report**.

Technical assessment of market feasibility project results

The quality of your market feasibility project results will be assessed by the Innowwide team¹⁷, who will review the final reports and deliverables.

Financial recovery

Financial recovery may be enforced based upon the review of the final report and deliverables.

7.2. Impact of market feasibility projects

Qualitative impact assessment:

We measure impact in three categories:

- knowledge (about markets, stakeholders, governance systems, juridical systems, regulations, etc.),
- networks and contacts and
- follow-up activities with partners from the target countries.

Quantitative impact assessment:

Our methodology is based on the information about the economic transactions carried out during your market feasibility project activities and other information provided during your market feasibility final report to the Innowwide team.

The Innowwide team may also contact you to complete an impact assessment after your market feasibility project is complete.

8. Further information

- Eureka Innowwide webpage and call documents:
<https://www.eurekanetwork.org/programmes/innowwide>
- Innowwide application platform: <https://eureka.smartsimple.ie/>
- Data privacy policy: <https://www.eurekanetwork.org/footer/our-organisation/legal>
- Helpdesk email: innowwide@eurekanetwork.org

¹⁷ Or otherwise by external experts

9. Annexes

Annex 1: List of documents to submit (if selected for funding)

1. Signed private legal entity identification form in English. Available [here](#)
 2. Official VAT document or private body registration extract not older than six months.
 3. Financial identification form. Available [here](#)
 4. SME declaration form. Available [here](#)
 5. Signed contract with the main subcontractor.
This contract must state scope, timeline and budget breakdown and explicitly mention the Eureka Innowwide programme. The main subcontractor must be the same indicated at submission stage.
 6. If indicated in the grant agreement, necessary documentation for activities raising ethical issues.
- If you are a newly established company (startup) with no closed annual accounts, you may be asked to provide a business plan.
 - If you are a company without any economic activity (but expecting to enter the market soon), you may be asked to provide a bona fide estimate in the form of a business plan, covering the period needed to generate turnover.
 - If you are a company without turnover whose activities need a long time to market, you may be asked to demonstrate that your organisation is engaged in an economic activity by showing the investments made and expected return.

Sworn or solemn statements before a judicial or administrative authority, notary or public officer are not acceptable proof of SME status.

Annex 2: SME status validation

GENERAL PRINCIPLES

The EU Financial Regulation requires all recipients of EU funds to be validated. Therefore, SMEs granted funding from an Innowwide call for projects must provide additional probatory legal documentation before receiving a grant.

Legal entity validation comprises two distinct actions: (a) the verification of existence as legal entity and legal data correctness (legal form, address, etc.) and (b) the verification of certain special legal statuses that are used in EU funding programmes.

The validation process is based on the provided legal and official supporting documents. Documents are considered as official when they are delivered by official national authorities. Supporting documents cannot be replaced by self-declarations or by sworn or solemn statements before a judicial or administrative authorities, notaries or public officers.

As a general rule, **all documents must be submitted as scanned versions through the Eureka Innowwide submission platform.** Documents which are signed electronically will be accepted if there is sufficient evidence that the electronic signature belongs to a representative of the management.

Official documents will be requested, together with a certified/legal/official English translation thereof in case of doubt (its amount being eligible as a cost). Any publicly available information may be used to clarify questions about the data or information provided.

Legal entity (i.e., legal person) status specific verification and validation condition might be done during the selection procedure and, should it be necessary, applicant SMEs would be contacted.

In the context of Eureka Innowwide calls for proposals **legal entity stands for a private legal person with official SME status, created and recognized as such under national law and with its own legal personality distinct from that of its founders/owners/members.** It will be entitled to act in its own name and its own account, exercising rights and being subject to obligations without the intervention of any parent (or other) organization.

As a result:

- **Branches** will not be regarded as legal entity as they do not have an independent legal personality distinct from that of their mother-company. The fact that they are registered in national official registers is not sufficient to consider them as a legal entity. The mother- company will be considered as being the legal entity instead.
- **Departments/centres/offices** set-up within or under a parent organization and not provided with their own legal personality (despite having their administration or budgetary autonomy, VAT number/fiscal code/number of registration) will not be regarded as a legal entity and will be considered as belonging to their parent organization.
- **Natural persons** (i.e. "individual" entrepreneurs / self-employed persons which perform an activity independently and with their own means: craftsmen, liberal

professions, industrial and commercial professions etc.) will not be considered as eligible within Innowwide calls for proposals since the business / profession / activity they perform is not provided with an independent legal personality different from that of the person.

