EIT Raw Materials

Call for KAVA Education projects

Instructions and process description

September 2017

1. Purpose and scope of this document

This document describes the process for preparation, submission, evaluation and selection of proposals in response to the 2018 call launched by the EIT Raw Materials for the following KAVA types:

- PhD Education
- Master Education
- Lifelong Education,
- Wider Society Learning,

For further description of the KAVA types, see the document *Education Project Proposal: Guidance and Template for Complementary Information*. The primary aim of the proposal submitted must be Education and the proposal must fit into the four categories detailed above. It is a requirement to register your intention to submit a proposal and contact CLC staff before submitting the proposal. The CLC staff can offer further advice.

All proposals in response to the present call must be framed as **projects** in the sense that:

- They must lead to specific deliverables over a defined time schedule;
- They will be financed by EIT RawMaterials (the KIC) only for a defined duration.

All KIC partners involved in the submission of a project proposal in response to this call should read the following documents carefully:

- The present document (call text);
- *Education Project Proposal: Guidance and Template for Complementary Information;*
- FAQ (Frequently Asked Questions) that will be posted in the online proposal submission platform "Seedbook" (https://seedbook.eitrawmaterials.eu), also containing explanations of the terminology used in this document;
- The Strategic Agenda 2016-22 of EIT RawMaterials (FPA, Annex I).

2. Project call and selection process

2.1 General rules and guiding principles

- The aim of the EIT funding is to create and deliver new education programmes, courses or content. It is expected that course plans are Bologna compliant, and proposals should demonstrate elements of pedagogic innovation.
- Education projects are requested to reach a non-EIT/EIT funding ratio of 50:50. Non-EIT funding is the sum of KCA and KAVA co-funding. EIT funding is the requested EIT budget for executing the proposed project. Co-funding can also be "in kind". Co-funding contributed by the project consortium is encouraged and will be evaluated positively. (For explanation of terminology and eligibility of KCA and KAVA Co-Funding, please refer to FAQ). Co-funding can be contributed only by Partners (not by Task Partners).
- Partners may request up to 100% funding for eligible KAVA costs.
- If the EIT funding requested for the project in total is more than 300,000 EUR, the financial sustainability of the proposed project after the funding period must be discussed with CLC staff prior to submitting the proposal, and thoroughly documented in the proposal itself.
- The project consortium can include partners who are not EIT RawMaterials members as Task partners (e.g. SMEs). Task partners can be eligible for funding up to a maximum amount of €60,000 per year (following the H2020 principles of a third party[1]).
- Specific tasks may be attributed to subcontractors, if the necessity is clearly justified and follows the general H2020 principles.
- It is possible to add other partners to the consortium after the project selection, but without changes to the total KAVA budget allocated to the project.

Our project selection process is designed to:

- Continue to build the collaborative backbone of the KIC consortium and future service offerings.
- Support the building of a networked community by encouraging partners to get involved in several projects.
- Develop new activities or enhance existing activities by involving new participants from the RIS regions to expand the reach of the KIC "community.
- Create new programmes or redesign existing programmes including a high degree of involvement of industry partners.
- Create new programmes or redesign existing programmes where students gain experience of industry application, tackle challenges and create solutions through a pedagogy which fosters an entrepreneurial mindset.

[1] See http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

- Introduce new Lifelong Learning programmes relevant to industry needs and improve intrapreneurship and entrepreneurship skills in the RM sector.
- Enhance interest in and knowledge of the role and importance of raw materials in society.
- Include industry partners and ensure their relevance in all types of education activities.
- Encourage the inclusion of SMEs as partners and/or customers in the projects.
- Align with, and clearly illustrate how proposals will contribute to, the KIC's Education KPIs as detailed in *The Strategic Agenda 2016-22* of EIT RawMaterials.

Expected budget and funding

The exact number of projects to be funded in the framework of this call will depend on the quality of the received proposals, and on the total available funding. It is expected that approximately We estimate that 25-35% of the budget available for new 2018 KAVA projects will be allocated to education projects.

