

# Annex 2

## Guidelines for Applicants

OPEN CALL 2

Application submission starts on:  
15 September 2022, 00:00 CET

Submission deadline:  
15 November 2022, 17:00 CET

[www.hosmartai.eu](http://www.hosmartai.eu)

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101016834



# Table of Contents

<b>1</b>	<b>INTRODUCTION.....</b>	<b>3</b>
1.1	CONTEXT	3
1.2	HOSMARTAI PROJECT	3
1.2.1	<i>HosmartAI's ambition</i>	3
1.2.2	<i>HosmartAI's objectives</i>	4
1.2.2.1	Technical objectives	4
1.2.2.2	Business objectives	4
1.2.2.3	Scientific and innovation objectives	4
<b>2</b>	<b>CALL FOR PROPOSALS.....</b>	<b>5</b>
2.1	OBJECTIVES	5
2.2	MISSION	6
2.3	MAIN CHARACTERISTICS	6
2.4	HOSMARTAI TECHNOLOGY	7
2.4.1	<i>HosmartAI platform</i>	7
2.5	TOPIC	10
2.6	TIMELINE	12
<b>3</b>	<b>ELIGIBILITY CRITERIA .....</b>	<b>12</b>
3.1	WHO ARE WE LOOKING FOR? TYPE OF BENEFICIARY	12
3.2	ELIGIBLE COUNTRIES	13
3.3	SUBMISSION	14
3.4	CONFLICT OF INTEREST	14
<b>4</b>	<b>HOW TO APPLY? .....</b>	<b>14</b>
<b>5</b>	<b>EVALUATION PROCESS .....</b>	<b>16</b>
5.1	EVALUATION CRITERIA	16
5.2	APPEAL PROCEDURES	19
<b>6</b>	<b>CONTRACTING .....</b>	<b>20</b>
6.1	CONTRACT PREPARATION	20
6.2	CONTRACT SIGNATURE	21
<b>7</b>	<b>ACTIVITIES DURING EXPERIMENT PROGRAMME.....</b>	<b>21</b>
7.1	DESIGN PHASE	21
7.2	DEVELOP, DEPLOY, OPERATE PHASE	22
7.3	ASSESS PHASE	22
7.4	PHASES' EVALUATION	23
7.5	PARTICIPATION IN EVENTS	23
<b>8</b>	<b>FINANCIAL SUPPORT PROVIDED.....</b>	<b>23</b>
8.1	FINANCIAL SUPPORT	23
8.2	ORIGIN OF FUNDS	24
<b>9</b>	<b>RESPONSIBILITY OF BENEFICIARIES .....</b>	<b>24</b>
9.1	CONFLICT OF INTEREST	24
9.2	DATA PROTECTION AND CONFIDENTIALITY	24
9.3	PROMOTING ACTION AND GIVE VISIBILITY TO THE EU FUNDING	25
9.4	AUDITS AND CONTROLS	25
9.5	GENERAL COMMUNICATION	25
<b>10</b>	<b>INTELLECTUAL PROPERTY RIGHTS (IPR) .....</b>	<b>25</b>

CHECKLIST .....	26
CONTACTS	27
FIGURE 1: OPEN CALL DESIGN.	5
FIGURE 2: HOSMARTAI PLATFORM.	8
FIGURE 3: HOSMARTAI PLATFORM - CONCEPTUAL ARCHITECTURE.	9
FIGURE 4: HOSMARTAI LARGE-SCALE PILOTS.	10
FIGURE 5: HOSMARTAI OPEN CALL 2 – EXPERIMENT CALL FOR PILOTS' TIMELINE.	12
FIGURE 6:OPEN CALL 2 HOSMARTAI EVALUATION PROCESS.	16
TABLE 1: OPEN CALL 2 PHASES AND REQUIREMENTS.	6
TABLE 2: SUMMARY OF THE OPEN CALL 2 CHARACTERISTICS.	7
TABLE 3: SPECIFICATIONS OF THE OPEN CALL 2 TOPIC – EXPERIMENT CALL FOR PILOTS.	10



# 1 Introduction

This document provides a full set of information regarding the second Open Call for Proposals, also referred to as **Open Call #2 EXPERIMENT - Call for Pilots**, aiming to increase the outreach and adoption of the HosmartAI platform by providing funding and services for the deployment of new pilots across the EU and within various types of health care entities.

All associated Annexes must be additionally considered for the submission of a Proposal.

## 1.1 Context

Healthcare systems throughout the world are endeavouring to rise to the challenges that result from an ageing population, the growth in chronic diseases, the appearance of new viruses, burgeoning technical possibilities, and public expectations. To cope with such elements, an increasing proportion of GDP is spent on health. In Europe, the public 1 share of health care spending is anticipated to grow from 6.8% of GDP up to 8.4% (+24%) or more in 2070. This increase will require countries to either allocate additional funds or try to decrease the actual cost through better 2 management of the resources.



On the other hand, it also has proven necessary to understand and coordinate when facing new outbreaks. COVID- 19 has been a test of the world's health community to cooperate, share information and rely on time-tested approaches to epidemics and collaboration with the industrial community. In all health systems, hospitals are important sectors providing vital services but also absorbing a considerable percentage of resources (from 40 to 80%4). Hospitals impact the health systems' efficacy, so assessing hospitals' performance is of paramount importance.

Technological developments in the fields of robotics and AI can provide significant cost savings and could lead to improvements in many hospital processes. It is necessary to develop platforms that are predictably safe, so regulatory reviews can happen quickly, and that makes it easy for manufacturers to produce resources at low cost on a massive scale. AI and digital solutions could also contribute to more effective and automated work management processes while offering continuous training for health and care workers. Several are already being employed although implementation factors prevent large-scale deployment.

## 1.2 HosmartAI project

HosmartAI brings together a consortium of leading organizations (3 large enterprises, 8 SMEs, 5 hospitals, 4 universities, 2 research centres and 2 associations. A description of the consortium partners is available on the project website [here](#).

### 1.2.1 HosmartAI's ambition

 <b>VISION</b>	The HosmartAI vision is a strong, efficient, sustainable, and resilient European <b>Healthcare system</b> benefiting from the capacities to generate the impact of the technology on European Stakeholders (SMEs, Research centres, Digital Hubs and Universities).
 <b>MISSION</b>	The HosmartAI mission is to guarantee the <b>integration of Digital and Robot technologies</b> in new Healthcare environments and the possibility to analyse their benefits by providing an environment where <b>digital healthcare tool</b> providers will be able to design and develop <b>AI solutions</b> as well as a space for the instantiation and deployment of AI solutions.

## 1.2.2 HosmartAI's objectives

### 1.2.2.1 Technical objectives

- Successfully integrate the appropriate (including third-party) components, tools, and hardware robotics in order to deliver **a holistic HealthCare Interoperability Platform** easily configurable to different cases and considering best practices and open system approaches in the market for secure experimentation composition and exploration.
- Offer (cyber) **security, privacy and trust mechanisms** at different granularities and contexts of the Platform, ensuring the inherent incorporation of all networked entities/objects by design fashion and in accordance with associated regulations, ethics, and compliance aspects.
- Develop **AI-supported tools** that will be able to compose smart services for healthcare professionals, patients' information system managers, and health organisation administrations and take advantage of new data sources and other tools, services and components.

