



DT-NMBP-01-2018

Open Innovation Test Beds for Lightweight, nano-enabled multifunctional composite materials and components (IA)

OASIS

Open Access Single entry point for scale-up of Innovative Smart lightweight composite materials and components

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Setting-up of the Helpdesk and guidance information for users to access the OASIS OITB services

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| Dissemination level | | |
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| PU | Public | X |
| PP | Restricted to other programme participants (including the Commission Services) | |
| RE | Restricted to a group specified by the consortium (including the Commission Services) | |
| CO | Confidential, only for members of the consortium (including the Commission Services) | |



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DISCLAIMER

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Executive Summary

This deliverable describes the basic tools and documents that external parties have access to when approaching OASIS within its Open Call (which has been opened since 29th June 2020). The best source of information for learning how to apply, what services are offered and what are the conditions is the OASIS website - <https://project-oasis.eu/open-call>. The applicants are encouraged to follow this process when engaging with OASIS OITB within its Open Call:

1. Browse through the OASIS [Catalogue of services](#) and make a preliminary selection of the most fitting services.
2. Read the [Application guidelines](#) to understand what is expected of the applicants and how their proposals will be evaluated.
3. Read the [Democase Collaboration Agreement](#) template to see what the legal framework is expected to look like (since it is still preliminary) if the proposal is successful and cooperation with the OASIS OITB will be formalized.
4. Register and apply via the Application form - <https://apply.project-oasis.eu/>.
5. At any stage the applicants can contact the Helpdesk (at helpdesk@project-oasis.eu) in order to ask questions about the entire process or have their ideas checked for technical and business feasibility before applying.

This deliverable provides more detail about these tools and documents.

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1. Content of Deliverable

This deliverable describes the basic tools and documents that external parties have access to when approaching OASIS within its Open Call (which has been opened since 29th June 2020).

These consist of:

1. Catalogue of services
2. Application guidelines
3. Democase Collaboration Agreement template
4. Application form
5. Helpdesk

Each one is described in general terms (purpose and scope) and links are provided to their full versions. The main source of information describing the whole process of accessing OASIS services along with the abovementioned tools and documents is the OASIS website – <https://project-oasis.eu/open-call>.

2. Open Call guidelines and tools

2.1. Catalogue of services

The public version of the Catalogue of services has been developed within WP1 and is described in detail in a dedicated deliverable (D1.8). In a nutshell, this Catalogue should provide external parties with information about the services that are on offer from the OASIS OITB and also how those are being used within the Showcases of the project in order to give them an example of usage.

The Catalogue is a live document which will be continuously updated during the OASIS project and beyond in order to reflect the most up to date offer. The main categories of services offered are:

- **Technical services**
 - Pilot line products
 - Nano-materials. *Pilot Lines for nanoscale structures in unprocessed form with intrinsic functionalities*
 - Nano-intermediates. *Pilot Lines for intermediate product with nanoscale features*
 - Nano-enabled products. *Pilot Lines for Nano-enabled products*
 -
 - Product process engineering
 - Design, modelling and simulation
 - Design
 - Modelling and simulation
 - Testing and characterization
 - Sustainability
- **Business support services**

| SiO ₂ nano-reinforced aerogel panels | | |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Functionalities | Technical specifications | Examples |
| <ul style="list-style-type: none"> • High thermal insulating and low density materials | <ul style="list-style-type: none"> • 0.76 m² to 2 m² aerogel / batch • Thermal conductivity values are between 0.028 and 0.052 W·m⁻¹·K⁻¹ • Density values are in the range of 46 to 118 g·L⁻¹. | 1. SC3 - Highly insulating and low density aerogel for use in smart lightweight composite panels. |

Figure 1 An example of a service description in the Catalogue of services.

The full Catalogue is available here - https://project-oasis.eu/wp-content/uploads/OASIS_Catalogue-of-services_v5.pdf

2.2. Application guidelines

The Application guidelines are the main document for the applicants containing information the basic requirements and limitations like page limit, formatting restrictions, process of applying, duration of Democases, expected TRL level or expected effort invested by the applicant. It follows with guidelines on how to register in the Application software, how to fill in the proposal data and what are the evaluation criteria for the assessment of the proposal.

The entire document has approx. 3,5 pages which should be short enough to be digestible for the applicants, yet informative enough at the same time.

The full document is available here - https://project-oasis.eu/wp-content/uploads/OASIS-Application-guidelines_v2.pdf.

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OASIS APPLICATION GUIDELINES

OASIS is part of the Open Innovation Test Beds for Lightweight, nano-enabled multifunctional composite materials and components under Horizon 2020. These guidelines contain basic information needed to guide you in preparing your proposal for submission to the OASIS Open Call. They provide guidance on how to structure your application and provide the criteria on which it will be evaluated. Proposals dealing with demonstrators/prototype parts of Technology Readiness Level (TRL) 4 and above are expected within the OASIS Open Call.