Full scholarships for PhD or Master's students are not in the funding scope of EIT RawMaterials. Tuition fees will also not be covered by the KIC. Grants for students to complete compulsory mobility components and for extra, added-value activities must be included in the overall KAVA project budget. From 2019 onwards, no student scholarships/grants will be funded centrally from the RM Academy. Please see the guidelines on grants for EIT labelled programmes (AVSA grants) and mobility funding for non-labelled Higher Education programmes for a detailed explanation of how to budget for these (in the *Education Project Proposal: Guidance and Template for Complementary Information*)

Confidentiality

Access to the project proposals will be given to EIT RawMaterials Management Team and to the evaluation panel conducting the evaluations. Everyone with access to the proposal texts will sign a non-disclosure and confidentiality agreement.

If a project is granted, a summary of the project proposal will be communicated to the EIT as part of the proposed Business Plan 2019, where it will be included in EIT's evaluation of the Business Plan.

The title, scope and overall budget of the project will be shared within the EIT RawMaterials community, and for most projects it is expected that selected non-confidential information can be made publicly available (e.g., on the EIT RawMaterials' web site, in presentations at conferences etc.). Public dissemination will be arranged in agreement with partners of the project consortium and the EIT RawMaterials staff.

2.2. Project preparation, submission, evaluation and selection process

Project preparation

Matchmaking and brokerage events throughout the year allow partners to discuss project ideas and form potential consortia. It is mandatory for the Project Coordinator to inform her/his Co-Location Center (CLC) Manager for each project proposal to be submitted. The CLC staff, including the Education Officer, provides guidance and support in order to:

- Set up a solid consortium and find missing partner(s) if required

- Advise and support the consortium with their project proposals to ensure they are in line with the evaluation criteria
- Check eligibility criteria

Frequently asked questions and further guidance and advice of general interest will be posted in in the FAQ section of the online proposal submission platform "Seedbook" (https://seedbook.eitrawmaterials.eu) throughout the project preparation period. Project Coordinators should check this section regularly to ensure that they are fully informed and updated on important matters such as eligibility and evaluation criteria, advice on the compilation of the proposal, costs and cost allocation.

Project submission

- **Project Coordinators must register their intention to submit a proposal no later than Friday 12 January at 17.00 CEST** using the SeedBook online platform. The registration form will become available through Seedbook towards the end of November 2017. Following registration, the proposal will be assigned to a Project Officer who will be the primary point of contact with the Project Coordinator throughout the submission process. Note that Project Coordinators will be able to access the online proposal submission template only after their project has been registered and assigned to a Project Officer.
- **Project proposals must be submitted no later than Wednesday 28 February at 17.00 CEST** using the SeedBook online platform. The attached *Education Project Proposal: Guidance and Template for Complementary Information* offers guidance for the content of the proposal.

Project evaluation process

There are three types of criteria for evaluation and subsequent selection of projects according to these guiding principles:

Eligibility criteria = mandatory requirements (projects which do not meet such criteria will not be considered for further evaluation), as described in section 2.3 below;

Evaluation criteria = criteria against which the collected proposals will be scored and ranked; according to the evaluation grid presented in section 2.4 below.

Selection criteria = criteria used by Management Team to select the list of projects proposed to be funded – see details in section 2.5 below.

Proposals will be evaluated by a panel of experts appointed by the Management Team.

- All members of the evaluation panel will sign non-disclosure and conflict of interest agreements.
- A minimum of three experts will be assigned to the evaluation of each project proposal.
- As the first step, these assigned experts evaluate each project remotely following the criteria set out in the evaluation grid.
- Final evaluation (and ranking) of all education projects is conducted by the entire panel (with the exclusion of any member being in a conflict of interest situation). The strengths and weaknesses of each project as perceived by the panel will be documented and communicated to the Project Coordinator once the evaluation process is completed.
- EIT staff and management will act as the secretaries of the panel and facilitate the discussion during evaluation panel meetings but will otherwise not take part in the evaluation process.

Based on the evaluation, the overall available funding, and following the selection criteria, the Management Team will propose a portfolio of projects to be funded.

The Executive Board will approve the portfolio of projects to be submitted to the EIT for funding, for the Business Plan 2019.

Coordinators of projects that are selected for funding will be informed after approval by the Executive Board and receive also the feedback from the evaluation panel. The feedback may include a list of requested changes that must be made by the Project Coordinator before the project can be funded.