### 1.2.2.2 Business objectives

- Prove the applicability, effectiveness and value of the **HosmartAI Platform**, AI-based solutions and robotics in healthcare, real-life trustworthy services, applications, and standards demonstrating and stress-testing the HosmartAI artefacts, methodologies and services under pragmatic conditions against a predefined set of large-scale pilots.
- Ensure wide **communication and scientific dissemination** of the innovative HosmartAI results to the research and academic communities, to promote clustering activities amongst the industrial communities and all stakeholders involved in the Health and Care domains (with emphasis on AI and robotics), to contribute to relevant standardization bodies, to collaborate and align with the EU **Digital Innovation Hub**<sup>1</sup> networks and platforms.
- Accelerate the pace of digitization, AI adoption and innovation potential in the European Health and Care sector, through the **efficient exploitation and business planning** of the HosmartAI concepts and tools.
- Build an **innovative, sustainable and value creation ecosystem for SMEs and entrepreneurs** in the Health and Care domains by having ease and streamlining mechanisms with clearly identified incentives to participate.

### 1.2.2.3 Scientific and innovation objectives

- Tackle the **interlinking, semantic enrichment, data improvement**, facilitating and boosting data interoperability across multiple physical and digital healthcare platforms and associated technologies, promoting data sharing, assets reuse and, through these, business value generation.
- To establish a benchmarking mechanism through the design of a **benchmarking framework** for Innovative AI-based systems providers, targeting end-goals in terms of productivity and sustainability performance of services, technologies and practices based on a set of KPIs that are relevant to the Healthcare sector.

---

<sup>1</sup> i.e. a legal entity which functions as a network of research, innovation, business and industry organisations in order to ensure digital progress. Digital Innovation Hubs are one-stop-shops that help companies to become more competitive with regard to their business/production processes, products or services using digital technologies.

## 2 Call for proposals

### 2.1 Objectives

HosmartAI organises its Open Call #2 to fund the development and implementation of highly innovative and challenging AI pilots, which will become the HosmartAI flagship portfolio of success stories, enlarging the value and outreach of the HosmartAI ecosystem, model, and technologies.

This call will finance pilots made of small consortia of 2–3 partners representing at least **Technology providers/integrators**: emphasis on the AI and robotics Startups/SMEs (*innovators*), and **Technology adopters**: healthcare facilities (*end users*).

Optionally a consortium is welcomed to engage a research centre and/or academia, and or another SME/Start-up taking a role of a *competence centre* collaborating in the strategically important area(s) between the innovation and health care industry. The selection of each consortium partner must be justified.

The expected result will be 4 innovative pilots by European SMEs/Startups, demonstrating the value and benefits of HosmartAI technologies in different health care environments/entities across Europe.



Figure 1: Open Call design.

The specific objective is to (1) **Design**, (2) **Develop, Deploy, Operate**, and finally (3) **Assess** new pilots adopting the HosmartAI platform.

Table 1: Open Call 2 phases and requirements.

Phase Name	Duration months	Activity	Report	Funding
#1 DESIGN	2	Within this phase, the pilots are to be planned, detailed, and aligned with the HosmartAI platform and assets.	The detailed setup must be submitted as Report #1 at the end of the phase.	Associated with a positive assessment of the deliverable,

				payment of 30% of the project budget.
#2 DEVELOP & DEPLOY & OPERATE	6	Within this phase, the experimenters perform their technical developments.	The Report #2 is a demonstration of the pilot development and deployment results and its operation - a video is required.	Associated with a positive assessment of the deliverable, payment of 50% of the project budget.
#3 ASSESS	4	Within this stage experiments are to focus on the assessment and exploitation of results and achievements. In the end, there will be mandatory participation in the impact assessment.	The Report #3 is a demonstration of the pilot assessment, business model and exploitation activities.	Associated with a positive assessment of the deliverable, payment of the final 20% of the project budget.

A detailed description of each phase's expectations is provided in chapter 7 - *Activities during the EXPERIMENT Programme*.

## 2.2 Mission

The HosmartAI Open Call #2 embodies an innovation cycle between innovators (Startups & SMEs), the consortium and users (healthcare facilities). The innovation cycle will provide a collaboration framework to build complementary consortiums and realise successful experiments of new or enhanced products and services or to implement and validate new business models enabled by HosmartAI.

Win-win benefits of collaboration:

- The provision of funding and value-added services for the development of experimental pilots making use or developing new HosmartAI ecosystem AI tech.
- The developed assets applied in the experimental pilots will feed back into the HosmartAI ecosystem to stimulate the integration of new AI health-tech products/services and the demonstration of its value to the healthcare entities/sector.
- The promotion of used experimental technologies, their benefits for the healthcare facilities and engagement of new potential users of the promoted technologies.
- Creation of a network of partners and associates in academia and industry and a vibrant innovation ecosystem (Startups and SMEs) for the quick market uptake of AI technologies.
- Extending the network capacity and impact through events participation, exchanging expertise, interactions and collaborations that will last beyond the subgrantee projects end.

## 2.3 Main characteristics

Table 2: Summary of the Open Call 2 characteristics.

Item	Characteristic
Application timeframe	from the 15th of September 2022, 00:00 CET to the 15th of November 2022, 17:00 CET
Target group	<b>1. Technology providers/integrators (mandatory):</b> Companies, in particular Startups/SMEs that can offer a novel technology to be validated in a realistic healthcare relevant environment.



	<p><b>2. Technology adopters (mandatory):</b> End-users with a specific need that falls into at least one of the focus areas: healthcare digitalization, advanced robotics, AI, data, and cybersecurity can validate the experimental pilot. This provides a chance for the end-users and system integrators alike to modernize their processes via new technologies for smart healthcare facilities.</p> <p><b>3. Competence centres (optional):</b> research centres, academia, and other SME/Startups supporting the integration of the experimental pilot in the healthcare industry.</p>
Activities to be funded	Design > Develop & Deploy & Operate > Assess new pilots adopting the HosmartAI platform to ensure a fast pace, quality of deployment and measurable impact. See table1 for details.
Duration of activities	12 months
Funding	Up to €145 000 per applying consortium. The total grant requested will represent up to 100% of the total costs of the submitted project. Checking the consistency between these costs and the expected work of the project will be part of the evaluation process.
How the funding will be made?	<p>The selected 4 consortia will be paid against delivering activities submitted in Annex 3.1 Description of Work.</p> <p>Each project will develop an implementation plan including milestones and deliverables, and a cost estimate justifying the costs and resources in relation to the implementation plan. The total requested budget will be divided and paid through lump sum in the 3 stages: Design (30%), Develop, Deploy, Operate (50%), and Assess (20%). The payments will be made according to a staged payment arrangement based on the successful completion of specified milestones, deliverables, and reviews after each phase.</p>

## 2.4 HosmartAI technology

### 2.4.1 HosmartAI platform

The main objective of HosmartAI is to promote an effective and efficient health care system transformation, using AI technological developments and robotics. To achieve this transformation HosmartAI will introduce an AI platform that will allow for core facilities to be shared and linked composing smart services for healthcare professionals, patients, information system managers, and health organisation administrations.

