



Dragon-STAR: "Dragon - Sustaining Technology And Research (EU-China Collaboration)"

www.dragon-star.eu

**Travel Grant Scheme: Participation in the
Brokerage Event during the EU-China Business
and Technology Co-operation Fair in Chengdu
(21-23/10/2014)**

2nd Call for Applications

4th March to 30th April 2014

A. About Dragon-STAR

Dragon-STAR - Dragon - Sustaining Technology And Research (EU-China Collaboration) is a project funded by the European Commission, under the Seventh Framework Programme (FP7) for Research and Technological Development – International Co-operation.

The Dragon-STAR project aims at supporting the bilateral dialogue and collaboration between EU and China. In particular the project will support the Sino-European collaboration at 5 levels:

- Enhancing the quality of the Chinese participation in the Framework Programmes and especially reinforcing participation from less-developed areas.
- Supporting the reciprocity originating from the signed EU-China Scientific Co-operation Agreement
- Supporting bilateral co-operation in the broader field of innovation and especially the technological co-operation between industrial players.
- Supporting the ongoing bilateral Scientific Co-operation dialogue with studies and reports.
- Supporting research co-operation and dialogue in key priority areas (SFIC).

The consortium includes 11 partners, 9 from the EU and 2 from China. The partners are either research organizations or industrial associations and technology transfer centres. The fact that the partners are multitasking will ensure the fulfillment of Dragon-STAR activities and objectives.

Within the context of the Dragon-STAR project a Travel Grant Scheme will be implemented. The Travel Grant Scheme provides the opportunity for European organizations to investigate the Chinese market and identify suitable partners to conclude technological and/or research collaboration. It also provides financial support to eligible European organizations to travel to China. The Travel Grant Scheme is composed of two elements: (1) Individual Vouchers and (2) Participation in Brokerage Events (BEs) and/or Missions. The Individual Vouchers Scheme is designed to cover part of the traveling expenses of European organizations to visit Chinese counterparts of their choice and discuss the possibility of concluding technological and/or research collaboration and agreements. The BEs and Missions scheme is designed to reimburse traveling expenses of European organizations to visit an international fair in China and/or participate in a BE (in parallel to an international fair or conference), meet with Chinese counterparts, and discuss potential collaborations.

This is the Second Call of the Dragon-STAR Travel Grant Scheme and it aims at covering the traveling expenses of organizations interested to participate in the Brokerage Event organized in parallel to the EU-China Business & Technology (B&T) Co-operation Fair, which will be held in Chengdu, China on 21-23 October 2014. This event will focus on EU-China urbanization relevant industries, environment protection, modern agriculture, bio-pharmaceutical, general aviation and IT sectors.

B. Objective of the call

The aim of the Travel Grant Scheme is to support technological and research collaboration between Chinese and European organizations in order to explore the opportunities, not only for joint participation in the European Commission's HORIZON 2020 programme, but also the possibilities of concluding technological agreements. The Travel Grant Scheme is designed to cover the traveling expenses of European organizations to participate in the Brokerage Event organized in parallel to the EU-China Business & Technology Co-operation Fair, which will be held in Chengdu, China on 21-23 October 2014, and to discuss the possibility of concluding technological and/or research collaboration and agreements.

C. The Call

The Call is open from **4th March to 30th April 2014**. It supports representatives from European organizations from the EU Member States to visit the EU-China Brokerage Event and Technology Co-operation Fair which will be held in Chengdu, China on 21-23 October 2014, and meet Chinese counterparts in order to discuss potential technological and/or research collaborations. The Chengdu Brokerage Event is an ideal opportunity to discuss joint preparation of project proposals for submission to the current or upcoming HORIZON 2020 Calls or for the conclusion of technological co-operation agreements. The topics of the Fair and the Brokerage Event are the following:-

1. Modern Agriculture
2. Energy saving – Environmental Protection
3. Bio - Pharmaceuticals
4. IT
5. New Energies
6. General Aviation

