



# SECURIT

TOWARDS RESILIENT SMART CITIES & TERRITORIES

## Frequently Asked Questions (FAQ)

### SecurIT 2nd Open Call

Open date for proposals: 10 January 2023 at 13:00 CET (Brussels Time)

Deadline: 14 March 2023 at 17:00 CET (Brussels Time)



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## 1. What is SecurIT?

SecurIT (<https://securit-project.eu/>) is an EU-funded project aiming to create a new global competitive security industry (product & service) by supporting a better integration of innovative security systems.

**SecurIT** aims to focus on **increasing the security of current applications, services and infrastructures** by **integrating state-of-the-art security solutions or processes**, supporting the creation of lead markets & market incentives in Europe, following an end-user driven approach.

SecurIT is offering **2 types of Instruments**:

- **Prototyping Instrument**
- **Demonstration Instrument.**

You will find a detailed description of each Instrument in the Guide for Applicants.

## 2. Why should I apply?

As a consortium selected to be funded under SecurIT you will receive:

- **Up to € 74.000** for 1 prototype project (maximum € 60.000 per SME) to translate your feasibility plan into a prototype. Under this instrument, SecurIT will financially support SMEs for the development of a prototype for which a feasibility study has already been carried out
- OR
- **Up to € 88.000** for 1 demonstration project (maximum € 60.000 per SME) and support in the piloting and validation of your solution (prototype already developed) in the relevant environment.
  - During the Support Programme for up to 12 months, you will cooperate with Experts from Top Security Clusters.
  - You will strengthen your position and recognition in the European security market.
  - You will be a part of the European security environment which is represented by clusters engaged to SecurIT

## 3. Who can apply?

Consortia of at least 2 SMEs (registered legal person) established in:

- The Member States of the European Union and its Overseas Countries and Territories (OCT) or

- [Associated Countries to H2020](#) or
- UK.

At least one SME in the consortium must be a **technology/IT solution provider** and the proposal should address one of the challenges described in Section 3.2. of Guide for Applicants.

It's also recommended that at least one consortium member has experience in the domain or sector that the consortium is applying to.

2 SMEs applying as one consortium should be autonomous to one another (without capital or personal links and legal relations).

Note that consortia composed of SME(s) supported under the SecurIT 1st Open Call cannot receive funding under 2nd Open Call (this will not apply to be a case if a consortium or SME(s) that already received only the mini-grant of €1k to participate in Jury Day in the SecurIT 1st Open Call).

#### 4. Can SecurIT partners be funded under this open call?

No, the SecurIT partners or their affiliates or employees, are NOT considered as eligible applicants and can NOT apply for funding. Although, being a member of an association or cluster participating in the execution of the SecurIT programme does not mean that you are not allowed to submit an application. All cases of potential conflict of interest will be assessed case by case.

#### 5. Are applicants from the UK or Switzerland eligible for funding?

Yes, applicants registered in Switzerland and in the UK are eligible to apply and receive funding under SecurIT.

#### 6. What is an SME?

An SME will be considered as such if it complies with the European Commission's Recommendation 2003/361/EC. As a summary, the criteria defining an SME are:

- Headcount in Annual Work Unit (AWU) less than 250;
- Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.

Note that the figures of partners and linked enterprises should also be considered as stated in the SME user guide. For detailed information check EU recommendation:

[https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en).

You can also execute the self-assessment provided by the European Commission; <https://ec.europa.eu/growth/tools-databases/SME-Wizard/>

## 7. How will you check my SME status? Which documents will be requested during the formal check?

Before signing the Sub Grant Agreement (after Jury Day, mid-May - end of June 2023), we are going to verify your SME status. More specifically, we will request you to provide the following documentation:

1. Status information of the beneficiaries:
2. SMEs checklist. In the event you declare being non-autonomous: the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organisations.
3. Financial information. It includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company.
4. Legal existence. Company Register, Official Journal or similar, showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
5. In cases where either the number of employees or the ownership is not clearly identified: any other supporting document which demonstrates headcount and ownership such as payroll details, annual reports, national regional, association records, etc.
6. Bank identification form
7. Information about participation in other acceleration programmes and/or other H2020 grants received.

