

## European Partnership on Innovative SMEs / Innowwide

### Call guidelines (for applications submitted by 15 November 2022 deadline)

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

HYSTORY OF CHANGES		
VERSION	DATE	CHANGE
1.0	1 September 2022	Original version
2.0	5 October 2022	Updated section 'Call budget, scope and timeline': Added of Republic of Korea and Tunisia to list of eligible target countries.

# Contents

1. What is Eureka Innowide?.....	3
1.1. What is a market feasibility project?.....	3
1.2. Outcome of market feasibility projects.....	4
2. Call budget, scope and timeline.....	5
3. The submission procedure.....	7
4. Eligibility check.....	9
4.1. Eligibility criteria.....	9
4.2. Eligible activities.....	11
4.3. Self-financial viability check.....	13
5. Evaluation criteria and procedures.....	13
5.1. Technical evaluation by remote experts.....	14
5.2. Ranking list by the independent evaluation panel.....	16
5.3. Redress procedure.....	18
6. Contracting and funding market feasibility projects.....	19
7. Monitoring & Impact Evaluation.....	20
7.1. Monitoring of market feasibility projects.....	20
7.2. Impact of market feasibility projects.....	20
8. Further information.....	21
9. Annexes.....	22
Annex 1: Supporting financial documents (submission stage).....	22
Annex 2: Financial verification by Independent Evaluation Panel.....	27
Annex 3: SME status validation.....	31

# 1. What is Eureka Innovwide?

**Are you an innovative SME 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 the European Union and Horizon Europe Associated Countries 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 co-funded by the European Union under the Horizon Europe framework programme.

## 1.1. What is a market feasibility project?

**A market feasibility project includes preliminary technical, market, legal and/or socioeconomic assessments** intended to validate the feasibility of your international and innovative business solution (product-, process- or service-market combination) within new and emerging global value chains.

**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 innovation<sup>1</sup>.**

For the purpose of this call, the target country is generally a non-EU Member State and non-Horizon Europe Associated Country (see list of eligible target countries in section 2).

Only in the case of an SME from an African country directing its innovation towards EU Member State or Horizon Europe Associated Country, the target country could be any EU Member State or Horizon Europe Associated Country. However, it is the company in the EU MS or Associated Country applying and eventually receiving the funding on behalf of the African company, and then

---

<sup>1</sup> “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.

carrying out the market feasibility project in the EU/Horizon Europe Associated Country for the innovative African company (see sections 2 and 3).

#### **Market feasibility projects must:**

- Feature product- (or process-, or service-) market development by an innovative SME from a European Union Member State or Horizon Europe Associated Country **with at least one local partner** (e.g., a supplier, customer, end user, research provider or complementary technology developer), **initially as a 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 term<sup>2</sup>. 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.

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.

## **1.2. Outcome of market feasibility projects**

After you finish your market feasibility project, you must complete a final report<sup>3</sup> 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,

---

<sup>2</sup> 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.

<sup>3</sup> 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.

- 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:

- **3 million euro to fund 50 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)

**Geographical target:** Global, with a reserved number of market feasibility projects with partners in African countries.

### Market feasibility projects must:

- be submitted by an SME from an EU Member State or Horizon Europe Associated Country<sup>4</sup> (see section 3) and**
- include an independent partner entity (*main subcontractor for the market feasibility project*), legally established in a target country.<sup>5</sup>**

The first Innowwide call for market feasibility projects will fund:

- **At least 25 projects with partners in North or South America, Asia-Pacific and the Middle East.** Your innovative solution must be from an EU Member State or Horizon Europe Associated Country and directed towards the target country.

---

<sup>4</sup>EU Member State countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

A list of Horizon Europe Associated Countries can be found here: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation-horizon-euratom\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation-horizon-euratom_en.pdf)

<sup>5</sup> Please note that organisations subject to EU restrictive measures under Article 29 of the Treaty on the European Union and Article 215 of the Treaty on the Functioning of the EU 8 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).

- **Up to 25 projects with partners in Africa.** Your innovative solution can be either from an EU Member State or Horizon Europe Associated Country and directed towards an African country or from an African country and directed towards an EU Member State or Horizon Europe Associated Country (in the latter case, the company in the EU or Associated Country applies and receives the funding on behalf of the African company, and then carries out the market feasibility project in EU/Horizon Europe Associated Country for the African innovation company).

