



# Frequently Asked Questions

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## **INNOVATION SUPPORT MECHANISM VOUCHER CALL#1**

VERSION 1.3

24-02-2021

**Q1: Who can apply?**

**A1:** Applicants must be either member of one of the clusters in the GALATEA consortium, established or with a branch office in the GALATEA territorial scope; France, Greece, Poland, Romania, and Spain. Only SMEs can apply for funding. The SME applicants must comply with the following [EU SME definition](#) and must be innovative SMEs from the Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautics, Aerospace sectors wishing to submit proposals related to Blue Growth. You can check if you are an SME by using the [SME self-assessment tool](#).

**Q2: What are TRL levels?**

**A2:** TRL level indicates the technology readiness level. Referring to Annex G of the General Annexes to the Horizon 2020 [Work Programme 2018 – 2020](#), technology readiness levels are defined as follows:

TRL 1 – basic principles observed

TRL 2 – technology concept formulated

TRL 3 – experimental proof of concept

TRL 4 – technology validated in lab

TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)

TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)

TRL 7 – system prototype demonstration in operational environment

TRL 8 – system complete and qualified

TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

**Q3: Is there a maximum amount (in euro) to be granted for each company?**

**A3:** The maximum amount to be granted per SME shall not exceed €60.000,00 for the entire GALATEA duration. In the case of the Development & Technology Transfer voucher, applicants can benefit from grants up to 20.000,00€. In the case of the Prototyping and Large-scale demonstrator vouchers, SMEs applying as a consortium can benefit from grants up to 60.000,00€ each.

**Q4: Can a SME apply for several vouchers?**

**A4:** Each interested SME may submit ONLY ONE proposal per call and benefit from only one voucher per call. In case of multiple submissions by the same SME, all submissions will be automatically rejected.

**Q5: Can large companies join?**

**A5:** A SME can apply together with other innovation actors (universities, research centres, public authorities, large companies, etc.) for vouchers in a single application. However, those other actors

cannot be beneficiaries of a voucher. The 60.000,00€ limit includes the costs of participation of the innovation actors SMEs bring in their application.

**Q6: What is a lump sum?**

**A6:** Successful proposals shall receive the requested financial contribution in the form of a lump sum.

A lump sum is a fixed amount of money that the beneficiaries will receive for the implementation of their project without foreseeing the delivery of a detailed financial reporting and timesheets. However, it is necessary to provide an explanation in the application on how the lump sum will be used including a clear budget proposal (personnel, subcontracting, travels, equipment and consumables). The use of the project budget will be controlled considering the technical advancements by the technical reviewers. The final technical evaluation will assess the coherence of the spent budget with the achieved results.

Please refer to Section 3.2.1 of the Terms and Conditions Guide of Applicants.

**Q7: If we apply as a consortium, and the consortium includes at least one eligible SME, is the entire consortium eligible?**

**A7:** To be eligible for the prototyping and large-scale demonstrator vouchers, the proposal must be submitted by a consortium of at least 2 SMEs, both in compliance with the GALATEA eligible criteria.

In the case of a consortium, funding will be on SME level – meaning that each eligible SME will be paid directly and as such only the SME that fulfils all eligibility criteria will receive funding.

Members of the consortium that are not SME and that do not meet the criteria “member” or “territorial scope” can still participate in the consortium. Their contributions to the project will not be funded by GALATEA but can be subcontracted by eligible beneficiaries if needed.

**Q8: Is it possible to charge consumables within a development and technology transfer voucher?**

**A8:** Only the listed expenses per voucher are fundable. If consumables are not listed, then they are not eligible costs.

**Q9: Is there a limitation in the number of other innovation actors participating in an application?**

**A9:** There is no limitation in the number of innovation actors participating in an application; however, only SMEs are eligible for a voucher.

**Q10: Is equipment an eligible cost category?**

**A10:** Yes, it is for the prototyping and large-scale demonstrator vouchers, but only depreciation costs for equipment that is relevant for the success of the project and only for the real time used in the project lifetime.

**Q11: Can Universities/ Academic institutions receive funding via the GALATEA project?**

**A11:** A SME can apply together with other innovation actors (universities, research centres, academic institutions, large companies, etc.) for vouchers in a single application. However, those actors cannot

be beneficiaries of a voucher. The 60.000,00€ limit (prototyping and large-scale demonstrator vouchers) includes the costs of participation of the innovation actors SMEs bring in their application. Universities/ Academic institutions can be part of a consortium but are not eligible for funding.

**Q12: Is a newly registered Start-up eligible to apply?**

**A12:** Yes, supporting new innovative companies without any audited accounts yet is in line with the project's aim.

**Q13: Who will sign the sub-grant agreement? Only the coordinator or all eligible consortium members as well?**

**A13:** The sub-grant agreement will be signed by the Contractor (GALATEA coordinator) and the SME that is being awarded a voucher. In case of a consortium, each SME will sign a sub-grant agreement.

**Q14: Is it compatible for an SME to ask for a service in parallel to a voucher?**

**A14:** Yes, SMEs can apply for both a voucher and services. SMEs can only apply for only one voucher per call but for as many services as they want per call.

**Q15: Can the categories of costs covered by each voucher change?**

**A15:** The categories of costs that are covered by each voucher cannot be changed. Should the applicant need to execute other costs it would have to finance them with funds not coming from the GALATEA voucher.