## 8. Do you accept consortia with more than 2 SMEs?

Yes. As it was mentioned in Guide for Applicants, we are looking for consortia composed of **at least 2 SMEs** and there are no contradictions to support a bigger consortium. However, please remember that only SME applicants can receive funding (up to €60.000 per SME) and the maximum grant amount per consortium will remain the same regardless of the number of consortium partners: up to € 74.000 for 1 prototype project and up to € 88.000 per 1 demonstration project.

## 9. Do you accept consortia including large companies?

Yes, we accept it, but the overall requirements remain the same: consortium must be composed of at least 2 SMEs and only SMEs can receive financial support under the SecurIT project.

## 10. Can I submit my application if my company is not yet established?

No, you can't. The call is only for registered legal persons (registered before submitting the proposal).

## 11. Can 2 SMEs that are linked (for example: 1 SME having 51% of the shares of the other SME) form a consortium for SecurIT and both get funding?

No. There is a capital link between companies and as we mentioned in Guide for Applicants: 2 SMEs applying as one consortium should be autonomous to one another (without capital or personal links).

## 12. Is a one-person company eligible to receive SecurIT funding?

Yes. If this one-person company is a registered legal person, it's eligible to apply. Please, remember that the one-person company, as well as other applicants, will have to prove that it has the resources necessary for the successful implementation of the project.

## 13. Who could be a perfect candidate for SecurIT?

The consortium of 2 cross-border SMEs (applicants registered in 2 different eligible countries) and one of them must be a **technology/IT solution provider**.

You are supposed to know your goals, engage end-users, know how the grant amount will be distributed among your consortium.

If you have **letters of intent** from potential end-users – that's great, your consortium is more reliable (do not forget to upload it into your application).

If you are applying to Demonstration Instrument, you should explain in your application how you are going to perform the demonstration and prove the potential for demonstration in the operational environment.

You will find examples of ideal projects in the Guide for applicants, section 3.3. You may also want to refer to the description of funded projects under Open Call 1: <https://securit-project.eu/funded-projects/>

## 14. How do I get the extra 1 score for “international consortium”?

To get this extra point (assigned after external evaluation stage), the 2 SME applicants should be from different eligible countries. In the table below, you can find some examples of possible scenarios and the status of additional scoring.

Scenario	Consortium member 1	Consortium member 2	Consortium member 3	International consortium score
1	SME, country A	SME, country A	Other Entity (not SME), country A, B or C	NO
2	SME, country A	SME, country B	Other Entity (not SME), country A, B or C	YES
3	SME, country A	SME, country B	-	YES
4	SME, country A	SME, country A	-	NO
5	SME, country A	SME, country B	SME, country C	YES
6	SME, country A	SME, country A	SME, country B	YES

**TABLE 1. SCORES FOR INTERNATIONAL CONSORTIUM**

Please note that we will look into your consortium composition also during pre-scoring stage (criterion: *Consortium composition at the geographical level*), in this case, you can get a maximum score (15/15) if your consortium is composed of partners (not only SMEs but also other entities) located in at least 2 different countries. Examples are presented in the table below:

Scenario	Consortium member 1	Consortium member 2	Consortium member 3	International consortium score	Max. pre-scoring scores for consortium composition at geographical level
1	SME, country A	SME, country A	Other Entity (not SME) country B	NO	YES
2	SME, country A	SME, country A	Other Entity (not SME) country A	NO	NO



3	SME, country A	SME, country B	-	YES	YES
4	SME, country A	SME, country A	-	NO	NO
5	SME, country A	SME, country B	SME, country C	YES	YES
6	SME, country A	SME, country A	SME, country B	YES	YES

**TABLE 2. PRE-SCORING SCORES FOR CONSORTIUM COMPOSITION**

Don't see your scenario? Send your question to [info@securit.fundingbox.com](mailto:info@securit.fundingbox.com).