For research collaborations, along with the application, it is also necessary to submit a Confirmation of Pre-check regarding the topic / field of research of the planned project proposal. This Pre-check confirms that the topic of the planned project proposal is eligible under a current or upcoming HORIZON 2020 call, which is a prerequisite in order for the applicant to be eligible for the 2nd Call of the Dragon-STAR Travel Grant Scheme. The Confirmation of Pre-check has to be issued by the relevant partner of the Dragon-STAR project, which is Steinbeis-Europa-Zentrum (SEZ). A template for this Pre-check can be downloaded from the Dragon-STAR website www.dragon-star.eu.

The Pre-check is not necessary for technological collaborations.

1. Funding

- The Dragon-STAR funding will cover traveling expenses and accommodation, with a maximum of €2,500, for European organizations seeking co-operation with one or more specific and pre-defined Chinese organization/s.
- It is expected that a minimum of 15 organizations will benefit from this scheme, which means that a total of €37,500 will be allocated. If more applications are positively evaluated it is up to the Project Evaluation Committee to fund more organizations.
- In the case that not all the budget is allocated, additional calls will follow until the budget has been used up.

2. Timetable for the 2nd Call

04/03 to 30/04 2014	Call open
15/04 2014	Final deadline for applying to SEZ for Confirmation of Pre-check (only applicable to Partner Search applicants)
01/05 to 30/05 2014	Evaluation
02/06 2014	Final selection by the Project Evaluation Committee
16/06 2014	Applicants informed of selection results
24/12 2014	Final deadline for receipt of Narrative and Cost Report

3. Guidelines

a) Eligibility criteria

The following criteria **have to be met** in order to be eligible for participation:-

- Submit a completely filled-in application form along with all the required documentation within the timeframe indicated:-
 - Application Form
 - Letter of Commitment
 - Confirmation of Pre-Check (**only in case of a Partner Search**)
 - Partner Search (PS) and/or Technology Offer (TO) and/or Technology Request (TR)
 - In case additional meetings outside the Brokerage Event are arranged, a signed and stamped **Expression of Interest** from the Chinese company/ies is required.
- Be a legal entity or a member of a legal entity (Small and Medium Enterprise - SME, large industry, research institution and/or of a higher education institution, Incubator, etc.) located in an EU Member State and working on development of new and innovative products and services or new markets or research. Thus, a Letter of Commitment to participate in the grant scheme of your organization is required.
- Have a postgraduate degree **or** at least three years' full-time professional experience of technological or research international collaborations (**not applicable in the case of a TR**).
- Have a concrete idea, which is fully described in your application, of the purpose of your visit to China. In particular, one of the following types of collaboration should be described:-
 - **Research Collaboration**: A specific research project you are preparing should be described in your application. In this case the aim of your travel would be to identify and meet a suitable Chinese partnering organization to submit a proposal under one of the thematic priorities of the upcoming HORIZON 2020 calls. The applicant needs to fill in the relevant **Partner Search (PS) Form** of the Enterprise Europe Network attached to the application form. The PS Form will then be submitted to the database of the Enterprise Europe Network, without further cost, in order to additionally search for and identify potential partners.
 - **Technological Offer**: A specific innovative technological product that the applicant has developed should be on offer. In this case the aim of the travel is to meet with a suitable Chinese organization in order to discuss the possibility of concluding a technological agreement. The applicant needs to fill in the relevant **Technology Offer (TO) Form** of the Enterprise Europe Network attached to the application form. The TO Form will then be submitted to the database of the Enterprise Europe Network, without further cost, in order to search for and identify potential partners. The types of technological collaboration eligible are: technical collaboration, manufacturing agreement (subcontracting, reciprocal production), commercial agreement with technical assistance, licensing agreement, etc.
 - **Technology Request**: a specific request for a new product or technology should be described in the application form by the applicant. The applicant needs to fill in the relevant **Technology Request (TR) Form** of the Enterprise Europe Network attached to the application form. The TR Form will then be submitted to the

For the preparation of the call documentation, material from the ENLACE project was used

database of the Enterprise Europe Network without further cost in order to search for and identify potential partners (owners of the particular technology). The types of technological collaboration eligible are: technical collaboration, manufacturing agreement (subcontracting, reciprocal production), commercial agreement with technical assistance, licensing agreement, etc.