**List of eligible target countries<sup>6</sup> (*non-exhaustive list, if in doubt, contact the Innowwide team*) within the eligible target regions: North or South America, Asia-Pacific, the Middle East and Africa:**

Afghanistan, Algeria, American Samoa, Angola, Argentina, Azerbaijan, Australia,  
Bangladesh, Belize, Benin, Bhutan, Bolivia, Botswana, Brazil, Burkina Faso, Burundi,  
Cabo Verde, Cambodia, Cameroon, Canada , Central African Republic, Chad, Chile, China,  
Colombia, Comoros, Congo (Democratic People's Republic), Congo (Republic), Costa Rica,  
Côte d'Ivoire, Cuba,  
Djibouti, Dominica, Dominican Republic,  
Ecuador, Egypt (Arab Republic), El Salvador, Equatorial Guinea, Eritrea, Ethiopia,  
Fiji,  
Gabon, Gambia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana,  
Haiti, Honduras,  
India, Indonesia, Iran, Iraq,  
Jamaica, Japan, Jordan,  
Kazakhstan, Kenya, Kiribati, Korea (Democratic People's Republic), Kosovo, Kyrgyz  
Republic,  
Lao (People's Democratic Republic), Lebanon, Lesotho, Liberia, Libya,  
Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius,  
Mexico, Micronesia (Federated States), Mongolia, Morocco , Mozambique, Myanmar,  
Namibia, Nepal, New Zealand, Nicaragua, Niger, Nigeria,  
Pakistan, Palau, Palestine<sup>7</sup>, Panama, Papua New Guinea, Paraguay, Peru, Philippines,  
Republic of Korea, Rwanda,

---

<sup>6</sup> In the case of an SME from an African country targeting EU Member State or Horizon Europe Associated Country, the target country could be any EU Member State or Horizon Europe Associated Country.

<sup>7</sup> This designation is not to be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

Samoa, São Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Singapore, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Sudan, Suriname, Swaziland, Syrian Arab Republic,

Taiwan, Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu,

Uganda, United States of America, Uruguay, Uzbekistan,

Vanuatu, Venezuela (Bolivarian Republic), Vietnam,

Yemen Republic,

Zambia, Zimbabwe.



**Innowwide is a mono-beneficiary programme. Only organisations in EU Member States or Horizon Europe Associated Countries are eligible beneficiaries. All contracts must be signed with the EU Member State or Horizon Europe Associated Country counterpart, which will eventually be responsible for paying the local partner entity (main subcontractor) in the non-EU Member State non-Associated Country for the services and activities foreseen in the market feasibility project.**

### Call timeline

- Call opening: **5 September 2022**
- Call deadline: **15 November 2022, 17:00 CET**
- Evaluation results (indicative): **March 2023**
- Grant signature (indicative): **April 2023**

## 3. The submission procedure

Applications must be completed and submitted by someone legally authorised to represent the SME based in the EU Member State or Horizon Europe Associated Country. Applications must be completed on our **SmartSimple platform** <https://eureka.smartsimple.ie/>.

### Conditions for applying:

- You are an SME in an EU Member State or Horizon Europe Associated Country with a partner based in a country in North or South America, Asia-Pacific or the Middle East.

**OR**

- You are an SME in an EU Member State or Horizon Europe Associated Country with a partner based in an African country.

**OR**

- You are an SME in an EU Member State or Horizon Europe Associated Country and you are submitting an application on behalf of an African company that you provide services to.

An initial question will categorise your application under one of these three groups.

If you are an SME in an EU Member State or Horizon Europe Associated Country and you are submitting an application on behalf of an African company directing its innovation towards EU or Associated Country, your African counterpart will be, nevertheless, considered as the “main subcontractor” for application purposes.

The same evaluation criteria apply to any of the three categories.

All SMEs in EU Member States and Horizon Europe Associated Countries must meet SME requirements. When African countries are targeting an EU Member State or Horizon Europe Associated Country, they must also meet SME requirements. Only the financial capacity of the EU Member State or Horizon Europe Associated Country partner will be assessed.

#### **Submission steps:**

1. **Register on <https://eureka.smartsimple.ie/>.** After registering, participants will receive an email with the login details. If you have already registered, you can use your login details to access the application form.
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.
  - 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 annexes:**
  - Financial statements or business plan (see section 4.3 and annex 1)
  - Workplan
4. **Submit your completed application form electronically before the call deadline.**

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.