## 15. Can a research institute participate in the open call?

Yes, the research institute can be part of the consortium, but cannot receive funding.

The overall requirements for applicants remain the same: consortium must be composed of at least 2 SMEs and only SMEs can receive financial support under the SecurIT project.

## 16. Can I participate again in the 2nd Open Call if I already participated in the 1st Open Call?

Consortia where at least one SME has already been supported under the SecurIT 1st Open Call cannot receive funding under 2nd Open Call. More specifically, it refers to SMEs who passed through all the evaluation stages and were granted the funding for their project, i.e. signed a Subgrant Agreement and is in the process of project implementation in the Support Programme.

The exception is, the mini-grant of €1k to participate in Jury Day (specific to the 1st Open Call). If you reached that stage of selection in the 1st Open Call (participated in Jury Day but did not get selected), you are eligible to participate again. Please note that in this case, the maximum grant available for you should be reduced by the mini-grant of max. €1.000 received to participate in Jury Day.

Example: SME A and SME B applied as a consortium to 1st Open Call (Demonstration Instrument) and were selected to participate in Jury Day. SME A got €1.000 as a mini-grant, SME B did not receive mini-grant for Jury Day. The project, following the Jury Day of 1st Open Call, was subsequently not selected for funding. SME A and SME B are eligible to apply to 2nd Open Call, the maximum grant per SME A is €59.000 (€60.000 minus €1.000), while per SME B is €60.000. The total grant per project is still €88.000.

## 17. What are the challenges to be addressed?

The challenges have been defined around 3 main domains:

1. Sensitive infrastructure
2. Protection of public space
3. Disaster resilience

The challenges and potential areas of need are specified in the Guide for Applicants, Annex 2 and on the SecurIT website: <https://securit-project.eu/challenges/>

## 18. Can I choose more than 1 challenge?

Yes, you can. You have to choose at least one challenge from the list provided by SecurIT, but you can also indicate in the proposal that your solution will target more than 1 challenge/area of needs.

Please note that choosing more challenges is not a criteria of selection of the applications. We recommend to select only one challenge, and to select another one only if really relevant to the application.

## 19. What if my solution has a dual, both civil and military, focus?

In some cases, the solution you propose may have a dual-use (civil and military). As SecurIT will not accept proposals with a military focus, please make sure that the scope of your proposal is covering only the development of civil applications. If in doubt, leave it out.

Example: Consortium is developing an early warning system for drone detection, the solution can be offered to public authorities to protect public spaces and events, and at the same time solution can be used by the army. Consortium decided to focus on the development of functionalities of this solution that will be useful for public bodies (civil use). The demonstration will be done in cooperation with local authorities (city). The market strategy and scalability of the solution provided in the application form are based only on civil clients.

## 20. What is TRL?

TRL - Technology Readiness Level- Technology Readiness Levels (TRLs) are indicators of the maturity level of particular technologies. This measurement system provides a common understanding of technology status and addresses the entire innovation chain.

There are nine technology readiness levels; TRL 1 being the lowest and TRL 9 the highest. In our project we refer to [Annex G of the General Annexes](#) to the Work Programme 2018/20 for a full description of TRLs.

Your solution should be at minimum TRL 5 at the moment of applying.

## 21. How does SecurIT define a 'technology provider'?

A technology provider is an entity that develops, produces and sells a product or a service (e.g. software, applications, hardware etc.) for the end users in a particular sector of business. An example from the market segment of digital services may be a company that develops and/or provides a complete cyber-security service (software, firewall, specific hardware such as routers and data management with cloud storage & online collaboration platform).

## 22. What happens if I do not submit my application within the deadline?

We do not accept applications after the deadline. We strongly encourage you not to wait until the last minute to submit your proposal. Failure of meeting the submission deadline for any reason, including extenuating circumstances, will result in the rejection of the proposal.

