***ACTMOST PROCEDURES***

This document describes the administrative procedure and operational process flow for an ACTMOST user project or Training. The procedure can be split-up in the following steps:

**1) Capturing first contact information**

* Upon receiving an industry request by the Central Contact Point (CCP) or one of the ACTMOST partners, a *‘contact sheet’* will have to be filled in on the ACTMOST portal: <https://actmostconsortium.b-phot.org/Consortium>.  
    
  The CCP and all ACTMOST partners have the possibility to create this *‘contact sheet’*:  
  - Select the button *‘contact sheets’* on the ACTMOST consortium portal   
  - press *‘add contact sheet’* and complete the requested information.   
  - press *‘save’* to store the information.
* The info can be updated any time by the person who created the *‘contact sheet’* by clicking on the *‘pencil’* icon. Please notice that the *‘contact sheet’* is in this stage only visible for the person who created this sheet and the CCP.
* Once the contact info is complete, the person who created the *‘contact sheet’* can submit this to the CCP. To do so, he has to select this contact and press *‘submit into workflow’*. A notification system will send an email to the CCP. At the same time the notification system will send an email to the person who created the contact info, to confirm that the info was send to the CCP. At this stage the info is categorized under the tab *‘main unit to be assigned’.*

**2) Appointment of main unit leader**

* Upon receiving the notification email, the CCP will take direct contact with the company to:

1. verify if the working principle of ACTMOST is well understood and send additional information by email if necessary (ACTMOST flyers).
2. explain the next steps: appointment project leader/NDA/Contract/IPR issues/evaluation date.

* Consequently, the ACTMOST coordinator will appoint the main unit leader for the project.
* Once the main unit leader is appointed, the CCP adds this info to the contact sheet after which the information will be made available to the complete Technical Coordination Team (TCT) on the ACTMOST portal by clicking *‘submit to Technical Coordination Team’*. At this stage the info is categorized under the tab *‘project leader to be assigned’*. The TCT will receive a notification by email.

**3) Appointment of project leader (or Trainee responsible)**

* The main unit leader will contact the company when more information is needed in order to make the best choice for the project leader. If additional information has been received, this info is added to the *‘contact sheet’.*
* The main unit leader will propose a project leader in concert with the other involved access units, after which he will contact the potential project leader to check if she/he is willing to take up this project.
* In case of positive reply from this project leader, the main unit leader will include this information together with a short motivation to the *‘contact sheet’* and submit this sheet to the tab *‘project leader to be approved’*.
* The Executive board receives an email notification with an invitation to approve the proposed project leader. The approval will be visible on the contact sheet. Once 4 members have given their approval, the project leader is officially accepted as project leader after which the notification system will send out an email to the project leader. The contact sheet becomes categorized under the tab *‘project leader approved’.*

**4) Decision point for the company**

* The main unit leader will inform the company about the appointed project leader.
* It is up to the company to choose for a multilateral project without ACTMOST funding, or to go for the application of ACTMOST funding for the completion of the project.
* In the first case no further obligation is required from the company The company will however be polled to provide input regarding their experience with ACTMOST.
* In the second case, the project leader will be in charge to submit a project proposal according to the ACTMOST guidelines and templates.

.

**5) Preparation of the ‘Application form’**

* Each of the involved partners will have to sign a bi-lateral NDA. with the company. The project leader will make sure that this happens upfront by all partners.   
    
  *The following templates need to be used:* ***- Project - NDA.doc  
   - Trainings - NDA.doc***
* An ‘ application form’ will be generated using a pre-defined template. This template contains the outline and expected contents. The project leader is responsible for this and will execute this in concert with the company and other involved ACTMOST partners.   
    
  *The following templates need to be used:* ***- Project - Application form.doc  
   - Training - Application form.doc***
* In case of a project, It is important to assess the existence of a business case and the probability of a follow-up project in an early stage. In case the project leader is convinced that the current business model or chance on follow-up project is not sufficient to pass the evaluation, he/she can decide not to further support the entire application process, knowing that the chances for success are zero. He/she has to give a motivation why the application was stopped to the CCP.
* The project leader will prepare the draft of the “ACTMOST contract” between the partners and the company. (The coordinator, VUB, will always act as administrative partner, regarding the payments).   
    
  *The following templates need to be used:* ***- Project – Actmost Contract.doc  
   - Training – Actmost Contract.doc***
* In case of a project, the contract foresees some flexibility with respect to:
  + **Intellectual property rights:** there are 3 models related to the IPR ownership. The selection of the IPR ownership needs to be discussed and defined between the partners and the company prior to the project submission.
  + **Payment conditions:** In case the company will match the project with financial resources , they will pay 70% of these costs to the coordinator of ACTMOST at the beginning of the project. In case the total project budget exceeds the 100k€ or on explicit request of the company, a deviation of the above mentioned 70% is possible. In this case a pre-defined payment schedule based on certain milestone will be taken up into the contract.
* Once the application form is completed, the project leader will submit the application form, the signed NDA and the draft of the contract to the CCP.
* The CCP will send the application form to the Executive Board and send a confirmation of receipt of the application form to the company.