<b>You can only submit one application for your company.</b>
--

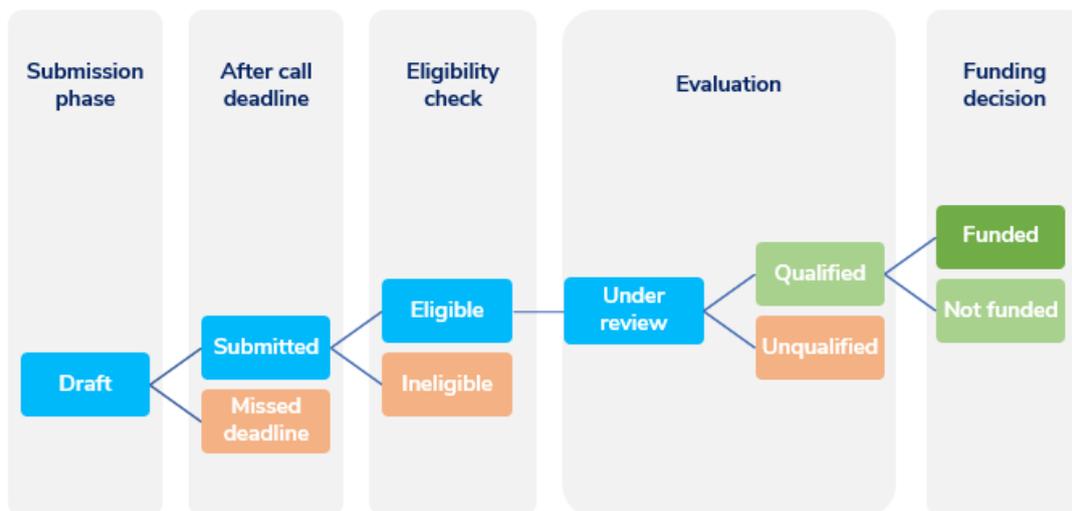


Figure 1: Overview of application statuses along the process

## 4. Eligibility check

### 4.1. Eligibility criteria

Your application form will be reviewed to ensure it is complete and all eligibility criteria are met. The Eureka Secretariat will communicate the results with you.

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

1. Complete application
2. SME legal status<sup>8</sup>

To receive Innowwide funding, you must be an SME.

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,
- number of employees and
- revenue or balance sheet total.

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

You can also receive Innowwide funding if you are<sup>9</sup>:

<sup>8</sup> In the case of African companies targeting EU Member States or Horizon Europe Associated Countries, the African company must also meet the SME legal status.

<sup>9</sup> You should look carefully at your actual internationalisation capabilities and resources, since these will be considered in the evaluation.

- A newly established enterprise (start-up) not yet having closed annual accounts
- A company without economic activity (but expecting to enter the market soon). You must provide a business plan with a “bona fide estimate” (see Annex 1) covering the period your company will need to generate turnover.
- An enterprise without turnover whose activities require a long time to market. You must demonstrate that you have economic activities by showing investments made and expected return.

You must complete an **SME self-assessment in your application form and validate your status to receive Innowwide funding** (see Annex 3).

### 3. Commitment signed by the local counterpart<sup>10</sup>

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 independent from the applicant SME, (2) they are based in the potential, eligible target country, (3) they are validated legal entities according to EU definition<sup>11</sup> and (4) they have local competences to collaborate at project implementation stage with the applicant SME.

### 4. 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,
- been 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.

### 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.

---

<sup>10</sup> If selected for funding, you must submit a signed contract with your main subcontractor upon signature of your Grant Agreement (see Annex 3).

<sup>11</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf)

Eligible costs: personnel, subcontracting, purchasing costs (travel and subsistence, equipment depreciation, other goods, works and services).

Subcontracting costs may vary from country to country, therefore, no minimum nor 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 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.

## **8. Combination of eligible activities** (see section 4.2)

### **4.2. Eligible activities**

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

#### **1. Co-creation 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)

## ***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***

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).**

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.

### **4.3. Self-financial viability check**

Your company is financially viable if you have the capacity to support your market feasibility project and reimburse necessary costs or outsourcing.

The self-financial viability check is a simple analysis for SMEs based on financial ratios. **All SMEs applying to Innowwide must complete the self-financial viability check and submit a two years non-consolidated summary financial statements**, with some exceptions for start-ups, young companies or firms with recent economic activities that must upload a business plan (see Annex 1).

You can access a **self-assessment calculator** on our project platform when you are submitting your application. **Its outcome will not be binding and may be verified by the independent evaluation panel during the evaluation.**

Financial viability and capacity will be assessed by checking that the SME(s):

- Has sufficient liquidity (capable of covering short-term commitments)
- Is financially autonomous (capable of covering the costs of existing debts)
- Is solvent (capable of covering existing medium and long-term commitments)
- Is profitable (generating profits, or at least has self-financing capacity)