HosmartAI will create a **common open Integration Platform** with the necessary tools to facilitate and measure the benefits of integrating digital technologies (robotics and AI) in the healthcare system.



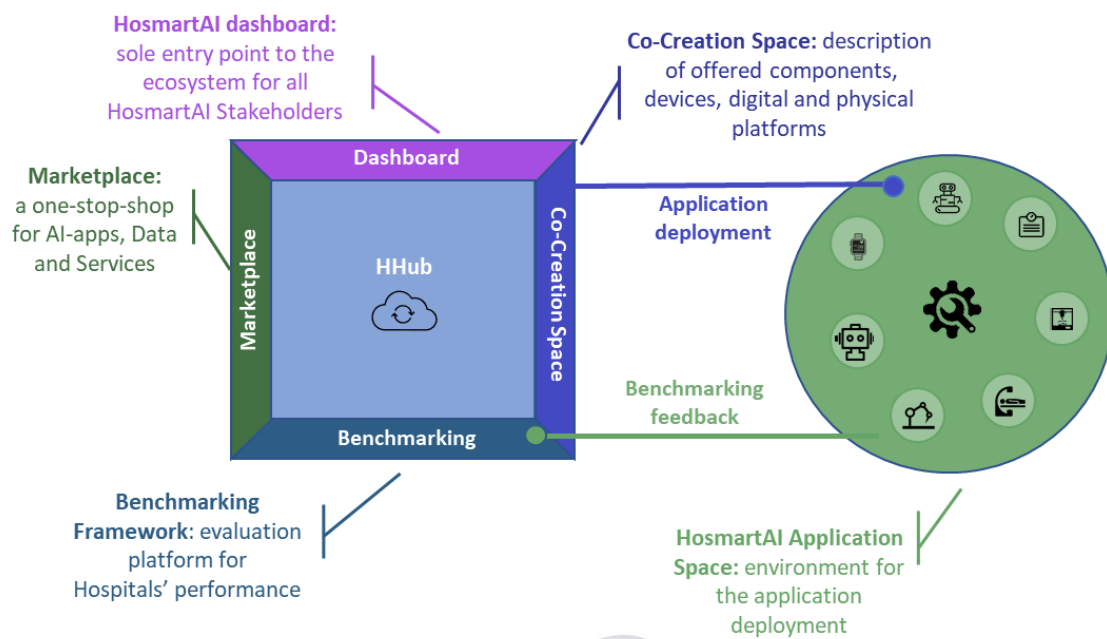


Figure 2: HosmartAI platform.

A central hub will offer multifaceted lasting functionalities (**Marketplace**, **Co-creation space**, **Benchmarking**) to healthcare stakeholders, combined with a collection of methods, tools and solutions to integrate and deploy AI-enabled solutions. The Benchmarking tool will promote the adoption in new settings while enabling a meeting place for technology providers and end-users.

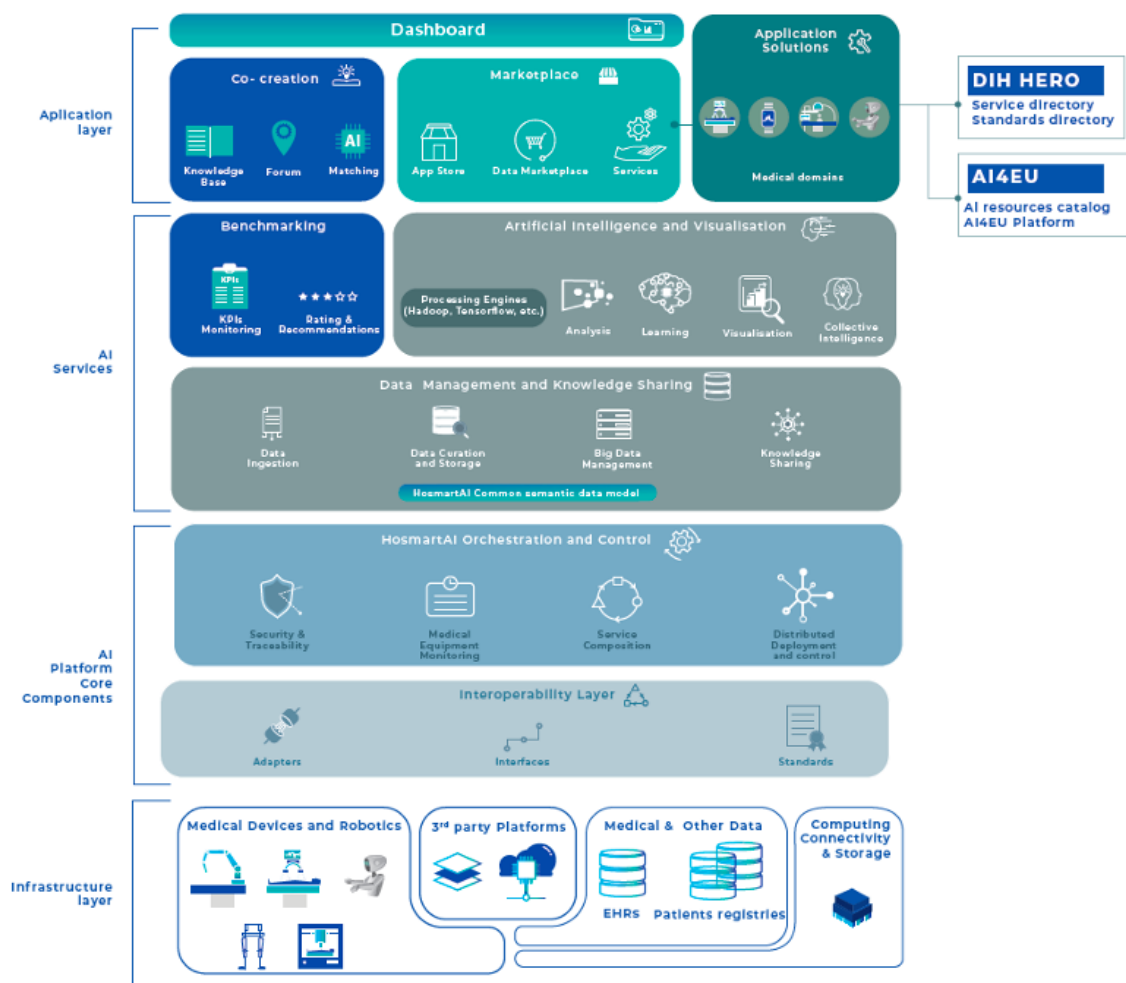


Figure 3: HosmartAI platform - conceptual architecture.

Report D1.6 HosmartAI platform conceptual architecture – final version available [here](#).

**Eight Large-Scale Pilots** will implement and evaluate improvements in medical diagnosis, surgical interventions, prevention and treatment of diseases, and support for rehabilitation and long-term care in several hospitals and care settings. The project will target different medical aspects or manifestations such as cancer; gastrointestinal (GI) disorders; cardiovascular diseases; thoracic disorders; neurological diseases; elderly care and neuropsychological rehabilitation; Fetal Growth Restriction (FGR) and prematurity.

To ensure a user-centred approach, and harmonization in the process (e.g. regarding ethical aspects, standardization, and robustness both from a technical, social and healthcare perspective), the living lab methodology will be employed. HosmartAI will identify the appropriate instruments (KPI) that measure efficiency without undermining access or quality of care. Liaison and cooperation activities with relevant stakeholders and open calls will enable ecosystem building and industrial clustering.