Please provide your submission in English. Proposals submitted in any other language will not be evaluated! Please register in the software (<https://apply.project-oasis.eu/>), answer the questions, download the Application Form, fill all sections of the Application Form, save it as a pdf document, and submit it through the OASIS system within deadline. You can save your proposal and return to it as many times as you wish until you are satisfied with it and decide to submit. Please note that you will no longer be able to change your application form once you click on Submit.

The reference font for the body text of the proposal is Times New Roman (Windows platform). The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing has to be used. The page size is A4, and all margins (top, bottom, left and right) should be at least 20 mm. In addition, figures, schemes and photos are encouraged to be provided to make clearer the aim of the proposal taking into account its final length (max. 5 pages).

It is important to remark that OASIS project cannot cover the expenses of "beneficiaries" and is only providing free access to services. The Democase can last for a maximum of 6 months and is expected to use a maximum of 20 person months in effort. Evaluation panel works with the average score of 4 evaluations but can change scoring in case of significant differences between individual evaluations.


In order to be eligible for this Call, your institution has to be established in one of the eligible countries listed in the [attached document](#).

By submitting a proposal to the OASIS platform you declare that to your knowledge there are no conflicts of interest which might affect the objectivity of your proposal's evaluation. The list of OASIS partners can be found [here](#).

Registration

Name of institution:
 Company Registration Number (if applicable):
 Date of Registration:
 Size (Number of employees):
 Annual turnover (in millions of €):
 Type of organization:
 HES (Higher or secondary education)
 PRC (Private for profit, excluding education) – i.e. companies larger than SMEs
 SME (Small and medium-sized enterprises)
 PUB (Public body, excluding research and education)
 REC (Research organisations)

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OTH (Other)

Among all applications scored above the overall threshold, a priority will be given to the ones submitted by SMEs. At least 50% of the selected applications should be coordinated by SMEs.

Registered Company Address

Street:
 Post code:
 City:
 Country of registration:

Applicant Contact Details


First name:
 Last name:
 Position in Company:
 Email Address:
 Telephone Number:
 Password (If you leave the field blank, the password will not change):
 Password confirmed:


Additional

How did you learn about OASIS? E.g. from one of the project partners, from its webpage, from social media, at a conference etc.

Proposal

Proposal full name:
 Proposal Acronym:
 Summary (do not disclose any Intellectual Property Rights):
 Please provide a concise summary of the content and objectives of your proposed democase, and the resulting Product Demonstrator / series of demonstrators including what is innovative about it. Please only include relevant information (2000 characters): Product Demonstrator you would like to develop and integrate in its implementation, definition of the business need, technological challenges and market opportunity, the potential benefits to your business short and long term. Is this the first time that you submit your proposal? 1st Submission / Re-submission
 Which OASIS services do you expect to use in order to execute your Democase?
 Please select a minimum of 2 technical and 1 business service. Please note that this is just a preliminary indication. The most successful proposals, having passed the evaluation and technical feasibility check, will be offered the chance to negotiate and define a Service Delivery Plan with the Service Delivery Manager assigned by OASIS. This will be the opportunity to define the final composition of services used in case your proposal is successful. Please refer to the OASIS Catalogue of Services for further information about the services listed.
 Have you read and understood the Application guidelines and do you conform to the eligibility criteria described therein? YES/NO
 Have you read and understood the Democase Collaboration Agreement template? YES/NO
 The DCA will be the primary legal contract between the beneficiary and OASIS. Please note that the published DCA is a preliminary version which might still undergo minor changes before the first cut-off date.
 Industrial sector your Democase refers to?
 Please list all relevant ones.

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Evaluation criteria


The application will be evaluated following three main criteria as described below. Experts score each award criterion on a scale from 0 to 5 (half-point scores may be given).
 0 – Application fails to address the criterion or cannot be assessed due to missing or incomplete information.
 1 – Poor. The criterion is inadequately addressed or there are serious inherent weaknesses.
 2 – Fair. The application broadly addresses the criterion, but there are significant weaknesses.
 3 – Good. The application addresses the criterion well, but a number of shortcomings are present.
 4 – Very good. The application addresses the criterion very well, but a small number of shortcomings are present.
 5 – Excellent. The application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.
 The threshold for individual criteria is 3 (out of 5) and the overall threshold is 10 (out of 15). In order to be considered for support, the application must score above both individual and overall thresholds.


Concept: technical and business challenges

- Challenges to be overcome: Provide a description of the problem to overcome (including some quantifications). Please describe the business need for your proposed solution and the associated market including some quantification (market size, growth strategy, potential access to investors, etc.).
- Description of the proposed solution: Provide a detailed description of the final prototype part/demonstrator to be developed in collaboration with the OASIS SEP (including a description of the functionalities, size, etc.). Explain how it will solve the challenges described above.
- Description of current State-of-the-art: Describe how your final prototype part/demonstrator goes beyond the state of the art. Do you have background knowledge including Intellectual Property Rights related to this final prototype part/demonstrator? Have you validated the Freedom-To-Operate (i.e. there is no external IP that would limit the scope of the Democase)?
- Alignment with the services provided by the OASIS SEP: How do the OASIS services help you solve the challenge described?
- Regulation, standardization and certification issues: Will the final prototype part/demonstrator be subjected to any policies and/or regulatory requirements? Do you expect the need for standardization or certification?