## **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.

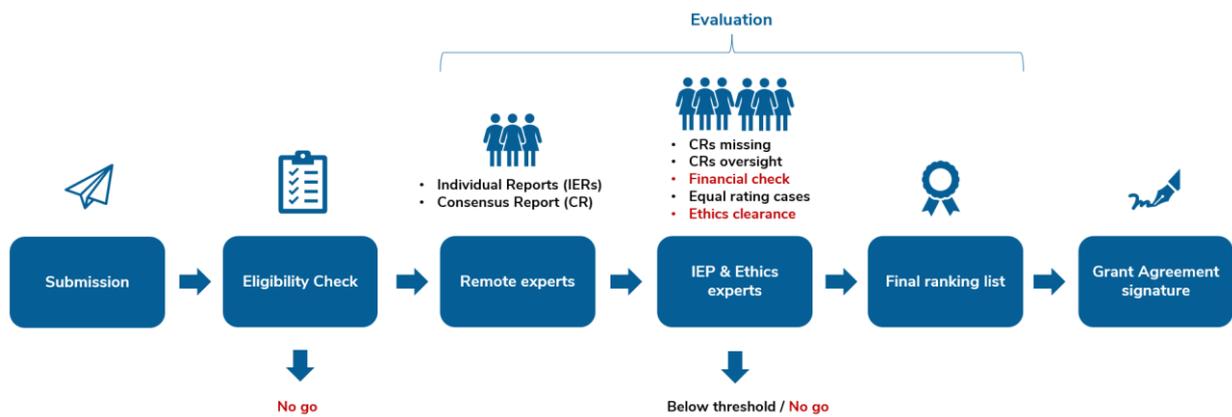


Figure 2: Eureka Innnowwide Call 1 process overview

### 5.1. Technical evaluation by remote experts

Complete and eligible applications are evaluated by at least **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 200.

Evaluation criteria	
<b>Excellence 60 Points</b>	<p><b>Threshold: 30/60; weight: 30%</b></p> <ul style="list-style-type: none"> <li>○ Project objectives</li> <li>○ Technical and commercial novelty and ambition</li> <li>○ Competitive advantage</li> <li>○ Alignment with SME's overall business strategy</li> </ul>
<b>Impact 80 Points</b>	<p><b>Threshold: 50/80; weight: 40%</b></p> <ul style="list-style-type: none"> <li>○ Market generation potential in the short, medium and long term in the target country:</li> <li>○ Estimated added value of the proposed product, service or business model</li> <li>○ Potential reduction in market barriers and future end user or customer engagement</li> <li>○ Global dimension (development and commercialisation and co-creation or collaborative adaptation)</li> <li>○ Potential scale-up and job creation for the SME and, if applicable, foreign technology and business partners</li> <li>○ Cost and time-to-market reduction</li> <li>○ Expected market expansion beyond the initial target country</li> </ul>

	<ul style="list-style-type: none"> <li>Societal, environmental, ethical and gender relevance, in particular, within the frame of Sustainable Development Goals (SDGs)</li> </ul>
Quality and efficiency of the implementation – 60 Points	<p><b>Threshold: 30/60; weight: 30%</b></p> <ul style="list-style-type: none"> <li>Consistency between objectives, impact, approach and proposed activities</li> <li>Technical or business experience of the team and complementary expertise and competences that results in high added value and clear mutual benefits</li> <li>Availability of resources required (personnel, facilities, networks, etc.)</li> <li>Relevant, realistic description of how the SME and the subcontractor(s) will be involved and related</li> <li>Clear justification of costs (staff, equipment, consumables, subcontracting, etc.)</li> <li>Realistic timeframe and comprehensive description of implementation (milestones and risk management) taking the innovation ambitions and objectives into account</li> </ul>

**A score table will be applied:**

	<b>Excellence</b>	<b>Impact</b>	<b>Implementation</b>
<b>Not eligible</b>	0 points		
	The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.		
<b>Poor.</b> The criterion is inadequately addressed, or there are serious inherent weaknesses.	1-12	1-16	1-12
<b>Fair.</b> The proposal broadly addresses the criterion, but there are significant weaknesses.	13-24	17-32	13-24

<b>Good.</b> The proposal addresses the criterion well, but a number of shortcomings are present.	25-36	33-49	25-36
<b>Very good.</b> The proposal addresses the criterion very well, but a small number of shortcomings are present.	37-48	50-64	37-48
<b>Excellent.</b> The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.	49-60	65-80	49-60

Applications below any of these thresholds will be discarded:

1. Excellence: 30 points
2. Impact: 50 points
3. Quality and efficiency of implementation: 30 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 scores<sup>12</sup> based on the individual evaluation reports.

All experts 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.

Each applicant will receive a single evaluation consensus report with scores.

## 5.2. 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.

---

<sup>12</sup> Scores are rounded up.

In this call for market feasibility projects, two separate ranking lists will be made:

1. At least 25 projects with partners in North and South America, Asia-Pacific or the Middle East
2. Up to 25 projects with an African partner

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 all consensus reports and align the consensus reports and scores from the evaluation, detecting inconsistencies and adjusting where appropriate.