- If the applicant is looking for research co-operation then he/she needs to submit a **confirmation that the planned project proposal topic / field of research has passed the Pre-check** stage. The topic chosen for the proposal should be one of those specified within HORIZON 2020. The **Confirmation of Pre-check** has to be issued by the partner responsible for the Dragon-STAR project, which is **Steinbeis-Europa-Zentrum (SEZ)**. The applicant needs to submit the "Confirmation of Pre-Check" form to SEZ (for the attention of Eduardo Herrmann, e-mail: herrmann@steinbeis-europa.de). If the research topic chosen is relevant to one of the subtopics of HORIZON 2020, SEZ will issue a signed **Confirmation of Pre-check**. This signed **Confirmation of Pre-check** needs to be submitted along with the application form. The **Confirmation of Pre-check** is not necessary in case of technological co-operations (Technology Offers and Technological Requests). Application for **Confirmation of Pre-check** must be made to SEZ **at least 2 weeks before the Call closes** (i.e. **no later than 15th April 2014**).
- Have sufficient knowledge of English to be able to participate in an international research project / technological collaboration.

b) Submission

One scanned copy of all the aforementioned documents must be sent by e-mail to m.nagy@sbbe.gr and **one original hard copy** of all the aforementioned documents need to be submitted to the following address:-

For the attention of:-

Ms. Monika Nagy

Federation of Industries of Northern Greece (FING)

1 Morihovou Square

54625 Thessaloniki

Greece.

All enquiries may be addressed to Ms. Monika Nagy (tel.: 0030 2310 539 817, ext.:207, e-mail: m.nagy@sbbe.gr).

4. Evaluation criteria

The following evaluation criteria will be used by the evaluators to **assess the applications**:-

- **Impact on your organization:** benefits in terms of job creation, commercialization of innovative products and services, increased turnover, as well as (in the case of research collaborations) impact for the researcher and his/her research activity, and/or any other impact.
- **Capacity** of the European applicant (manpower, experience, infrastructure, language, scientific and innovation knowledge and skills etc) to participate in an international collaboration project and either carry out research in the proposed field, **or** conclude a technological collaboration agreement.

Additional evaluation criteria

- **International experience:** Active involvement of the applicant in international research projects **or** other types of cross-border technological collaboration.
- Past participation in research **or** technological / business networks, clusters, joint ventures
- Multiplier effect: benefits for your region / country
- Arrangement of multiple meetings with more than one Chinese organization
- Balanced country distribution
- Balanced thematic distribution
- Balanced allocation of grants among female and male applicants.
- Previous successful collaboration with Chinese organisations.

5. Selection Procedure

The selection process is made up of two steps:-

a) Formality and eligibility check

The Federation of Industries of Northern Greece (FING) will be responsible for the formality and eligibility check (**yes / no evaluation for minimum eligibility requirements**).

The applicant must comply with the following formality criteria:-

- **complete and correct forms and documents** (Application Form, Confirmation of Pre-Check in the case of a Partner Search, etc.)
- **all application documents must be received within the deadlines**
- **eligibility of applicants** (compliance with the minimum eligibility criteria).