Implementation

- Work plan description: Please provide a detailed description of the proposed work plan (key inputs, deliverables and time schedule).
- Resources to be committed: Please provide a detailed description of the internal resources you will allocate to the project (including the number of hours and a description of the associated skills and prior experience). Will cooperation with other links in the supply chain be required?
- TRL level: Please describe the TRL positioning of your proposed solution and the change from current state (e.g. from a laboratory verified component – TRL4 – to demonstration in relevant environment – TRL6).
- Risk management: Please provide a detailed description of the technological, business and managerial risks together with a mitigation strategy.

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Impact

- Market opportunity: Please describe how your innovation provides a competitive advantage with respect to competitors. Can it be sustained (e.g. through protecting technology)?
- Go-to-market strategy: Please provide a detailed description of how the target market(s) will be penetrated including the necessary tools, resources and timeframe. Are channels to reach the market(s) identified?
- Key exploitable results: What are the expected impacts (in particular, in terms of Return On Investment and economic value creation)?
- Other expected impacts: Please provide a detailed description of any societal, environmental and economic impacts outside your company/organisation itself that can be expected.


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Figure 2 OASIS Application guidelines

2.3. Democase Collaboration Agreement template

The relationship between the service providers within OASIS OITB and the successful applicant will be governed by a legal contract called “Democase Collaboration Agreement”. A preliminary version has been drafted and published with the opening of the call so that applicants can get an idea of what the contractual obligations will look like. This document still needs to undergo a thorough review by the legal departments of the OASIS consortium partners. This will be done before the first Open Call cut-off date in M25 (January 2021).

The preliminary document is available here - https://project-oasis.eu/wp-content/uploads/Democase-Collaboration-Agreement-Template_preliminary.pdf.

2.4. Application form

The Application form for the creation and submission of Democase proposals (which can be found here - <https://apply.project-oasis.eu/>) was built by AMI based on software which is already being used within SmartEEs DIH open calls (also administered by AMI). It has gone through major changes and has been simplified to a certain extent. The software consists of two main pages – applicant registration and the proposal itself (Figure 3).

On the registration page the applicants are asked for the details of their institution, type of institution, its size and turnover, as well as contact details. The proposal page welcomes the applicant with information about relevant deadlines and requires basic information about the proposal like its name, acronym and summary. An important feature is that the applicants are required to choose from a list of technical and business support services to make a preliminary assessment of what services they are interested in. The whole point of the Open Call is to test the functioning of the SEP and how the various services from multiple service providers can be combined. Therefore, a combination of at least 2 technical and 1 business support service is required. The list of services is derived from the public version of the Catalogue of Services (as described in section 2.1), which was also made public with the call opening.

OASIS

The image displays two side-by-side screenshots of the OASIS application form. The left screenshot shows the 'Registration' page, which is divided into three main sections: 'Company Information', 'Registered Address', and 'Applicant Contact Details'. The 'Company Information' section includes fields for 'Name of institution' (test), 'Company Registration Number' (CZ24173720), 'Date of Registration' (04/06/2020), 'Size (Number of Employees)' (5), 'Annual turnover (in millions of €)' (2), and 'Type of organization' (SME). The 'Registered Address' section includes 'Street' (test), 'Post code' (test), 'City' (test), and 'Country of Registration' (Afghanistan). The 'Applicant Contact Details' section includes 'First name' (Roman), 'Last name' (Pašek), 'Position in the company' (PM), 'E-mail' (pasek.roman@centrum.cz), 'Phone' (725744229), 'Password', and 'Password confirm'. A 'Save' button is located at the bottom of the registration page. The right screenshot shows the 'Proposal' page, which includes a welcome message, call countdown (187d 7h 26m), proposal number (0038), and proposal full name (test). It also features a list of technical services and business supporting services, with checkboxes for selection. The 'Application Form' field shows a PDF upload. At the bottom, there are 'Save' and 'Submit' buttons.

Figure 3 OASIS Application form – registration and proposal pages

2.5. Helpdesk

An e-mail address helpdesk@project-oasis.eu and a phone number +420 226 217 422 have been set up by AMI in order to be able to answer queries from applicants. The Helpdesk is operational Monday – Friday from 9 a.m. to 5 p.m. The applicants are encouraged to check the technical and business feasibility of their ideas well in advance of submission.

3. Conclusions

The Call for Democases has been opened with a set of internal and external guidelines and procedures and operated in a dedicated software module for applications. It is now fully operational and ready to start receiving applications from external parties. The documents and tools that are there to help them with the whole process have been described as part of this DEL.

All relevant information is also available in an easy to read and navigate through manner on the OASIS website – www.project-oasis.eu.

4. Degree of Progress

This deliverable is a 100% complete.

5. Dissemination Level

This deliverable is public.