### **3. Assess the financial situation of initially shortlisted applications**

The independent evaluation panel will analyse in greater depth the top 70 applications (the top 25 and next ten from each list<sup>13</sup>) with high chances of being funded, considering the financial situation and prospects of the SMEs that showed insufficient funds or not credible financial ratios (i.e., weak score of five or below) in the self-financial viability check. The independent evaluation panel confirm the SMEs' capabilities to implement the market feasibility project.

Instead of the self-financial viability check, the financial assessment of start-ups or SMEs without two years of financial records will be based on a two-year business plan (see Annex 1 for more specific cases and requested documentation).

If the independent evaluation panel assess an SME has insufficient financial capabilities or a not credible financial situation, it will be discarded from the ranking list.

### **4. 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 (roughly positions 18 and 32 in each list).

They consider (in this order):

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

### **5. Ethics review**

Finally, two ethics experts review the list of applications that received a successful evaluation, discarding those that do not comply with relevant ethics requirements.

---

<sup>13</sup> If the number of applications in the first list is not sufficient, the equivalent missing number of proposals from list two will be looked at until there are 70 top ranking projects.

The Innowwide team will communicate the results. Only from then, you can follow a redress procedure (see section 5.3).

**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. Redress procedure

A request for redress can only be based on clear, well-documented evidence of the reasons for complaint and must meet the following requirements:

- 1) It can only be related to administrative procedures:
  - a. **Eligibility check** (at submission)
  - b. **SME status validation and/or financial assessment** (at evaluation stage)
- 2) It must clearly state your project application number and acronym and a clear description of the grounds for complaint.
- 3) It must be submitted by someone legally authorised to represent your 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<sup>14</sup>, 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.

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

### Funding decision

To be considered for funding, your application must score above the set threshold for each individual award criterion and be ranked in the top 50 projects (above the budget-threshold).

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.

---

<sup>14</sup> And involving the IEP in the case of financial redress requests

This list will be publicly available on our website.

**Funding will be allocated to applications ranked over threshold, financially and ethically viable according to the ranking list until the call available budget is exhausted.**

### Communication of results

Qualitative feedback and scores based on the conclusions of the expert's assessments will be provided. A list of successful applications will be published on our website, including the:

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

**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 50 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 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 ) 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](mailto: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 team<sup>15</sup>, 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.

---

<sup>15</sup> Or otherwise by external experts

## 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](mailto:innowwide@eurekanetwork.org)

## 9. Annexes

### Annex 1: Supporting financial documents (submission stage)

A summary of the financial statements to be provided is illustrated in this table:

Applicant SME(s) situation	Statements to submit
<b>Most applicants</b> ('standard case')	Two years non-consolidated summary financial statements (even if being part of a grouping).
<b>Start-ups without closed annual accounts</b>	Two-year projected summary <b>business plan</b> according to National Accounting law or EC Directive 2013/34
<b>SMEs with one year closed annual accounts</b>	Summary financial statements for the sole closed financial year and a synthesis of the last available provisional balance sheet and profit and loss account, in the 'simplified accounts' format
<b>SME parent company</b> (exempt under national law from publishing non-consolidated financial statements)	Consolidated summary balance sheet and a 'simplified accounts' summary of non-consolidated financial statements
<b>SME Subsidiary</b> (exempt under national law from statutory audits, for which only consolidated statements are available and with a parent company that assumes joint liability for all its debts).	A copy of parent company's official consolidated summary financial reports and the related audit reports.

*Table 1. Financial statements*

**Applicant SMEs will be invited to submit (via the submission platform) a summary of the two last available closed balance sheets and profit and loss accounts (or the last closed and the current provisional one), in the simplified accounts' format (summary financial statements).**

**The closed accounts provided may not be older than two years and the most recent year must have been closed within the last 18 months.**

These documents, duly approved, should clearly specify the date of approval, as well as the name and the position of the approving individual(s). If this information is not clearly disclosed, further evidence will be required that the financial documents are approved by the management.

**Additional (non-compulsory) information to be submitted if available in English at the submission stage:**

### External audit report

Covering the two financial years under assessment.

### Explanatory notes

Those that form part of the above financial statements if applicable by national law.

### Statutory audit report

Issued by an approved/certified external auditor upon the two above financial statements (unless exempt from such audit report under national law). The audit report must include:

- The clear mandate and scope of the audit
- The responsibilities of the management and the auditor
- The way through the audit is carried out
- The auditor's opinion, including a reasonable assurance that the financial statements are free of material misstatement.