Steinbeis-Europa-Zentrum (SEZ) will perform the Confirmation of Pre-check regarding the topic / field of research of the planned proposal, in the case of a Partner Search.

b) Evaluation by the Project Evaluation Committee (PEC)

The evaluation will be conducted by four partners of the Dragon-STAR consortium: Foundation of Research and Technology Hellas (FORTH), Federation of Industries of Northern Greece (FING), Steinbeis-Europa-Zentrum (SEZ), and Agency for the Promotion of European Research (APRE), which make up the **Project Evaluation Committee (PEC)**. Reviewers from the PEC will be provided with guidelines and will use an evaluation model based on given criteria and a specified scoring matrix (see below). Each reviewer will give a score for each evaluation criterion and a total score for each application. **For each criterion, which are evaluated by points**, the reviewer can award marks from 0 to 4 or 0 to 2, depending on the criterion weighting (0,5 of a point is also allowed). The minimum threshold for a positive evaluation of research applications (PS) and Technology Offers (TO) is 8 points, which is half of the maximum score (16). The minimum threshold for a positive evaluation of Technology Requests (TR) applications is 6 points, which is half of the maximum score (12). For details, please see the Scoring Matrix in Section 5c) below.

FING will compile the evaluation results and provide a ranked list of the applications, based on the total score achieved by each applicant in the evaluation. The ranked list will be provided to the Project Evaluation Committee (PEC).

c) Scoring Matrix

Evaluation Criterion	Judgement based upon / Explanation of the criteria	Scoring
Minimum Eligibility Requirements (FING) – All minimum criteria need to be fulfilled		
Submit a completely filled-in application form along with all the required documentation within the timeframe indicated.	Application form and required documents	Minimum criterion; complied: yes, no
Be an organisation of one of the EU Member States.	Application form	Minimum criterion; complied: yes, no
Have a postgraduate degree or at least three years' full-time experience of technological or research international collaborations.	Application form (N/A in case of a TR)	Minimum criterion; complied: yes, no
Be an employee of <ul style="list-style-type: none"> a research institution and/or a higher education institution and/or an SME working on technological development of products or research or an SME interested to acquire know-how or new technology. 	Letter of Commitment of the employing institution / organisation	Minimum criterion; complied: yes, no
Have a concrete idea for a research project and/or have a particular technological product you are either offering or looking for.	Partner Search Form and/or Technology Offer Form and/or Technology Request Form completed	Minimum criterion; complied: yes, no
Have sufficient knowledge of English to be able to participate in an international research project or technological co-operation.	Application form	Minimum criterion; complied: yes, no
Confirmation of Pre-Check (SEZ) – Research Applications Only		
In the case of a Partner Search application, a "Confirmation of Pre-check" is required regarding the eligibility of the topic / field of research of the planned project proposal.	The project idea should be within the defined HORIZON 2020 thematic areas of an open or expected call. "Confirmation of Pre-check" letter issued by SEZ if research topic / field is approved (Applicable only for PS)	Minimum criterion; complied: yes, no
Scoring by Project Evaluation Committee (PEC)		
Capacity of the European applicant to participate in an international collaboration project and either carry out research in the proposed field or conclude a technological collaboration agreement.	Application form (N/A in case of a TR)	0-4
International experience: active involvement of the applicant in international research / technological projects and other types of cross-border collaborations such as research or technological / business networks, clusters, joint ventures etc.	Application form	0-4
Multiplier effect: benefits for your region / country.	Application form and Letter of Commitment	0-4

Arrangement of visits / meetings with one or more Chinese organizations outside the Brokerage Event.	Expression of Interest from the Chinese Organisation	0-2
Participation in the conference and/or any of the parallel workshops	Application form	0-2

d) Selection by the Project Evaluation Committee (PEC) of the applicants to be funded

The first stage of the selection process is the evaluation of the minimum eligibility criteria indicated on the completed application form. FING will prepare a list with the results of all the applicants. The applicants who fulfill all of the minimum eligibility criteria will pass on to the second stage of the selection process. This second stage will be realized by e-mail voting of the PEC members. The PEC will aim to create a balanced portfolio of applicants, taking into account the objectives of the Call, the quality of the applicants, the advice from the evaluators and balanced regional, thematic and gender distribution. The PEC will formally approve the decisions and advise FING on initiating the Grant contracting process.