**Q16: Is it a requirement for the Prototyping and Large-scale demonstrator vouchers to have minimum 2 SMEs from different sectors as partners?**

**A16:** Yes, for the Prototyping voucher the cross-sectoral aspect should be fulfilled; minimum TWO (2) SMEs from different sectors [Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautic, Aeronautic sectors].

**Q17: Does the program already have a list of service providers?**

**A17:** No, GALATEA does not provide a list of service providers. Please contact your SME contact point (Annex 1 in the Terms and Conditions Guide of Applicants) for further support.

**Q18: Is the program open to a France-based SME working on a new cybersecurity solution for IoT? Such as security for maritime traffic or logistics use case.**

**A18:** Yes, this SME is eligible according to the GALATEA Terms and Conditions Guide of Applicants.

**Q19: Can project expenses be incurred before the project starting date?**

**A19:** Only costs generated during the lifetime of the project can be eligible. Period of costs' eligibility is from the project's starting date until the project's end date as described in the Sub-grant Agreement.

<b>Q20: Which type(s) of staff costs are eligible?</b>
<b>A20:</b> Please refer to the respective section of the Model Grant Agreement for H2020 funded projects (page 47 <a href="#">here</a> ).
<b>Q21: As the voucher is considered a grant can it be used to also cover the VAT costs attached to the services the SME receives?</b>
<b>A21:</b> No, the voucher does not cover VAT. Budget indications in the application should not include VAT costs.
<b>Q22: In case of applications enclosing two or more SMEs, is it allowed that they are in the same GALATEA region?</b>
<b>A22:</b> Yes, it is possible as a one (1) nationality consortia is allowed. However, cross-border consortia are favoured and will receive a bonus of +5% during the evaluation process.
<b>Q23: We are already receiving funds under Horizon 2020 in another EU funded project. Are we still eligible for funding from the GALATEA scheme?</b>
<b>A23:</b> Yes, as long as you do not receive funding for the same project actions since this would be considered double funding, which is against the H2020 rules.
<b>Q24: If the application is granted, is a GALATEA consortium agreement template available for the financially supported SME and its partner(s)?</b>
<b>A24:</b> No, there will be no consortium agreement template, beneficiaries are allowed to choose the consortium agreement model that they wish.
<b>Q25: Would it be possible that a SME allocates part of its funding to the other SME in the project through subcontracting costs?</b>
<b>A25:</b> A SME cannot be both a voucher beneficiary and a subcontractor at the same time. It is against the Horizon 2020 rules. Participating SMEs which are considered as partners within a consortium will both directly receive the grant. More generally, refer to the Horizon 2020 programme article 13.1 " <a href="#">Rules for subcontracting action tasks</a> " for further information on subcontracting rules.
<b>Q26: A consortium formed by 2 SMEs: one from Romania + one from France, both IT companies, is eligible for a total of 120.000-euro project?</b>
<b>A26:</b> No, a consortium of 2 ICT companies is not eligible as the consortium must be intersectoral (2 SMEs from 2 different sectors). If one of the ICT SMEs is active/ experienced in the Maritime sector, then the consortium is considered eligible. Regarding the budget, it is correct to say that 2 SMEs from 2 different sectors may benefit from up to 60.000€ each (up to 60.000€ per SME).

**Q27: How many SMEs can participate in a proposal and what is the maximum project budget allowed under the prototyping voucher?**

**A27:** At least 2 SMEs from 2 different sectors have to be involved in a proposal. Please note that cross-border partnership is favored by +5% during evaluation process. Moreover, other entities (universities, research centers, academic institutions, large companies etc.) can be part of the consortium but will NOT receive any funding from the GALATEA project.

Each participating SME will receive a maximum grant of 60.000.00€ within this voucher. This covers direct personnel expenses, other direct costs and external services expenses. There is no maximum budget per project.

**Q28: My doubt is related to the maximum partners and maximum project budget.**

**A28:** The overall GALATEA Call for vouchers budget is €2.180.000. 60% of this budget is available for Call#1. It is estimated that for the prototyping voucher, 5 to 7 projects will be funded.

There is no limit to the number of SMEs forming a partnership, as long as they follow all the requirements. Thus, there is no limit to the amount of budget to be granted to a consortium.

**Q29: After reading the eligibility conditions (specifically points 2 and 3) we are not sure if we are eligible for this call because of the kind of company we are and the fact of not being members to the clusters mentioned. Could you clarify this for us?**

**A29:** Only innovative SMEs can apply for funding under the GALATEA project. Each applicant must be an innovative SME from the Maritime (port, ship, shipyard, maritime surveillance), and / or ICT, and / or Aeronautic sectors.

SMEs can form a consortium with other innovation actors such as universities, research centers, public authorities, large companies, etc. However, those actors will not benefit from GALATEA funding.

The Call is open to members of one of the clusters in the GALATEA consortium, entities established or with a branch office in the GALATEA territorial scope (France, Greece, Poland, Romania, and Spain).

**Q30: Should consortia be made between companies from different countries?**

**A30:** The consortium must be composed of 2 SMEs from 2 different sectors. It is not mandatory that they are from 2 different countries. However, the transnational aspect is largely favoured during the evaluation process (+5%).

**Q31: Do both or one of the SMEs need to be active inside described in Annex 1?**

**A31:** Both applicants must be either member of one of the clusters in the GALATEA consortium, established or with a branch office in the GALATEA territorial scope; France, Greece, Poland, Romania, and Spain. Please refer to the [Guide for Applicants](#) to make sure you are validating the territorial scope requirement.