A description of each pilot is available on the project website [here](#).



Figure 4: HosmartAI large-scale pilots.

## 2.5 Topic

The HosmartAI is welcoming applications to the following topic: **AI/robotics pilot for smart healthcare centre.**

### AI

- Explainable AI
- Deep Learning
- Reinforcement Learning
- Convolutional Neural Networks
- Clustering
- Natural Language Processing

### Robotics

- Conversational robots
- Robotic and sensor-based devices
- Remote surgical navigation systems

Table 3: Specifications of the Open Call 2 topic – EXPERIMENT Call for Pilots.

Item	Description
TRL – minimum entry level to apply	≥ TRL 4
TRL – minimum end level	≥ TRL 6 with the involvement of the healthcare facilities.
HosmartAI technology requirements	<p>Each applying consortium must use one or more parts/components of the HosmartAI platform in its pilot design. Which parts and how they will be used need to be explained by the applying consortium.</p> <p>Technical description of the HosmartAI platform is publicly available on the project's website: Report titled D1.6 "HosmartAI platform conceptual architecture – final version" is accessible <a href="#">here</a>. The report titled D4.1 "Platform Architecture Design and Open APIs - First version" is available <a href="#">here</a>. Other public deliverables of interest can be found <a href="#">here</a>.</p> <p>The applying consortium is required to get familiar with the documents.</p>
Security requirements	Each applying consortium must ensure compatibility with the HosmartAI platform's security. As linked above, details about the platform are presented in the public deliverable <a href="#">D1.6</a> .
Gender requirements	<p>An applying consortium must address sex and gender design, and analysis. The analysis of epidemiological and socio-economic data of each funded pilot will play an important role in the interpretation of the data as well as in the correct design of the HosmartAI platform and its technologies. Therefore, gender bias, gender dimension and sex aspects must be studied and included in the design of the technology's pilots.</p> <p>A pilot methodology must ensure a balanced sampling of human participants as part of the design of the services, considering gender and diversity by balancing involved workers in terms of sex, age, culture and social factors like education, occupation, and residence.</p>
Required KPIs	<p>The OC#2 (all funded projects) must in total meet the following KPIs:</p> <ul style="list-style-type: none"> <li>• 200 patients</li> <li>• 50 healthcare professionals</li> </ul> <p>Therefore, HosmartAI is expecting each of the applying projects to involve in its pilot design minimum of</p> <ul style="list-style-type: none"> <li>• 50* patients</li> <li>• 12/13* healthcare professional</li> </ul> <p>(*) Lower numbers are allowed, however, the applicant must be aware that this criterion can be considered in the final selection prioritising the projects meeting the required KPIs.</p>
Ethics requirements	An applying consortium must ensure that all the ethical requirements for its pilot are obtained before the implementation without causing any constraints in the actual programme or it must guarantee by signing in the subgrantee agreement a declaration that all the ethical requirements will be obtained timely during the programme without causing any delays.
Potential Impact and Exploitation plan	<p>Each consortium must describe the potential impact and exploitation plans of its pilot.</p> <p>Impact:</p> <ul style="list-style-type: none"> <li>• What will change and how much with the piloting solution you are targeting?</li> <li>• What are the longer-term goals and how this first successful proof-of-concept will lead there?</li> <li>• What are the Key Performance Indicators you use to measure your project's success?</li> <li>• Is the business case realistic and sufficiently elaborated?</li> <li>• Does the project fit within the roadmap of the companies involved?</li> </ul> <p>Exploitation plans:</p> <ul style="list-style-type: none"> <li>• What are the main exploitable results you expect to achieve with this pilot?</li> <li>• How you will exploit the results.</li> </ul>

- What are the means you will use to publish and market your achievements?
- When do you expect the commercialization to start?

## 2.6 Timeline

Submission to the HosmartAI Open Call #2 - EXPERIMENT will be enabled on the **15<sup>th</sup> of September 2022, 00:00 CEST** and will end on the **15<sup>th</sup> of November 2022 at 17:00 CET**. Below are presented the current tentative dates for the different phases. The dates can be subject to change in case of any modifications in the project's schedule.



Figure 5: HosmartAI Open Call 2 – EXPERIMENT Call for Pilots timeline.

## 3 Eligibility criteria

All Applicants will have to abide by all general requirements described in this section to be considered eligible for HosmartAI Open Call 2 – EXPERIMENT Call for Pilots. The consortia that do not comply with those criteria will be excluded and marked as ineligible. The eligibility criteria will be evaluated based on the information submitted in your application.

### 3.1 Who are we looking for? Type of Beneficiary

HosmartAI invites consortia of 2-3 partners representing at least a tech provider/integrator and an end-user (healthcare entity), led by a for-profit SME.

The applying consortia can be composed of:

- micro, small and medium-sized enterprises (SMEs)/Startups,
- healthcare entity/entities (e.g hospital(s))
- secondary and higher education establishments, research institutes and other not-for-profit research entities.

Micro, small and medium-sized enterprises (SMEs) are considered eligible only if complying with the European Commission Recommendation 2003/361/EC and the SME user guide. In summary, the criteria which define an SME are

- The headcount in the Annual Work Unit (AWU) is less than 250.

a. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.

Startups that do not have yet annual turnover or balance sheets are also considered eligible given that they fulfil the criteria (a) and (b) at submission time.

In case an SME is awarded, it will remain eligible even if, at a certain point during the execution of HosmartAI Activities, it does not fulfil criteria (b) or (c).

Please note that a signed version of **Annex 4: Consortium Declaration of Honour** is mandatory for proposal submission.

**IMPORTANT: Regarding Annex 5: SME Declaration (for each SME), which evaluates the status of the SMEs participating in an open call, only if your organization has a validated a 9-digit Participant Identification Code<sup>2</sup> (PIC) number, Annex 5 can be disregarded.**

In addition, the following conditions apply:

- The applying SMEs<sup>3</sup> should not:
  - have convictions for fraudulent behaviour, other financial irregularities, or unethical or illegal business practices.
  - have been declared bankrupt or have initiated bankruptcy procedures.
  - Be under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18
  - Be excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority
- Proposals from consortia must ensure that there is no risk of double funding. The fundamental principle underpinning the rules for public expenditure in the EU states that no costs for the same activity can be funded twice from the EU budget, as defined in Article 111 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation.

## 3.2 Eligible countries

Consortium partners legally established in any of the following countries (hereafter collectively identified as the “Eligible Countries”) are eligible:

- The Member States (MS) of the European Union (EU), including their outermost regions.
- The Overseas Countries and Territories (OCT) linked to the Member States<sup>4</sup>.
- H2020 associated countries (those which signed an agreement with the Union as identified in Article 7 of the Horizon 2020 Regulation): according to the updated list published by the EC<sup>5</sup>.

<sup>2</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

<sup>3</sup> Please check the definition of Linked SME at “User guide to the SME definition” available at <https://op.europa.eu/s/n3t1> and include the relevant information in Annex 5

<sup>4</sup> Entities from Overseas Countries and Territories (OCT) are eligible for funding under the same conditions as entities from the Member States to which the OCT in question is linked.