Exceptions will be allowed for:

➤ **Start-up companies** without closed annual accounts

They shall provide a two-year detailed financial data projection (i.e. a summary business financial plan or alike including financial projections on current and non-current assets, own capital, current and non-current liabilities, turnover, operating and financial income and charges). The financial data should correspond either to the minimum reporting requirements set out in the national accounting law or to Annexes III, IV, V and VI of EU Directive 2013/34 (for the balance sheet, aggregate information limited to the headings preceded by letters and roman numerals is sufficient).

➤ **SMEs with just one year closed annual accounts**

They will be assessed upon the documents for the sole closed financial year. Should the latter be deemed inadequate or insufficient they will always be considered as 'weak' (or insufficient, if that is the result of the financial viability ratio; see below calculation of the financial viability ratios).

➤ **Specific cases**

*SMEs subsidiaries of a parent company* that assumes joint liability for their debts (downstream enterprise) being exempt from a statutory audit under national legislation and having only consolidated statements available, will have their assessment based on a copy of the parent company's official summary consolidated reports (and the related audit reports if already conducted and available in English at the submission stage; non-compulsory but convenient). If these consolidated accounts don't mention clearly the joint liability for the subsidiary debts, the applicant SME(s) must also provide a statutory list of subsidiaries.

SMEs parent companies (upstream enterprises) of a group of companies being exempt under national law from publishing non-consolidated financial statements will be requested to provide a dated and management signed synthesis of the non-consolidated financial statements ('simplified accounts'). The simplified accounts must respect either the minimum reporting requirements set out in the national accounting law or Annexes III, IV, V and VI of EU Directive 2013/34 (for the balance sheet, aggregate information limited to the headings preceded by letters and roman numerals is sufficient).

SMEs fully covered by a guarantor, will have their assessment conducted for the full financial guaranteeing legal entity (i.e. through the guarantor financial statements). This entity must assume full joint liability for all debts. Ad hoc guarantees (covering, for instance, only participation in Innowwide calls) cannot be accepted.

For other non-autonomous entities (i.e. entities with linked or partner enterprises), only non-consolidated financial statements will be accepted.

If the provided financial information is not sufficiently explicit as a result of the assessment or even for carrying it out, the Innowwide team will contact the applicant SME(s) for further clarifications.

## CALCULATION OF THE FINANCIAL VIABILITY RATIOS

The financial viability calculator sheet available in the application platform will conduct the financial viability check self-assessment based on five financial ratios stemming from the mentioned financial and administrative information provided:

Purpose	Indicator	Ratios
<b>Liquidity</b>	Quick Ratio	Current assets – Stocks – Debtors > 1 year / Short term debt (bank and non-bank)
<b>Financial Autonomy</b>	GOP Profit ratio	Interest / GOP
<b>Profitability</b>	Profitability (1)	GOP/Turnover
	Profitability (2)	NOP/Turnover
<b>Solvency</b>	Solvency	Total Debt / Equity (*)

(\*) Equity = Capital and reserves - 50 % of intangible asset

Table 2. Financial viability ratios

**In case of turnover = 0 a symbolic figure of 1 € will be used in calculating profitability ratios. The same applies to GOP = 0 when calculating financial autonomy ratios.**

Based on the results obtained for each of the above-mentioned ratios, the following scores will be given:

Purpose	Indicator	Weak/Insufficient	Acceptable	Good
		0 points	1 point	2 points
Liquidity	Quick Ratio	$i < 0,5$	$0,5 \leq i \leq 1$	$i > 1$
Financial Autonomy	GOP Profit ratio	$i > 0,4$ or $< 0$	$0,40 \geq i \geq 0,30$	$0 \leq i < 0,30$
Profitability	Profitability (1)	$i < 0,05$	$0,05 \leq i \leq 0,15$	$i > 0,15$
	Profitability (2)	$i < 0,02$	$0,02 \leq i \leq 0,04$	$i > 0,04$
Solvency	Solvency	$i > 6,00$ or $< 0$	$6,00 \geq i \geq 4,00$	$0 \leq i < 4,00$

Table 3. Financial viability scores

Notes:

**For liquidity:**

- The value {Current assets – Stock – Debtors after one year} cannot be negative.
- If {Current assets – Stock – Debtors after one year} = 0, the result will be 0 ('weak').
- If the short-term debt (bank and non-bank) = 0, and the above (i.e. {Current Assets – Stock – Debtors after one year}) is not 0, the result will be 2 ('good').

**For financial autonomy:**

- The interest paid cannot be negative.
- If  $GOP \leq 0$ , the result will be -1 ('weak').