After both stages of the selection process have been completed the applicants will be informed about the outcome. The successful applicants will then go on to the next stage: Grant Commitment and Reporting.

e) Grant Commitment and Reporting

The “Grant Commitment” will be signed between FING and the successful applicants.

After the Grant Commitment is signed the grantee is obliged to submit his/her profile (Technology Offer and/or Technology Request and/or Partner Search) to the relevant database of the Chendgu B2B, in order to register for participation in the Brokerage Event. The Brokerage Event will be announced on the calendar of events of the Enterprise Europe Network. The relevant link will be announced in due course.

All participants (European and Chinese) will register their profiles in the above mentioned database. The participants will then have to select meetings on-line using the relevant electronic tool which will be open to companies.

In order to receive the grant, the selected grantees have to complete and sign a “Grant Commitment” which obliges them to send a Final Narrative and Costs Report related to their activities and expenses. This final report must include the following:-

- a narrative report including a list of the meetings that actually took place (both pre-arranged and spontaneous / additional), with a detailed evaluation of each individual meeting using the relevant form (a Word template will be provided)
 - If the grantee participates in the EU-China Innovation and Co-operation conference and/or any of the parallel workshops organized, relevant documentation of participation needs to be provided (i.e: payment of entrance fee to the Fair etc).
 - If the grantee performs meetings with Fair exhibitors (additional to the B2B meetings during the Brokerage Event) this should be clearly specified in the narrative report
- a compiled list of expenses (an Excel template will be provided)
- all original invoices / receipts (proving expenses paid by the grantee for travel, accommodation and subsistence, conference and/or exhibition fees, etc.)
- the original tickets and boarding passes of the flight, and
- in the case that the European beneficiary has held additional meetings with Chinese counterparts outside the Brokerage Event, then a signed and stamped **confirmation** from the Chinese research institution/s or company/ies additionally visited (outside the official

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B2B) is required. This is important in case local transportation costs (internal flights, train tickets, taxi fares in China) are claimed.

6. Funding principles

The grant covers expenses for flight (economy class), accommodation (max. €120 per night, breakfast included) as well as food and local transportation costs. The grant will cover the above traveling expenses with a **maximum of €2500**.

The successful applicants are obliged to submit their Final Narrative and Costs Report and all relevant invoices / receipts within 2 months of completion of the visit (i.e. no later than 24 December 2014).

Loss on currency exchange is not within the eligible costs.

a) Payment

The grant will be paid in two installments. The first installment of €500 will be paid after signing a "Grant Commitment". The second installment will be paid after the evaluation of the Narrative and Cost Report, and approval of the original tickets, boarding passes, invoices, receipts. If the grantee spends more than €2500, then the second installment will cover the remaining amount of the incurred costs but no more than €2500. If the grantee spends less than €2500, then the grantee will receive the remaining amount of the incurred costs. The grant will be transferred to the bank account of the grantee indicated in his/her application form.

In case the grantee cancels his/her participation in the Brokerage Event in Chengdu, he/she needs to inform FING **in writing** and return the first installment of the payment to FING no later than 24th November 2014.

b) Reporting

The **Final Narrative and Costs Report** includes the abovementioned items. It has to be sent by e-mail to m.nagy@sbbe.gr and must include scanned copies of all invoices and boarding passes. After the electronic version of the Final Report and the related invoices / receipts have been reviewed and approved, all original invoices, receipts, tickets and boarding passes have to be sent for evaluation to:-

For the attention of:-

Ms. Monika Nagy
Federation of Industries of Northern Greece (FING)
1 Morihovou Square
54625 Thessaloniki
Greece.

As soon as the cost control and final reporting procedure has been completed, the second installment of the grant will be transferred.