## 23. How long does it take to fill in the application?

It shouldn't take more than 2-3 working days as an average. Take into account that specific character limits are set in each field of the online application form, so we encourage you to keep your proposal focused on the requested information, keeping in mind the SecurIT concept and the requirements gathered in the Guide for Applicants for this call. We encourage you to start creating an account and drafting your application at an early stage, as you can enter and come back on the page as many times as you want before submitting the final version.

Remember that only consortia of minimum 2 SMEs can apply. It means that filling out the application will take more time than in the projects which are submitted individually.

We also recommend you start the submission process quite in advance before the deadline in order to avoid last-minute problems.

## 24. Which additional documents can I attach to my application?

We accept only two types of document attachments: Letter of Support (Letter of Intent) and Healthy Finances Check confirmation document, uploaded either in a PDF or JPEG format. We do not accept any additional documents.

All applicants are requested to prove their financial situation by uploading the result of the simulation (questionnaire available here: <https://ec.europa.eu/research/participants/lfv/lfvSimulation.do>). See also FAQs 34 & 35, below.

All applicants (especially applicants developing demonstrator projects) are encouraged to attach a Letter of Support (Letter of Intent) from the end-user with whom they plan to work during project implementation and/or develop the demonstrator.

## 25. Should my consortium partners submit a separate application form?

No, as a consortium you should submit only one application on behalf of your partners, thus you need to gather all necessary information from consortium partners. At the beginning of the application form, you will be asked to provide the name and contact details of the person, who will be the contact point and coordinator in your consortium.

## 26. Can a company submit two project ideas?

No. If more than one proposal is submitted by you, your consortium or your consortium partner (taking into account all applications submitted in both Instruments), only the last edited proposal (counting back from the deadline) which has been submitted will be evaluated.

## 27. Can I apply to both Instruments as a partner in 2 different consortia?

No, you can be a partner only in one consortium applying to SecurIT open call. Moreover, you can apply only to one of the instruments offered by SecurIT. If you participate in more than one proposal (taking into account all applications submitted in both Instruments), only the last edited proposal which has been submitted will be evaluated. Other proposals will be excluded from the selection process. We invite you to delete the proposals on the platform if you change your mind.

## 28. Can I apply if I have received FSTP grants from other projects before?

Yes, it is possible to apply to open calls other than SecurIT, even though the goal of SecurIT is to create the opportunity for support to companies which have not received EU funding previously.

An important point that you should pay attention to if you are selected (funded) to multiple EU projects is the “no double funding” rule. “Double funding” means the situation where the same costs for the same activity are funded twice through the use of public funds. It is not allowed in any circumstances. That

means that you have to be able to confirm that funding received from the SecurIT project will not cover the same costs/tasks which were already funded by other EU projects (if you have received any).

## 29. Are applicants required to include the budget plan in the application?

We will ask you in an application form to provide information on how the grant amount will be distributed among your consortium (SMEs) in a funded project. Drafting a budget will also help you to evaluate your project's feasibility and plan the activities accordingly.

Details about the budget are not required at the application stage. The budget distribution planned for execution will be requested only from selected SMEs, at the beginning of the Support Programme as part of the **Follow Up Plan** (you can check what a Follow Up Plan is below). However, as the grant is a lump-sum, no financial reporting will be needed (see Q48).

## 30. Will I be able to modify my proposal after submission?

Yes, after you submit your application, you can EDIT it as many times as you wish, until the deadline on 14 March at 17:00h CET.

## 31. What are the selection criteria?

Each proposal will be evaluated by external evaluators with 3 main awarding criteria: Excellence, Impact and Implementation. Detailed description you will find in the Guide for Applicants, Section 4.3.

## 32. What type of support is available for preparing the proposal?

The 'Guide for Applicants' is the main reference document. It provides detailed information about the requirements of the evaluation and selection process, and the Support Program offered by SecurIT. If you encounter any technical problems while filling in the application form, contact [info.securit@fundingbox.com](mailto:info.securit@fundingbox.com) and we will do our best to help you.