**For profitability (1):**

- Turnover cannot be negative
- If  $GOP \leq 0$ , the result will be 0 ('weak').
- If Turnover = 0, the Operating income will be used for the calculation.
- If Operating Income = 0 or negative, the result will be 0 ('weak').

**For profitability (2):**

- Turnover cannot be negative.
- If  $NOP \leq 0$ , the result will be 0 ('weak').

- If Turnover = 0, the Operating income will be used for the calculation.
- If Operating Income = 0 or negative, the result will be 0 ('weak').

**For solvency:**

- If Equity = 0, the result will be -1 ('weak').
- If Total debt = 0 and Equity is positive, the result will be 0 ('good').
- If Total debt = 0 and Equity is negative, the result will be -1 ('weak').

Financial viability will normally be considered **positive** (i.e. 'good' or 'acceptable'), if applicant SME(s) obtain a minimum of **4 points**.

	Insufficient	Weak	Acceptable	Good
Result of financial viability check	0	1-3	4-5	6-10

*Table 4. Financial viability overall results*

**Exceptions:**

Irrespective of the above results, the financial assessment will always be considered 'weak' by the IEP or the Eureka Innowwide team if findings arose that:

- An audit report on applicant SME(s) accounts was issued with serious qualifications
- There were substantial financial findings relating to applicant SME(s) financial capacity in an audit of an EU body within the last two years
- Applicant SME(s) have been involved in serious administrative errors or fraud
- Applicant SME(s) subject to pending legal procedures or judicial proceedings for serious administrative errors or fraud
- Applicant SME(s) have been subject to an attachment order
- Applicant SME(s) have been subject to a significant recovery order for an outstanding amount issued by an EU body, on which the payment is significantly overdue.

As stated above, all applicant SMEs will have to fill in an online Declaration of Honour (DoH) explicitly excluding them from any kind of financial irregularity.

## Annex 2: Financial verification by Independent Evaluation Panel

### PROCESS SUMMARY DESCRIPTION

Financial verification aims to checking that the applicant SME(s):

- Has sufficient liquidity (it is capable to cover the short-term commitments)
- Is financially autonomous (it is capable to cover the debt costs)
- Is solvent (it is capable to cover its medium and long-term commitments)
- Is profitable (it is generating profits, or at least has self-financing capacity).

The financial verification will comprise the last two closed financial years, or the last closed and the current provisional one, should they include financial information not older than two years.

**The financial verification will be carried out by the Independent Evaluation Panel (IEP) on the basis of simplified financial information self-check supplied by the applicant SME(s) at submission stage together with the supporting financial documents (see annex 1).**

This check is valid for up to 18 months after the closure date of the most recent assessed accounting period. It could be repeated if, in the meantime, justified grounds to doubt it would appear, for example (non-exhaustive list), if the applicant SME(s) turned out to:

- Have indications of weak financial capacity from other sources;
- Have been involved in cases of serious administrative errors or fraud;
- Have been subject to pending legal procedures or judicial proceedings for serious administrative errors or fraud;
- Have been subject to an attachment order or a recovery order for an outstanding amount issued by an EU body on which the payment is significantly overdue;
- Have doubtful financial viability as a result of substantial findings in EU audits within the last two years.

Only in case of serious doubts on the financial situation, additional information would be requested.

**Regardless of the above, applicant SMEs will have to accept online in the application form the terms of the Declaration of Honour (DoH) of non-applicability of the provisions on aid to undertakings in difficulty included in the Block Exemption Regulations for State aid (Arts. 1.4.c, 2.18 and 14 of Council Regulation 651/2014).**

Applicant SME(s) meeting the criteria to be branded as undertakings in difficulty will be automatically excluded from granting.

## **ADDITIONAL FINANCIAL DOCUMENTS – GENERAL PRINCIPLES AND REQUIREMENTS (SHORTLISTED PROPOSALS ONLY)**

Only in the event of serious doubts upon the financial situation of the applicant SME(s) as a result of the first step of the assessment (self-FVC), financial and administrative national official documents will be requested together with a certified/legal/official English translation thereof to facilitate the assessment. Any publicly available information may be used to clarify questions about the data or information provided.

In case of submission of incomplete or contradictory information the applicant SME(s) will be asked to explain or provide missing information within a reasonable time (at least **five calendar days** from notification) especially if:

- Financial verification findings do not match applicant SME(s) declarations.
- The documents submitted are outdated.
- The provided information is illegible, incomplete, incorrect or unclear.

If the applicant SME(s) fail to provide the requested data and documents by the requested time, the IEP will have the right to refuse the assessment or calculating financial viability ratios based on the information already received. If the financial documents do not contain information regarding the nature and the maturity of the current assets, provisions and liabilities, the financial assessment will be completed by taking the most prudent approach, e.g. by considering the maturity of the current assets to be after one year, and of the provisions and liabilities to be within one year.