**6) Evaluation of the ‘Application form’**

* The board evaluates the application within 2 weeks after upcoming deadline (deadlines are foreseen in M4, M7, M10, M13, M16,M19, M22, M25, M28 ) and makes a short evaluation report based on the eligibility (see annex 2 for details) and evaluation criteria (see Annex 3. The evaluation of the board can happen by phone conferences or face‐to‐face meetings.   
    
  *The following templates need to be used:* ***- Project - Evaluation form.doc  
   - Training - Evaluation form.doc***
* The project leader and the company will receive the evaluation report from the CCP including the outcome and/or recommendations.
* In case the application is not approved, he project leader and the company can (1) decide to improve the application for resubmission; (2) decide to start without ACTMOST funding , no further obligations are requested. (3)decide to stop the project / training idea.
* In case the application is approved, the project leader, company and involved partners will finalize and sign the contract.

**7) Start of the Project / training**

* The user project (or Training) will receive an identification number: P1,P2,…. (Trainings: T1, T2, ,…).
* A virtual workspace will be generated for the project / training in order to store the related information. The persons of ACTMOST who have to receive access to this virtual workspace will be identified by the project leader. The CCP and the Executive board will also have access to this workspace.
* In case the company also contributes to the project costs, the coordinator will send an invoice to the company according to the payment conditions described in the contract.
* The project leader will organize a kick-off meeting (via conference call or face to face meeting). The company as well all other partners should join this Kick-off meeting. The project leader will also invite the main unit leader or his deputy.
* The project leader will inform the CCP once the Kick-Off meeting has been taken place, after which all involved ACTMOST partners will receive the advance payment as defined in the contract (standard 70% upfront).

**8) Management of the project / Training**

* The project leader will be responsible for the coordination of the project / training and keep the timeline under control. He will manage the communication with the company in an adequate way.
* In case of a project that takes more than 3 months, the project leader will every three months be requested to make a condense *‘progress report’* by the CCP. This project leader needs to submit this progress report to the virtual workspace of the project. The project leader will also send this to the company.  
    
  After receiving the progress report, the CCP will also check whether the company is satisfied with the progress of the project. This intermediate user satisfaction call will be done over the phone.  
    
  *The following templates need to be used:* ***- Project – Progress report.doc  
   - Project – Intermediate satisfaction report.doc***
* In case of a project that takes more than 3 months, the project leader will also organize the necessary progress meetings with the partners and the company. At least one progress meeting should be organized half way the project. The project leader should assure that the main unit leader (or his deputy) is also invited. The minutes of the meeting will also become posted on the virtual workspace by the project leader.
* The ACTMOST board meets on average every 3 months. The main unit leader will inform the board about the status of the project based on the progress reports and meeting reports.

**9) End of the project / training**

* In case of a project, , the project leader will organize at the end of the project, a project meeting to present the final results to the company. The main unit leader (or his deputy) will also be invited to join this meeting. The minutes of the meeting will also become posted on the virtual workspace by the project leader.
* The project leader will write a consensus report which will be completed and signed by all partners involved as well as the company.   
    
  *The following templates need to be used:  
   -* ***Project- Consensus report.doc*** *-* ***Training- Consensus report.doc***
* The CCP will request the company and partners to fill in a final user satisfaction questionnaire and a partner satisfaction questionnaire respectively.   
    
  *The following templates need to be used:  
   -* ***Project- User satisfaction report.doc  
   -******Project- Partner satisfaction report.doc  
   - Training - User satisfaction report.doc  
   - Training - Partner satisfaction report.doc***
* In case the company also contributes to the costs, the remaining costs will be charged by the coordinator to the company.
* After receiving all documents and the remaining costs paid by the company, the **ACTMOST** partners will receive their remaining costs (standard 30%).

**ANNEX 1 - Overview templates**

|  |  |
| --- | --- |
| **User project** | **Training** |
| **Project-NDA** | Training-NDA |
| **Project - Application form** | **Training – Application form** |
| **Project – Actmost contract** | Training – Actmost contract |
| **Project - Evaluation report** | **Training – Evaluation report** |
| **Project – Progress report** |  |
| **Project – Intermediate satisfaction report** |  |
| **Project-Consensus report** | **Training-Consensus report** |
| **Project-User satisfaction report** | **Training-User satisfaction report** |
| **Project-Partner satisfaction report** | **Training-Partner satisfaction report** |

**ANNEX 2 – Eligibility criteria**

The table below shows an overview of the eligibility criteria for an ACTMOST user project. All criteria should be fulfilled in order to get access to the ACTMOST subsidy model.

|  |  |
| --- | --- |
| The European identity of the potential user ( company) | OK/NOK |
| The pre-competitive character of the request | OK/NOK |
| The suitability of the request as pilot project for ACTMOST | OK/NOK |
| The type of support activity (dedicated training, user project involving one or more units of the food-chain, etc) | OK/NOK |
| The demonstrable capacity of ACTMOST to accomplish the request | OK/NOK |
| The appropriateness of the proposed coordinator, partners and consortium to take on the request and bring it to a successful ending | OK/NOK |
| The requested financial support and whether it is commensurate with the request ( if not ok please fill in \* ) | OK/NOK |
| The conformity of the request with the general objectives of the EC Photonics Unit | OK/NOK |

**ANNEX 3 – Evaluation criteria**

ACTMOST tries to establish the following goals:

1. **Facilitate product innovation through micro-optic technologies.**
2. **Create new businesses, preferably for SME’s, through the valorization of products/services.**

It is not the intention to create IP as product.