## 33. How to write a proposal that convinces evaluators?

Make sure you do not leave any information out of your proposal. Be specific and provide precise answers to the questions in the application form.

### 34. What is a healthy finances check?

It is an online self-evaluation questionnaire provided by the European Commission which allows you to evaluate and confirm that your company is in a healthy financial situation and will be able to successfully implement the project you propose in your application. It is available here: <https://ec.europa.eu/research/participants/lfv/lfvSimulation.do>. See question 36 to learn how to upload the result of the questionnaire.

For H2020, the explanations are given here:

[https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check_en.htm)

The document on how the ratio are calculated is here:


[https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/agd/h2020-calc-financial-viability-ratios-guide\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/agd/h2020-calc-financial-viability-ratios-guide_en.pdf).

### 35. How can I upload information about my SME's 'healthy finances check'?

The online questionnaire does not provide a receipt with your score. You will need to save the results of your evaluation from the webpage (in your browser) by printing the page to PDF or taking a screenshot, which you can then upload in the appropriate section of the application form. It will look more or less like the example below. Please use the following formatting when naming the file: SMENAME[underscore]ddmmyyyy[underscore]LFV, e.g. **CompanyName\_01022023\_LFV**.

Please note that each SME of your consortium will have to provide this health finances check as a separate file to be uploaded in the application form. Other consortium members (not SMEs) are not obliged to do it.

**Financial Viability Simulation**



Indicators	Ratio's Results			Analysis	
	Value	Qualification	Quote	Concise	More-in-depth
Quick Ratio	<input type="text" value="1"/>	<input type="text" value="Acceptable"/>	<input type="text" value="1"/>	<input type="text" value="Good"/>	<input type="text" value="Good"/>
G.O. Profit Ratio	<input type="text" value="0.111111111111111"/>	<input type="text" value="Good"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="8"/>
Profitability (1)	<input type="text" value="0.9"/>	<input type="text" value="Good"/>	<input type="text" value="2"/>		
Profitability (2)	<input type="text" value="0.8"/>	<input type="text" value="Good"/>	<input type="text" value="2"/>		
Solvency	<input type="text" value="4"/>	<input type="text" value="Acceptable"/>	<input type="text" value="1"/>		
<b>Noteworthy value's Results</b>					
Equity Flags	<input type="text" value="Good"/>	<input type="text" value="4"/>			

Image 1. Example of financial check outcome

### 36. What documents do I need to deliver during the application and evaluation process?

Please use the checklist below:



### 37. What are the phases of evaluation and the expected schedule?

The table below presents the indicative dates in which each of the evaluation phases will end and the number of expected applicants that would go through to the next phase.

Phase	Time	Approximate Date	Number of projects passing to the Next Phase
Eligibility Check & Pre-Scoring	4 days	15/03/2023 – 20/03/2023	Up to 80
External Evaluation	Approx. 3 weeks	21/03/2023 -14/04/2023	Up to 80
Consensus Meeting	1 day	Beginning of May 2023	Up to 40

Jury Day	2 days	16-17 May 2023	Up to 21
Ethical Review and Legal Check	Approx. 1 month	mid-May to mid-June	Up to 21

**TABLE 3. EVALUATION PHASES**

### 38. What happens during Jury Day?

If your project is among the finalists, you will be invited to a Jury Day. It will be an online event scheduled for 16 and 17 May 2023, where you will have the opportunity to pitch your project with a 5-minute presentation in front of the SecurIT JURY composed of the selected SecurIT members and supported by the ethical expert(s) and Advisory Board members. The Jury Day will be organised in mid-May (16 & 17 May 2023).

Before Jury Day, you could receive specific questions that should be addressed during your pitch and your consortium will be requested to submit your presentation slides, which will be reviewed by the Selection Committee, before the Jury Day. The Selection Committee will agree on the Q&A for each applicant team, in order to make the session more efficient. Before Jury Day, you will be also asked to fill in the ethical self-assessment form and provide the results.