The applicant SME(s) assume the full responsibility for the content of the documents including the accuracy of the translation.

In case of false declarations or provision of intentionally manipulated information, the Eureka Association, at the request of the IEP may:

- Withdraw and correct the financial assessment.
- Terminate the on-going grant (if already allocated) and contract and recover any amounts undue.
- Impose financial penalties or administrative sanctions, including default interest disbursement.
- Advise the EC to exclude applicant SME (s) from future EU grants.
- Inform the European Anti-Fraud Office (OLAF).

## FINANCIAL ASSESSMENT REDRESS

In case of disagreement with the financial assessment, the applicant SME(s) may contact [innowwide@eurekanetwork.org](mailto:innowwide@eurekanetwork.org) within **five calendar days** by sending additional justifications, clearly labelled as related to financial assessment claim. The IEP will then carry out a re-assessment based on the additional documents provided. No more than **one iteration** in the revision exercise will be allowed, the final decision stemming out from it will be the definitive one.

## AFTER FINANCIAL VERIFICATION

Based on the financial verification and according to the table 5 below, the Eureka Association, should it deem it appropriate and proportionate, may require the applicant SME(s) to provide a guarantee in advance, to limit the financial risk linked to the payment of the project pre-financing.

The guarantee shall be provided by an approved bank or financial institution with undoubted and highly rated solvency (A – AAA).

This guarantee shall be denominated in euro and shall be valid for a period sufficiently long to allow it to be activated.

It shall remain in force at least until the pre-financing is cleared against interim payments or payment of the balance, and, in case the payment of the balance is made in the form of a debit note, three months after the debit note is notified. The Eureka Association shall release the guarantee within the following month.

In exceptional cases, the guarantee may be replaced by a full joint and several guarantee by a third party or by the irrevocable and unconditional joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

		Y 2			
		Insufficient	Weak	Acceptable	Good
Y 1	Insufficient	No Go	No Go	Go** (BG)	Go** (BG)
	Weak	No Go	No Go	Go** (BG)	Go** (BG)
	Acceptable	No Go	Go** (BG)	Go	Go
	Good	No Go	Go** (BG)	Go	Go

*BG: Bank Guarantee; \*\* Approved by The Eureka Association*

*Table 5. Financial assessment overall results and actions*



In case of bank guarantee request applicant SME(s) may be subject to additional monitoring (e.g. through additional reviews or on-the-spot checks).

### **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.

## Annex 3: SME status validation

### GENERAL PRINCIPLES

The EU Financial Regulation requires that all recipients of EU funds must be validated, consequently **SME status validation is mandatory for the SMEs granted funding in the Eureka Innowwide calls**, which will have to provide additional probatory legal documentation and get positive feedback from the evaluation financial assessment before receiving the 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-sized<sup>16</sup> **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’<sup>8</sup>).
- 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.
- Companies without economic activity (but expecting to enter soon into the market), if they can 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 if they can 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:

---

<sup>16</sup> Size criterion as defined in EC SME Recommendation No 2003/361/EC

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

#### **LIST OF DOCUMENTS TO SUBMIT (IF SELECTED FOR FUNDING)**

1. Signed private legal entity identification form in English<sup>17</sup>
2. Official VAT document or private body registration extract not older than six months
3. For the applicant SME (and for linked and partner entities should there be), all related to the last two closed accounting periods, summary information on the documents below (see above for explanation), supported by a Declaration of Honour (DoH) from a duly authorized representative (CEO, CFO etc.):
  - a) Balance sheet
  - b) Profit and loss accounts
  - c) Staff head count expressed in annual working units
4. For newly established enterprises (e.g. start-up companies) without closed accounts:
  - a) A self-declaration, including a bona fide estimate (in the form of a business plan) for the entire period (financial years) necessary for the entity to generate turnover, including a first two-year detailed financial projection.
5. For enterprises without turnover whose activity implies a long time-to market, for the last closed accounting period:
  - a) Balance sheet
  - b) Profit and loss accounts
  - c) Staff head count expressed in annual working units
  - d) A self-declaration, including a bona fide estimate (in the form of a business plan) for the entire period (financial years) necessary to generate turnover, including a first two year detailed financial projection and a declaration of the investment made and the likely expected return (to demonstrate that, despite the lack of turnover, the enterprise is engaged in an economic activity)
6. Signed contract with the main subcontractor.  
Stating scope, timeline and budget breakdown and explicitly mention the Eureka Innowwide programme.
7. If indicated in the grant agreement, necessary documentation for activities raising ethical issues.

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

---

<sup>17</sup> Available at

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)