<sup>5</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cp/h2020-hi-list-ac\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cp/h2020-hi-list-ac_en.pdf)

The UK applicants are eligible under the conditions set by the EC for H2020 participation at the time of the deadline of the call.

### 3.3 Submission

Only one proposal will be accepted for funding per applying consortium and other consortium partners.

Multiple submission is not allowed, therefore such applications even if submitted on time will be declared non-eligible.

The Beneficiaries already funded in the HosmartAI Open Call 1 are not eligible.

### 3.4 Conflict of interest

**IMPORTANT:** To avoid conflicts of interest, applications will not be accepted from persons or organisations who are partners in the HosmartAI consortium please check the list [here](#) or who are formally linked in any way to partners of the consortium. Applicants shall not have any actual or/and potential conflict of interest with the HosmartAI selection process and during the whole project.

All applicants will be required to declare that they know of no such potential conflicts of interest that should prevent them from applying by submitting **Annex 4**.

## 4 How to apply?

The submission will be done through the F6S platform <https://www.f6s.com/hosmartai-open-call-2-for-pilots/apply> which is directly linked to [HosmartAI website](#). The applicants are required to register a profile at F6S to be able to submit a proposal. The documents that will be submitted are:

- **Annex 3 Application Form at F6S:** administrative questions to be completed directly in the F6S platform. In addition, some general questions for statistic purposes and tick boxes are to be clicked by the third parties confirming they have read the conditions and agree with the conditions defined in this document.
- **Annex 3.1: Description of Work** - a document that must be submitted in a pdf format containing the description of the proposed project. It includes different sections: (1) Overview of the proposal, (2) Excellence/Innovation, (3) Impact, (4) Expertise and Excellence of the team, and (5) Project planning and value for money.
- **Annex 4: Consortium Declaration of Honour** - a template of the declaration that all conditions related to the HosmartAI Open Call #2 - EXPERIMENT are accepted by the applying consortium.
- **Annex 5: SME Declaration** – mandatory to submit unless SME has a validated PIC number.

The project proposals must strictly adhere to the F6S application form, which defines sections, required Annexes, and the overall length. Participants are requested to carefully read and follow the instructions in the form. The evaluators will be instructed not to consider extra material in the evaluation. Additional material, which has not been specifically requested in the online application form, will not be considered for the evaluation of the proposals.



Applying to an open call takes time and dedication and we would like to make sure that you understand the crucial rules:

- **Be on time:** Make sure you submit your proposal through the F6S platform at [www.f6s.com/hosmartai-open-call-2-for-pilots/apply](http://www.f6s.com/hosmartai-open-call-2-for-pilots/apply) before the deadline of **15 November 2022, 17:00 CET**. If you submit the form correctly, the system will send you a confirmation of your submission (please check your SPAM folder as well). Get in touch with us if it was not the case. Proposals submitted by any other means are ineligible, hence will not be evaluated.
- **F6S application:** The F6S platform allows you to work flexibly on the content, which is automatically saved once you progress filling out the form. All members of your consortium can have access to the application form and contribute to the work.
- **Be exhaustive:** Have you answered all the sections of the form and uploaded all required Annexes? It will not be possible to add any information after you submit your application or reach the submission deadline.
- **Language:** English is the official language of HosmartAI Open Call #2. All proposals must be written ONLY in English to be eligible. Submissions done in any other language will not be evaluated. English is also the only official language during the whole length of the Open Call EXPERIMENT programme. This means that any requested deliverables will be admitted only if submitted in English.
- **Every question deserves your attention:** All sections of your proposal must be filled in. Make sure that the data provided is true and complete. This is crucial for us to properly assess your proposal.
- **It is your proposal:** Your project should be based on your consortium's original work. Going forward, any foreseen developments must be free from third-party rights and if not, these third-party rights must be clearly stated.
- **Documentation format:** Any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.

NOTE 1: The regular functioning of the F6S platform is limited to one application submission per F6S user in each call. If an F6S user wishes to submit more than one application, for example on behalf of different SMEs, the F6S user should request support from the F6S support team ([support@f6s.com](mailto:support@f6s.com)) at least 10 days prior to the open call deadline.

NOTE 2: It is strongly recommended to not wait till the last moment of submission. **Failure of the proposal to arrive in time for any reason, including communications delays, or network issues is not acceptable as an extenuating circumstance and will automatically lead to rejection of the submission.**

**The time of receipt of the proposal as recorded by the submission system will be definitive.**

NOTE 3: Please note that after the submission editing is not possible. If the applicant discovers an error in the proposal and provided the call deadline has not passed, the applicant may request the Open Call HosmartAI team to re-submit the proposal (for this purpose please contact us at [opencalls@hosmartai.eu](mailto:opencalls@hosmartai.eu) with an email titled: RESUBMISSION REQUEST). However, HosmartAI is not committed that resubmission in time will be feasible in case the request for resubmission is not received by the Open Call HosmartAI team at least 48 hours before the call deadline.

## 5 Evaluation process

The evaluation process is shown in figure 2. Each of the stages will have a set of criteria to access the next stage but also to raise the obligation from HosmartAI Consortium on the financial support. The following paragraphs provide a detailed set of procedures and criteria at the time of evaluating and awarding the financial support to the selected Consortia.

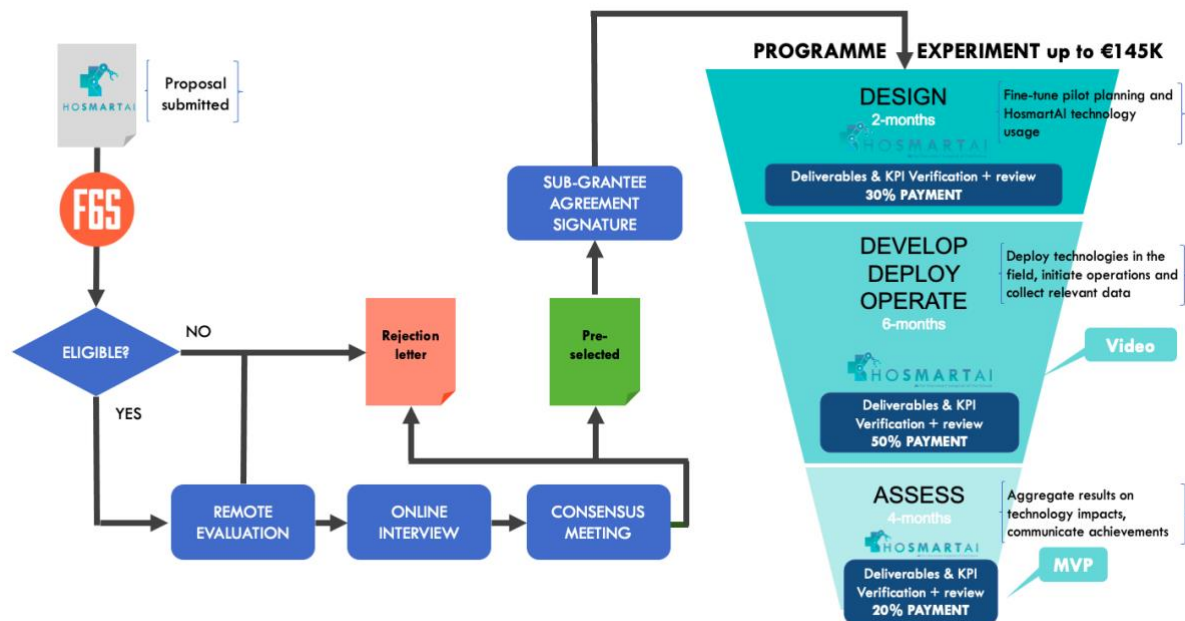


Figure 6: Open Call 2 HosmartAI evaluation process.