Also following approval by the Executive Board, Coordinators of projects that were not selected for funding will be informed. They will receive evaluation feedback as soon as it is finalised.

2.3 Eligibility criteria

Eligibility will be checked according to the following criteria:

- Project consortium consists of a minimum of 3 KIC Core or Associate Partners, coming from a minimum of 2 different CLCs and a minimum of 2 different countries
- Project consortium includes KIC Core or Associate partners from at least 2 sides of the knowledge triangle (education, research, industry/business)
- The project cannot have one partner as the work package leader in all work packages

2.4 Evaluation criteria

Weight	Reference in *Guidance and Template*	**Description of criteria** For example, but not limited to:
4	See Focus areas and Section 3	**Strategic importance for the KIC** • Overall rationale for the project's strategic importance to the KIC • Economic importance of the targeted theme/market (market size, breadth of customers/applications) • Contribution to de-siloing (countries, CLCs, disciplines, partner categories, value chain segments, activities) • Contribution to building and expanding the reach of the KIC community • Clear dissemination strategy and application (to other countries, on-going initiatives and programmes, links to development in other materials, themes, markets, audiences, partners, etc.) • Creation of synergies with other actors in the local ecosystem to create an impact beyond the individual project itself • Involvement of partners from RIS and ESEE region countries • Leveraging effect on other KIC activities • Collaboration with other proposals, also from other KIC activities
4	See Focus areas and Sections 3, 4	**Quality of the project definition** • Explanation of the raw materials challenge addressed by this project and

	and 6	why the project will deliver robust solutions (background, current situation, issues and opportunities – specifically pertaining to EIT RawMaterials) • Detailed, step-by-step project work plan, broken down into design and implementation phases and defining work packages, management and milestones to show how the project delivers value to the project consortium and its key stakeholders • Definition of aims, objectives and deliverables and their relevance to EIT RawMaterials • Demonstration of the project's added value in terms of promoting entrepreneurship and innovation (also from a pedagogical point of view) • Details of how the funds are to be used for in the form of a clear budget plan and timeline with justification • Identification of key risks and success factors supplemented with a mitigation strategy to overcome those risks • Quantitative demonstration of short-term and long-term impact of the project
2	See Focus areas and section 5	**Quality of the consortium** • Relevance and demonstrated commitment of the lead partner • Relevant experience, expertise and resources, and demonstrated commitment and engagement of each of the partners • Diversity and complementarity of the partners, and clear definition and description of roles and responsibilities with justification of why these partners were selected • Appropriate level of cooperation and interaction within the consortium to support effective knowledge management • Active involvement of industrial partners • Project governance structure and operational coordination mechanisms
2	See Focus areas and section 5	**Quality of industry involvement**: • Relevance of the industry partner(s) to the thematic area of the project • Clear definition and description of role and responsibility of the industrial partner within the project • Demonstrated commitment and engagement of the industry partner(s) with written evidence
4	See sections 3, 6 and 7	**Expected impact (return on KAVA investment)** • Realistic assessment of the expected contribution that the project will make to the impact of the KIC (see the Strategic Agenda 2016-22 of EIT RawMaterials) in relation to the requested budget • With specific reference to the activities, stakeholder interactions, deliverables and objectives, include a clear explanation of how this

		impact will be achieved • Project plan should include a description of expected stakeholders benefiting from the project along with a justification, and details of communication and dissemination plans to stakeholders • Other expected quantitative contribution to specific output KPIs and/or scoreboard numbers (see the Strategic Agenda 2016-22 of EIT RawMaterials) • Clear Description of financial and non-financial benefit provided to the KIC. Support to other KAVA activities, to KIC Customers, or other stakeholders (e.g. public authorities, NGOs, etc.).
4	See sections 6 and 7	**KCA and other contributions from partners** • Relevant KCA amount (€) • KAVA co-funding brought by partners • Balance in the level of resources committed by the different partners • Expected financial sustainability for the continuation of the product/service after the end of the KAVA funding period, if relevant

TOTAL WEIGHT 20

Evaluation scale: In relation to each of the criteria above, each project will be scored from 0 to 5 according to the following scale:

0	**Non-existent:** no relevant information provided in the application file or cannot be judged because out of range
1	**Very poor:** The criterion is addressed in a very incomplete and unsatisfactory manner
2	**Poor:** There are serious inherent weaknesses in relation to the criterion in question
3	**Fair:** While the proposal addresses the criterion, there are significant weaknesses that would need correction
4	**Good:** The proposal addresses the criterion well, although some improvements are possible
5	**Excellent:** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor only.