1. **Create added value for European citizens**

Examples of added value are improved health diagnostics/treatments, environmental aspects, strengthening the social network, home care for aged people, ….

1. **Create new collaborations between companies and research community in Europe in order to expand the innovation network of these companies.**

Based on these objectives, different evaluation criteria have been defined on two different levels:

* Part I: To which extent is the user project in line with the goals of ACTMOST?
* Part II: What are the chances on a positive outcome (technology as well as business wise)?

Both parts consists of different criteria points. Each criteria is scored with a value from 0 (under performed) to 10 (excellent). Each criterion has a certain weight. The score is multiplied with this weight. If for example the weight is 2 the max for this criterion is 20 points in total. The overall total of each Part individual should be at least 70 points (70/100 ). If this overall threshold is not reached the project cannot be accepted.

In the next paragraphs, the evaluation criteria for a user project, consulting project and training will be described.

# Evaluation criteria for user project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Evaluation criteria - Part I | Score | Weight | Total | Threshold |
| 1 | The innovative character of the project: - Does the solution already exists on the market?  - Does the project lead to unique features (IP)  - Can photonics be seen as a key enabling element in this project?  - Is the project creating valuable IP? |  | 3 |  |  |
| 2 | The added value on the business level for the company:  •the added value of the request for the user in the format of a business plan (including a market analysis clearly highlighting the future market potential and the expected positive impacts on the company), in particular:  -the market description and its potential evolution  -competitors and competing products  -the unique selling point of the product to be developed (including IPR)  -the expected return on investment (ROI) and financial perspectives |  | 3 |  |  |
| 3 | The added value for the European citizens:   * Will the outcome of the project create an added value for the European citizens (e.g. improved health diagnostics/treatments, environmental aspects, strengthening the social network, home care for aged people, ….). |  | 0.5 |  |  |
| 4 | The collaboration between the partners   * Is the project initiating a new collaboration between the industry and one of the research partners? * Chance for follow-up projects |  | 1.5 |  |  |
| 5 | Type of the company (SME = 10; LS = 5) |  | 1 |  |  |
| 6 | Former support:  Did the company receive ACTMOST support on a previous occasion? (priority goes to users that have not received support before)  No support = 10; Previous support= 0 |  | 1 |  |  |
| Total | | | |  | 70 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Evaluation criteria - Part II | Score | Weight | Total | Threshold |
| 1 | The maturity of the company / dynamic & entrepreneurial character / credibility  Has the company a proven track record of bringing new products/solutions to the market? |  | 2,5 |  |  |
| 2 | The level of commitment of the company:  What is the involvement and effort (technology, man power, material, financial contribution) brought in by the company.   *Remark: This will be objectively be defined based on the direct and indirect financial involvement of the company. E.g. in case the company contributes for 30% to the total project cost, this will be valuated as a score of 3.* |  | 3 |  |  |
| 3 | Quality of the project team & project plan  Are the proposed ACTMOST partners well positioned to carry out the developments?  Is the timeline, choice of deliverables and milestones ok ? |  | 3 |  |  |
| 4 | Agreement about IPR issues:  Is there already an agreement about the IPR issues ( related to foreground and back ground knowhow ) between the project partners? |  | 1,5 |  |  |
| Total | | | |  | 70 |

# Evaluation criteria for Training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Evaluation criteria - Part I | Score | Weight | Total | Threshold |
| 1 | The innovative dimension for the company:  - What are the chances that the knowledge will indeed be needed on the short/mid long term?  - What is the impact of the training on the innovation process of the company? |  | 5 |  |  |
| 2 | The collaboration between the partners   * Is the project initiating a new collaboration between the industry and one of the research partners? |  | 2 |  |  |
| 3 | Type of the company (SME = 10; LS = 5) |  | 2 |  |  |
| 4 | Former support:  Did the company receive ACTMOST support on a previous occasion? (priority goes to users that have not received support before)  No support = 10; Previous support= 0 |  | 1 |  |  |
| Total | | | |  | 70 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Evaluation criteria - Part II | Score | Weight | Total | Threshold |
| 1 | The maturity of the company / dynamic & entrepreneurial character / credibility  Has the company a proven track record of bringing new products/solutions to the market? |  | 2 |  |  |
| 2 | The level of commitment of the company:  What is the involvement and effort brought in by the company (number of trainees, level of trainees, costs for the company). |  | 2 |  |  |
| 3 | Quality of the training program and trainers:  Are the proposed ACTMOST partners well positioned to carry out the training?  Is the training program well defined and in line with the pre-defined scope? |  | 3 |  |  |
| 4 | Quality of the trainees:  Have the trainees the right background to follow the training sessions? |  | 3 |  |  |
| Total | | | |  | 70 |