### 5.1 Evaluation criteria

1. **Proposals reception:** via F6S.
2. **Eligibility filter:** Eligibility check will verify the existence of a legal entity in an eligible country, the uniqueness of the proposal, the existence of the same entity selected in the previous call (if applicable), the alignment with HosmartAI call for proposals, and any conflict of interest. In addition, the following information will be checked:
  - 1) All consortium entities are eligible for EC funding under the rules of H2020 [Y/N]
  - 2) The consortium has a minimum of 2 and a maximum of 3 partners [Y/N]
  - 3) The consortium partners are at least one SMEs (or Startup), one healthcare entity, and optionally a competence centre in a health tech sector [Y/N]
  - 4) The proposed pilot is aligned to the Open Call 2 objective [Y/N]
  - 5) Is the proposal written in English [Y/N]
  - 6) Are all required documentation: Annex 3.1, Annex 4, Annex 5 (optionally if no PIC is provided) submitted correctly [Y/N]
  - 7) Does the proposal exceed the maximum available funding [Y/N]
  - 8) Is the participation rule of only one applying partner per application followed [Y/N]

3. **Remote evaluation:** The eligible proposals will be given to external evaluators bound by a confidentiality agreement. These evaluators with experience in AI technologies and business development will review each proposal, scoring them based on:

HosmartAI Open Call #2 evaluation criteria			
Evaluation criteria		Sub-criteria	Scoring (0-5)
<b>Excellence &amp; innovation</b>	Interoperability level of the proposed solution. Innovation degree	<ul style="list-style-type: none"> <li>● Appropriateness of the pilot project scope and alignment with HosmartAI objectives.</li> <li>● Level of innovation and technological and healthcare challenges addressed.</li> <li>● Level of integration with HosmartAI technologies to test.</li> <li>● Feasibility of the proposed pilot and technological contribution.</li> <li>● Quality, credibility, and clarity of pilot project description.</li> <li>● Minimum TRL 4.</li> </ul>	Threshold 3/5
<b>Impact &amp; Exploitation</b>	Industrial relevance and exploitation plans	<ul style="list-style-type: none"> <li>● Overall impact of the proposed pilot if successful.</li> <li>● Healthcare industrial relevance of the proposed pilot if successful.</li> <li>● Level of engagement with the healthcare unit – experts and patients involved.</li> <li>● Gender and sex equality impact addressed.</li> <li>● Quality of the exploitation plans and market potential.</li> <li>● Effectiveness of the proposed measures to exploit and disseminate the pilot results.</li> <li>● Potential of the outcomes to be adopted/used by healthcare entities into regular practices.</li> <li>● Product concept, market and competition.</li> </ul>	Threshold 3/5
<b>Consortium</b>	Partners of the consortium	<ul style="list-style-type: none"> <li>● Quality of the consortium.</li> <li>● Clarity of each partner role.</li> <li>● Technical capacity and excellence of the technology provider capability to achieve the deployment of minimum TRL 6.</li> <li>● Quality of the individual participants.</li> </ul>	Threshold 3/5
<b>Project planning and value for money</b>	Deployment of resources	<ul style="list-style-type: none"> <li>● Quality, effectiveness and clarity of project activities, structure, and timing.</li> <li>● Appropriateness of deliverables, KPIs and means of verification.</li> </ul>	Threshold 3/5

		<ul style="list-style-type: none"> <li>• Allocation of appropriate resources to the proposed pilot.</li> <li>• Justification of the proposed resources.</li> <li>• Explanation of how the project will have access to third-party components if needed</li> </ul>	
--	--	---	--

The independent experts will score each award criterion on a scale from 0 to 5 (decimal and centesimal point scores may be given):

- **0 = Proposal fails** to address the criterion or cannot be assessed due to missing or incomplete information.
- **1 = Poor:** criterion is inadequately addressed or there are serious inherent weaknesses.
- **2 = Fair:** proposal broadly addresses the criterion, but there are significant weaknesses.
- **3 = Good:** proposal addresses the criterion well, but a few shortcomings is present.
- **4 = Very good:** proposal addresses the criterion very well, but a small number of shortcomings is present.
- **5 = Excellent:** proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

For each section, the **minimum threshold** is 3 out of 5 points. The default overall threshold, applying to the sum of the four individual scores, is 15. That means if a proposal receives less than 3 in one criterion or less than 15 in the overall score it is automatically rejected.

A consensus meeting may be set up on demand in case of significant score differences (more than 20%) among the two aligned evaluators per application.

4. **Online interview and consensus meeting:** The independent evaluators together with HosmartAI project's representatives like the Project Coordinator, the Scientific-Technical Manager, the Innovation-Exploitation Manager, and project tech expert(s) will gather in a teleconference meeting to talk with the top 8-10 shortlisted ranked proposals. During this teleconference, applicants will start by doing a pitch of their project concept, followed by a Q&A. This will be an opportunity for the independent evaluators to cover any doubts that they may have about the written application as well as about the commitment and engagement of applicants towards participating in the HosmartAI ecosystem. The HosmartAI project's representatives will have the right to ask questions verifying the match of the applicant's proposal to the HosmartAI concept and technology availability. The independent evaluators will share, compare and revise (if necessary) their scores aiming to have a consensus about the respective proposal.
5. **Final ranking:** At the end of the evaluation process, the proposals will be ranked. The criteria for the ranking of the proposals will be following the rules below:
  - Rule 1: The proposals will be ranked based on their overall score.

In case there are proposals with equal scores, the following criteria will be applied in strict order:

- The proposals will be ranked based on their higher **Impact & Exploitation potential**
- In case there are proposals in the same position, priority will be given to proposals that have ranked higher in **Excellence & Innovation**.

- In case there are still proposals in the same position, priority will be given to proposals which have higher scores in **Consortium**.
6. **Selection:** The proposals with higher scores will be selected until reaching the available funding. However, the HosmartAI Consortium is not obliged to select the highest scoring proposal where it has objective grounds for objecting to the participant if, for example, commercial competition issues or strategic issues to balance technologies between the different platforms available in HosmartAI become apparent during the evaluation process. In this case, the choice may pass, to the next ranked proposal.
  7. The HosmartAI Consortium will then formally approve a list of proposals within the limits of the available funding.
  8. **Approval by the European Commission** prior to contracting: The list of selected projects will be submitted to the European Commission for final screening.
  9. **Communication of Results:** Every eligible applicant will receive via e-mail:
    - An Evaluation Summary Report (ESR)
    - A letter informing of the rejection decision or invitation to negotiation and the following steps.

The Consortium may conclude that there are not enough proposals with adequate quality (indicated by their evaluation scores meeting or exceeding specific pre-defined thresholds), in which case it will make no selection or select fewer proposals than the cascaded funding budget allows. This conclusion is obligatory if not enough proposals score above the threshold given on the bespoke evaluation form.