The score given for each criterion by the panel will then be multiplied by the weight. Maximum score is 100 = 20 (total weight) * 5 (maximum score for each criteria). These quantitative scores will be used as input for the consensus evaluation panel.

2.5 Selection criteria

1 Evaluation ranking: Projects with higher ranking will be preferred for funding.

2 By activity: 40-60% of the education budget will be for higher education, 20-40 % for Wider Society Learning and Lifelong Learning/Professional education, and approximately 20 % will be for RM academy transversal activities outside of this call.

2.6 Calendar

September 2017	Launch of call for Education projects
Late November 2017	The proposal registration and submission platform "Seedbook" (https://seedbook.eitrawmaterials.eu) goes online
Friday 12 January 2018 at 17.00 CEST	Proposal registration deadline
Wednesday 28 February 2018 at 17.00 CEST	Proposal submission deadline
March-early April 2018	Evaluation by panel of external experts
April-May 2018	Preparation of list of projects for funding by KIC Management Team
June 2018	Approval of list of projects for funding by KIC Executive Board & communication to partners
August 2018	Inclusion of selected projects in Business Plan 2019, to be submitted to EIT
1 January 2019	Earliest starting date for approved projects
1 July 2019	Latest starting date for approved projects

The next call for projects is expected to be launched in late 2018, with a submission deadline in winter/spring 2019.

2.7. Registration and proposal submission using SeedBook

Registrations and proposals can **only** be submitted using the IT-tool SeedBook. Project Coordinators are invited to register via this link **https://seedbook.eitrawmaterials.eu** from late November 2017 to get the access to the tool, register their proposal and commence the proposal submission process. CLC staff will assist in using the IT tool.

The Registration must be submitted by **Friday 12 January 2018 at 17.00 CEST.** Within a few days of registration, Project Coordinators will be given access to the online submission template in Seedbook.

The proposals must be submitted by **Wednesday 28 February 2018 at 17.00 CEST.**

3. Funding information

For all four KAVA types (PhD Education, Masters Education, Lifelong Learning and Wider Society Learning), funded activities can include:

- Partner costs for development, establishment, recruitment, marketing and communications, administration and coordination.
- Promotional activities to attract participants to relevant courses, programmes and events etc.
- Development of innovative education tools, e.g. online education, learning-by-doing modules, virtual education, MOOCs, etc. (including costs for e.g. hardware, time, travel)
- Follow-up activities related to KAVA projects that were previously granted funding. In this case, please provide an explanation of the outcomes from the first project as well as how the follow-up project will build on the results of the first project, and see the *Education Project Proposal: Guidance and Template for Complementary Information* section 7 for further considerations to be taken into account.

Specifically for higher education (Masters and PhDs), funded activities can also include:

- Career path-related activities
- Mobility grants for students to participate in specific activities, such as industry placements, research visits or business mentorship schemes, etc. Please see Appendix 1.3 of the *Education Project Proposal: Guidance and Template for Complementary Information* for guidelines on this.

Specifically for Lifelong Learning, funded activities can also include:

- Development and execution of Lifelong Learning events and associated activities, such as exercises, talks, etc.
- Development of material addressing career opportunities within the Raw Material sectors
- Development of innovative training tools e.g. online serious games, videos, etc.

Specifically for Wider Society Learning WSL, funded activities can also include:

- Development and publication of communication material aimed at the wider society, NGO's, decision-makers, schools etc.
- Development of "popular science" material, e.g. talks, lectures, publications, etc., and associated distribution/execution costs.
- Development and execution of WSL events and associated activities, such as exercises, talks, etc.
- Development of material addressing career opportunities within the Raw Material sectors
- Development of innovative, awareness-raising training tools e.g. online serious games, videos, etc.

- Development of other relevant input to organisations such as science centres, museums etc., provided such organisations are key project partners.
- Costs for the translation of material. This is especially applicable to material targeting schools.

Note this list is not exhaustive. If in doubt, please consult your CLC staff.