Attending the Jury Day is a mandatory requirement to be selected for funding. More on this you will find in the Guide for Applicants, Section 4.5.

### 39. What are the payment conditions?

You will find all the necessary information in the Guide for Applicants, section 5 “Our Support Programme and Payment Arrangements”.

### 40. What is the payment schedule?

The selected grantees will receive up to **€74.000 per project** in Prototyping Instrument and up to **€88.000 per project** in Demonstration Instrument in the following 2 instalments:

Instalment	When?	Max. lump sum per consortium
1.	M1 (After validation of Follow Up Plan)	Prototyping Instrument – up to €14 800 per 1 project 20% pre-payment



Instalment	When?	Max. lump sum per consortium
		Demonstration Instrument – up to €17 600 per 1 project 20% pre-payment
2.	At M12 (After Final Review)	Prototyping Instrument – up to € 59 200 per 1 project 80% final payment
		Demonstration Instrument – up to €70 400 per 1 project 80% final payment

TABLE 4. PAYMENT SCHEDULE

## 41. What types of costs does the grant cover?

Eligible costs are direct and indirect costs that correspond to the Project budget which will be set out in the Follow Up Plan and they are eligible as long as corresponding tasks or parts of the Project will be properly implemented (including personnel costs, purchase of goods and services, travel costs, licence fees; subcontracting (if any, up to 30% maximum)).

## 42. What is a Follow Up Plan?

The Follow Up Plan is a document stating the KPIs and deliverables that should be achieved by the selected SMEs during the Support Programme duration and the resources along with the appropriate budget committed to the project. This document will be prepared at the beginning of the Support Programme with the support of the Follow Up Manager assigned by SecurIT consortium. The Follow Up Plan will be attached as an Annex to a Sub Grant Agreement.

## 43. What will be reviewed during the Milestone Reviews?

The performance during the Support Programme will be reviewed during Interim Reviews at M6 (Interim Report) and M12 (Final Report), according to the following criteria (each criterion will be scored from 0 to 10 and the weight of each criteria, in the final score, is mentioned in brackets below):

- Deliverables quality: based on the Deliverables established in the *Follow Up Plan* (45%).
- Technical performance indicators (based on the KPIs established in the *Follow Up Plan* (45%).
- Deadline Compliance (10%).

## 44. Do selected consortia get any money in advance?

There will be an initial pre-financing (up to 20% of the total funding) at the beginning of the Support Programme (M1), that will be paid as a lump sum upon validation of the Follow Up Plan.

## 45. What is a conflict of interest?

Conflict of interest may occur if there are capital or personal connections between two or more entities (Applicant, Consortium partner or any person involved in the selection process), in particular, it should be understood as:

- any ownership relations - ownership of shares, financial links and economic connections - like joint venture, holding, joint participation, silent partner. E.g. Applicant's entity owns shares in the Consortium partner company or Consortium partner company owns shares in the Applicant's company (it also refers to the Applicant's partners/linked enterprises). As economic connection we can understand exclusive licences, sale agreements if they concern product or solution covered by your application etc;
- family and personal relationships, in particular: marriage, kinship, a relationship of affinity to the second degree in a straight line or lateral line, adoption, custody or guardianship or actual life and other close personal ties binding the Applicant and Consortium partner or any person involved in the selection process – e.g. person representing the Consortium partner company has family/personal ties with anyone representing the Applicant company;
- the existence of material, especially financial relationships (such as the receipt by a person involved in the selection process from Applicant any significant gifts, donations, future contracts or employment, etc);
- relationships based on employment, cooperation or existing civil contract between the Consortium partners and people involved in the Applicant's structure, including managerial or supervisory functions, position in managing or supervising bodies. E.g. Director of the Consortium partner is involved in the management bodies of an Applicant company; the Applicant's employees involved in the Project are employed or contracted by the Consortium partner company etc;
- remaining in a legal or factual relationship that may give rise to justified doubts as to the impartiality of the people involved in the selection process (expert/evaluator/employee/member of the management bodies of any of the Consortium partners, etc).