## 5.2 Appeal procedures

If, at any stage of the evaluation process, the applicant considers that a mistake has been made or that the evaluators have acted unfairly or have failed to comply with the rules of this HosmartAI Open Call #2 – EXPERIMENT Call for Pilots, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by email to: [opencalls@hosmartai.eu](mailto:opencalls@hosmartai.eu)  
Any complaint made should include:

- contact details,
- the subject of the complaint,
- information and evidence regarding the alleged breach.

Anonymous complaints or those not providing the mentioned information will not be considered. Complaints should also be made within five (calendar) days since the evaluation results are presented to the applicants. As a rule, the HosmartAI Team will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than twenty days from the date of reception of the complaint, provided that all required information has been submitted by the complainant. Where this time limit is exceeded, the HosmartAI Team will inform the complainant by email.

Please note:

- This procedure is concerned only with the evaluation and/or eligibility checking process. The HosmartAI Team will not call into question the scientific or technical judgement of appropriately qualified experts.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund it or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on other criteria.
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

## 6 Contracting

### 6.1 Contract preparation

After the Open Call evaluation conclusion and project selection, the HosmartAI coordinator will start the contract preparation in collaboration with the selected proposals' coordinators. Contract preparation will go via administrative and financial checking (and potentially into technical or ethical/security negotiations) based on evaluators' comments. On a case-by-case approach, a phone call or teleconference may be needed for clarification.

The objective of the contract preparation is fulfilling the legal requirements between HosmartAI Consortium and every beneficiary of the call. The items covered will be

- Inclusion of the comments (if any) in the Evaluation Summary Report of the proposals and mapping to the Sub-grant agreement (Contract).
- To validate the status information of the SME, the following documents will be required:
  - **SMEs declaration:** signed and stamped. In the event the applicant declares being nonautonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
  - **Status Information Form.** In case this is not a Startup, 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. In case it is a Startup, legal document of the official founding date.
  - **Legal existence.** Company Register, Official Gazette or another official document per country showing the name of the organisation, the legal address and registration number and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
  - In cases where the number of employees and/or the owner is not clearly identified: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional association records, etc. In case it is a Startup, legal document of the official founding date and declaration of ownership.
  - **Bank account information:** The account where the funds will be transferred will be indicated via a form signed by the legal representative. The account should be a business bank account.



It should be emphasised that each SME should provide at contract preparation time a valid VAT identification number. Failure to provide the VAT number will automatically result in proposal rejection.

The request, by HosmartAI Consortium, for the above documentation will be done within predefined deadlines. In general, the sub-project negotiation should be concluded within 2 weeks. An additional week may be provided by the HosmartAI coordinator in case of significant reasoning. In case contracting has not been concluded within the above period, the proposal is automatically rejected and the next proposal on the reserve list is invited.

## 6.2 Contract signature

At the end of the contracting phase, the sub-grantee funding agreement will be signed between the HosmartAI Consortium represented by its coordinator (INTRA), the Treasurer, and the selected consortium, represented by its leader (the leader must be an SME) and it is the responsibility of the consortium leader and the other consortium partners to make an agreement that shall cover the rights and obligations between them.

Please note:

- The sub-grantee funding agreement/contract will cover the complete 3 phases: Design; Deploy & Develop & Operate; Assess.
- No additional sub-grantee will be signed.
- The sub-grantee funding agreement will automatically expire at the end of each phase without any further notice from the HosmartAI Consortium, in case the funded consortium does not enter or qualify for the next phase or if the funded consortium is not considered eligible anymore or if the Consortium Declaration of Honour has been violated.

# 7 Activities during EXPERIMENT Programme

The EXPERIMENT activities are divided into 3 phases.

## 7.1 DESIGN phase

Phase 1 DESIGN is associated with the starting point of each project and will have a maximum duration of 2 months. Within this phase, consortia must fine-tune their pilot planning and technology usage with HosmartAI and design a detailed pilot plan, aligned with the HosmartAI objectives. The Pilot Plan should include the following:

- Description of how the pilot will be carried out
- Description of the healthcare entity setup, patients involved, health experts, and other relevant stakeholders
- Description of the technologies to use
- List of detailed milestones and KPIs to achieve (metrics and target values for how the success will be determined)
- Pilot timeline
- Risk management plan
- Dissemination and exploitation plan
- Ethical requirements



At the end of the DESIGN Phase, consortia will have to deliver their **1st Report** – A detailed Pilot Plan with a description of the setup, reporting the activities undertaken during these 2 months phase.

## 7.2 DEVELOP, DEPLOY, OPERATE phase

Phase 2 is the 6-months core phase of the funded consortium. Within this phase, projects will perform their technical developments and deploy them in the healthcare unit partnering with the funded consortium to achieve what has been previously proposed. The pilot's development, deployment and operation should consider the following:

- Reporting of the implementation
- Reporting on the stakeholders involved
- Reporting of the technical development
- Configuration of units and software
- Reporting of the operation initiation
- Reporting of technology deployment by the end-user
- Collection of relevant data
- Project performance (in terms of quantitative KPIs identified in the previous phase)
- Proof that the HosmartAI tech offering has been used and integrated for the pilot purposes
- Provide a Demo (including a video to be published on the HosmartAI YouTube channel).

At the end of Phase 2, consortia will have to deliver their **2nd Report**, which will demonstrate the project's pilot development results and its operating system. The 2nd Report must clearly show the milestones and KPIs accomplished during this phase and provide justifications in case targets are not reached.

## 7.3 ASSESS Phase

Phase 3 is critical to leverage the results of the DESIGN and DEVELOP, DEPLOY & OPERATE phases and will have a maximum duration of 4 months. The aim of the ASSESS phase is to provide business support that will foster the exploitation of project results, and sustainable growth and envisages an investment round for the pilot. Within this phase, projects must focus on the assessment and exploitation of results/achievements. Pilot's assessment and exploitation should include the following:

- Business Strategy & Exploitation Plan
- Stakeholders impact
- Market Analysis Completeness
- Direct & Indirect competition analysis
- Scalability potential
- Report dissemination activities

At the end of Phase 3, consortia will deliver the **3rd Report** (Final Report), which will be a report on market associated activities.

The Final Report should also include a publishable summary of the project's results and feedback to the obligatory Impact Assessment that will be run by the Open Call management.

## 7.4 Phases' evaluation

The milestones and deliverables will be evaluated at the end of each phase. A remote review will take place after each phase to evaluate the progress of the consortia. Minimum two weeks before each review, the consortia should submit their deliverables and a required report. The review will be remote via a teleconference platform (e.g. Zoom). The consortia will make a presentation of the work done, analyse the progress and answer questions from the HosmartAI experts.

After the review, the consortia will receive a review report, including comments and potential recommendations. The report will also state if the deliverables are accepted or not.

- On acceptance of the deliverables, the consortia will be requested to submit a financial statement requesting the funding of the corresponding phase.
- Payments will be released no later than thirty (30) natural days after the notification by the Contractor.
- On rejection of any of the deliverables, or in case of not satisfactory review, the consortia will be requested to re-submit improved deliverables. Based on that update, the HosmartAI experts will take decision if the project can continue to the next phase, or if the risk of failure is too high. If the rejection of a deliverable or an unsatisfactory review happens in the last stage (ASSESS), the HosmartAI Consortium will consider if a short extension can be conceded to invite a project to update and resubmit deliverables, hence qualifying for its payment, if and when said deliverable is approved.