Only legal persons meeting in addition SMEs status requirements below will be accepted as eligible for funding for Innowwide calls for proposals.

SME STATUS REQUIREMENTS

Within the context of Eureka Innowwide calls for proposals 'Small or Medium-sized Enterprise (SME)' means a micro, small or medium-sized¹⁸ **enterprise labelled legal person**:

- Engaged in a proven, market based, added value economic activity (i.e., market framed goods / services offering entailing profitable economic compensation, remuneration or pecuniary interest).
- Employing fewer than 250 persons (expressed in 'annual working units'¹⁹).
- With an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

The following will NOT be considered economic activities:

- Those which do not entail some sort of pecuniary offset.
- Those for which there is no given/direct market.
- Those whose income generated is not distinct from the one of its members or shareholders.

Specific cases allowed to qualify as SME:

- Newly established enterprises (so-called start-up companies) not having closed accounts on annual basis. They may be asked to provide a 'business plan'.
- Companies without economic activity (but expecting to enter soon into the market). They may be asked to provide a 'bona fide estimate' (in the form of a 'business plan) covering the period necessary for the entity to generate turnover.
- Enterprises without turnover whose activity implies a long time-to market. They may be asked to demonstrate that they are engaged in an economic activity by showing the investments made and the likely expected return.

INCOMPLETE OR CONTRADICTORY INFORMATION

Any publicly available information may be used to clarify questions about the data or information provided. The applicant SME(s) may be required to explain or provide missing information within a reasonable time, if:

- Findings do not match applicant SME(s) declarations
- The documents submitted are outdated (e.g., VAT document or extract of registration

¹⁸ Size criterion as defined in EC SME Recommendation No 2003/361/EC

¹⁹ Full-time equivalent employment

- more than six months old)
- The provided information is illegible, incomplete, incorrect or unclear.

If appropriate documents or clarifications are not provided in due time (at least 10 clear days), the Innowwide team will have the right to refuse the validation or finalize it based on the information and documents submitted.

VALIDATION MODIFICATIONS

Requests for modification of a validation will only be accepted if submitted by the applicant SME(s) duly accredited legal representative.

- The validation will be updated in case of a change in the participant's legal situation (identity/legal form, name, address, status, etc.). Such changes must be accompanied by the relevant supporting documents. The 'effective date of the change' will be the date on which the act establishing the change enters into force (unless the terms of the act stipulate another date).
- For SME's status, the effective date is the closure date of the accounting period on which the change of status is based. If there are any changes to applicant SME(s) legal status (e.g., you are an SME that expands), advantages associated with the previous status (as validated before signature) will be retained unless it emerges that it was based on false declarations or manipulated information intentionally to obtain the grant.

If it turns out to be wrong (through an audit, ex-post check, investigation or other means), the validation will be corrected. The modification will be registered with effect back to the effective date of the initial validation.

If the error is attributable to the Eureka Innowwide team, the retroactive effect may exceptionally be waived, if duly justified and in line with the principles of sound financial management and proportionality.

If the error was the fault of the participant (including unintentional misrepresentation of facts), its participation in on-going grants/contract may be terminated and undue amounts paid may be recovered. Moreover, it may be fined and excluded from future EU funding/contracts and the European Anti-Fraud Office (OLAF) may be informed.

EX-POST VERIFICATIONS

The Eureka Association reserves the right to carry out at any moment checks, reviews, audits or investigations in particular as a result of findings non-exhaustively cited under section 1 and 2.1, with the consequences commented therein in case of irregularities or false declarations, pursuant Articles 106 and 107 of the Financial Regulation No 966/2012.

If there were found out that applicant SME(s) did not meet the criteria for legal entity or a special legal status and that false declarations were made, the modification of the validation will be registered with effect back to the effective date of the initial validation.

If, in the meantime, Eureka Innowwide funding/contracts were received, applicant SME(s) participation may be terminated, and undue amounts paid will be recovered.