The reasons set above may result in a conflict of interest if they occur at the time of an action or have occurred in the past (during the last 2 years before the action starts). Time limits do not apply to family and personal relationships.

Remember that the concept of the conflict of interest should be understood widely, so if you have any doubts about the conflict of Interest please consult it with our team.

All cases of conflict of interest will be assessed on a case by case basis.

## 46. What services does SecurIT offer in the Support Programme?

- During the Support Programme (up to 12 months period, no longer than until 30 June 2024) you will cooperate with Experts from Top Security Clusters.
- Each cluster supports 6 projects (3 per Open Call), the role of the cluster will be: organisation of inspiration & information sessions; coordinate and control the correct implementation and execution of projects, through the lump sums by the SMEs; communication and promotion actions;
- Clusters are crucial to support and organise the collaboration among partners, increase the interaction between public and private partners, structure the access to research and innovation, support technology transfer, and provide facilities for testing, validation and training. This will ultimately lead to a reduced time to market of developed solutions and to strengthen the capabilities to enhance societal resilience and a more secure Europe.

## 47. What is the kick-off meeting and do I need to attend it?

Yes, if your project is selected for funding with signature of the sub-grant agreement, it's mandatory that at least one representative of your consortium attends the Kick-off meeting. This event will be organised in Vilnius at the beginning of the Support Programme (10 & 11 July 2023), to introduce you to the program and to the SecurIT consortium. During 2 days, you will learn about the Programme rules and requirements, meet other beneficiaries and get matched with your Follow-Up Manager. This will be a person from one of the Clusters, who will guide you through the whole process and will be your reference point during the entire programme. Please, reserve part of the grant to cover the costs of your travel to the Kick-off Meeting.

## 48. Will I need to provide invoices and other financial documents on how I spent the grant money?

The lump sum is a simplified method that means that you (the FSTP recipient) is not required to present accounting documents like invoices, timesheets, etc, to prove that the cost was actually incurred. Put simply, SecurIT will assess your progress and quality of your work during Interim Reviews, not your accountancy. In this sense, we will ask you to demonstrate the implementation of the project in line with the milestones set. In any case, the lump sum methodology does not release you from the obligation to collect documentation to confirm the costs under fiscal regulation. Please bear in mind that by participating in the SecurIT support programme, receiving the grant and signing the Sub Grant Agreement you will also be responsible towards the competent tax authorities, and the EC audit bodies such as the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF).

## 49. Where can I find more help with my application?

If you have extra questions regarding our Open Call process you can send us a message to [info.securit@fundingbox.com](mailto:info.securit@fundingbox.com)

In case of any technical issues or problems, please include the following information in your message:

- your username, telephone number and your email address;
- details of the specific problem (error messages you encountered, bugs descriptions, i.e. if a dropdown list isn't working, etc.); and
- screenshots of the problem.

## 50. Where can I file a complaint about the results of the evaluation?

Please take into account that the evaluation is run by experts in the given field, and we do not interfere with their assessment, therefore we will not evaluate complaints related to the results of the evaluation other than related to the mistakes in the evaluation of the eligibility criteria.

If, after receiving the results of one of the evaluation phases (when foreseen), you consider that a mistake has been made, you can send us your complaint. To do so please send us your complaint in English by email to [info.securit@fundingbox.com](mailto:info.securit@fundingbox.com) including the following information:

- your contact details (including email address),
- the subject of the complaint,
- information and evidence regarding the alleged breach.

We will not review anonymous complaints as well as complaints with incomplete information.

You have **3 calendar days** to submit your complaint starting the day after the communication about the results of the eligibility criteria evaluation was sent. We will review your complaint within no more than 7 calendar days from its reception. If we need more time to assess your complaint, we will inform you by email about the extension.