## 7.5 Participation in events

During the 3 phases, the selected consortia should participate in various types of events (audio calls, video calls, webinars, online training, virtual conferences, etc.) organized or suggested by the HosmartAI Consortium, to support the integration of their solution in the HosmartAI platform, extend their knowledge on the HosmartAI project, on healthcare sector needs, health-related technologies, and health market. Each consortium should be available to participate in a minimum of 6 remote events, and one face-to-face event in Europe.

# 8 Financial support provided

## 8.1 Financial support

The maximum amount of direct funding that an applying consortium may receive via HosmartAI is €145.000.

HosmartAI funding is results-driven, provided as payment in a lump sum way. As such, there is no need for a traditional administrative-justification system (e.g. counting hourly dedication or calculating workload), but getting the funding is associated with the full achievement of the relevant milestone.

Selected Consortia will become part of HosmartAI EXPERIMENT activities and will go through an exhaustive sequential process which will last 12 months and will be composed of 3 phases. Payments will be done in 3 instalments (30% + 50% + 20%) based on concrete results, deliverables, and review of each phase.

Summary of funding:

EXPERIENT Phases	Duration	Funding	Example €145k
------------------	----------	---------	---------------

#1 Design	2 months	30%	€ 43 500
#2 Develop, Deploy, Operate	6 months	50%	€ 72 500
#3 Assess	4 months	20%	€ 29 000

Detailed payment schedule and payment conditions will be settled in the Sub-grant (Beneficiary) Agreement.

## 8.2 Origin of funds

Any selected proposer will sign a dedicated Sub-Grantee Funding Agreement with the HosmartAI project coordinator (on behalf of HosmartAI Consortium). The funds attached to the Sub-Grantee Funding Agreement come directly from the funds of the European Project HosmartAI, and the HosmartAI Consortium is managing the funds according to the Grant Agreement Number 101016834 signed with the European Commission.

As will be indicated in the Sub-Grantee Funding Agreement, this relation between the sub-grantees and the European Commission through HosmartAI project carries a set of obligations to the sub-grantees with the European Commission. It is the task of the sub-grantees to accomplish them, and of the HosmartAI Consortium partners to inform about them.

## 9 Responsibility of beneficiaries

The selected consortia are indirect beneficiaries of European Commission funding. As such, they are responsible for the proper use of the funding and ensure that the recipients comply with obligations under H2020 specific requirements as described in Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020).

### 9.1 Conflict of interest

The beneficiary must take all measures to prevent any situation where the impartial and objective implementation of the EXPERIMENT activities is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

They must formally notify to the HosmartAI coordinator without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The HosmartAI coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

If the sub-grant agreement member breaches any of its obligations, the sub-grant agreement may be automatically terminated.

### 9.2 Data protection and confidentiality

During implementation of the EXPERIMENT activities and for four years after the end of the EXPERIMENT activities, the parties must keep confidential any data, documents, or other material (in any form) that is identified as confidential at sub-contract signing time ('confidential information').

The selected consortia may disclose confidential information to the HosmartAI Consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

### 9.3 Promoting action and give visibility to the EU funding

The selected consortia must promote the EXPERIMENT activities, the HosmartAI project and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner and to highlight the financial support of the EC. Detailed requirements will be listed in sub-grant Agreement (Contract) – Annex 7.

Any publicity made by selected consortia in respect of the project, in whatever form and on or by whatever medium, must specify that it reflects only the author's views and that the EC or HosmartAI project is not liable for any use that may be made of the information contained therein.

The EC and the HosmartAI Consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the selected consortia members;
- contact address of the selected consortia members;
- the general purpose of the project;
- the amount of the financial contribution foreseen for the project; after the final payment, and the amount of the financial contribution received;
- the geographic location of the activities carried out;
- the list of dissemination activities and/or of a patent (applications) relating to the foreground;
- the details/references and the abstracts of scientific publications relating to the foreground and, if funded within HosmartAI project, the published version or the final manuscript accepted for publication;
- the publishable reports submitted to HosmartAI;
- any picture or any audio-visual or web material provided to the HosmartAI in the framework of the project.

### 9.4 Audits and controls

The European Commission (EC) will monitor that HosmartAI beneficiaries and the beneficiary SME comply with the conditions for Financial Support to Third parties such as set out in the HosmartAI grant agreement and may take any action foreseen by the grant agreement in case of noncompliance vis à vis the beneficiary concerned.

The beneficiary SME shall keep all sub-project deliverables and the originals or, in exceptional cases, duly authenticated copies – including electronic copies – of all documents relating to the sub-project contract for up to five years from the end of the project.

### 9.5 General communication

During the project execution (EXPERIMENT activities) a mentor will be assigned to each selected project to support execution. The mentor will serve as a first contact point for the selected consortium.

## 10 Intellectual property rights (IPR)

Applicants will remain the sole owners of their respective IPR and retain the IPR to their respective solutions.

The HosmartAI Consortium itself will not retain an equity stake in any applicant's company, nor will it retain any IPR. However, the HosmartAI Consortium will be granted the right to make internal use of any IPR applicants produce as part of their HosmartAI EXPERIMENT activities.

Each evaluator will sign a contract including a non-disclosure agreement (NDA) before receiving access to the database of proposals to protect the intellectual property of the applicants.

However, HosmartAI and the European Commission may ask participants who have received funding to present their work as part of public relations and networking events to showcase the benefits of the HosmartAI project.

## Checklist

- 1) Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address the Open Call 2 objective.
- 2) Is your proposal eligible?** The eligibility criteria are given in chapter 3 "Eligibility Criteria". Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated
- 3) Budgetary limits.** Check that you comply with any budgetary limits as expressed in chapter 8 "Financial support provided".
- 4) Is your proposal complete?** Have you completed all mandatory questions?
- 5) Does your proposal fulfil the requested information?** Proposals should be precise, and concise and must answer to requested information, which is designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- 6) Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, and strengthen or eliminate weak points.
- 7) Have you submitted your proposal before the deadline?** It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the application as recorded by the submission system will be definitive.
- 8) Have you provided the necessary annexes?** Annex 3.1. Proposal template; Annex 4. Consortium Declaration of Honour; Annex 5. SME Declaration (not necessary if a PIC number: the 9-digit Participant Identification Code is provided).
- 9) Do you need further advice and support?** You are strongly advised to communicate with the HosmartAI team.

## Contacts

The HosmartAI Consortium will provide information to the applicants via the F6S Online Q&A, so that the information (question and answer), will be visible to all participants.

- F6S Online Q&A: <https://www.f6s.com/hosmartai-open-call-2-for-pilots/discuss>
- Apply via: <https://www.f6s.com/hosmartai-open-call-2-for-pilots/apply>
- F6S support team: [support@f6s.com](mailto:support@f6s.com)
- More info at: <https://www.hosmartai.eu/>
- For extraordinary communication need, please contact the Help Desk: [opencalls@hosmartai.eu](mailto:opencalls@hosmartai.eu)

