

Civil Open Call Guide for Applicants

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Project Acronym: **ECDI**



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1. Introduction

ECDI is a project funded by the European Commission under the Euroclusters programme, which aims at supporting EU innovative SMEs from the Drone ecosystem. On the one hand, the objective is support Civil drone SMEs to transition towards a dual-use business model and product. On the other hand, ECDI aims at supporting dual-use drone SMEs in their environmental and digital transformation, also called twin-transition.

To reach the project objectives, ECDI consortium is launching its first Open Call "Civil Open Call" to Civil drone SMEs. The Open Call is a competitive process by which SMEs apply to have access to the Innovative Programme. This Innovative Programme is the set of services and direct funding provided by the ECDI programme to support SMEs in their transition towards a dual-use business model and products.

The Guide for Applicants provides an overview of the programme's approach and detailed information on how to participate in the Civil Open Call.

Disclaimer: This guide aims to support potential applicants to apply for the Civil Open Call of the ECDI Civil Innovative Programme. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission nor the European Innovation Council and SMEs Executive Agency (EISMEA) can be held responsible for the use made of this guidance document.



1.1. Programme Overview

An overview of the ECDI Civil Innovative Programme can be found in Figure 1.



Figure 1: Open Call and Innovative Programme overview

Applications to the Open Call 1 will be open from January 13th, 2026 and divided in two cut-offs:

- Cut-off 1 until March 13th, 2026, 17,00h CET.
- Cut-off 2 until June 12th, 2026, 17,00h CET.

After the selection is completed, the SMEs will be invited to sign a contract with the Coordinator of the Programme in the name of the Consortium and enter the ECDI Civil Innovative Programme.

Selected SMEs will receive funding in the amount of €50,000, that will be completed by 20% of co-financing that will need to be proven during the application phase, in the form of financial support to third parties. The co-financing cannot be in-house funds but needs to come from another source of financing.

It is to say that the final amount depends on the capacity of the SME to prove their work during the programme.

The consortium members will also provide tailored services for Civil SMEs which are aimed at helping them develop their dual-use product in potential addition of integrating a dual-use business model to better serve societal, environmental, defense and security issues, namely: a full technological and environmental assessment of the company,

Relevant Links and Contacts

Project website: https://www.ecdi-euroclusters.eu/#

Open call application form: www.wiin.io

Help desk: vidal@aerospace-valley.com



1.2. Structure of the Document

The Guide for Applicants, this document, groups relevant information in 6 sections. Section 1 (Introduction) provides an overview of the programme and the document structure. Section 2 (General Information) defines concepts applicable to the Open Call and Innovative Programme. Section 3 (Submission Process) defines the rules and procedures to apply to the Civil Open Call. Section 4 (Evaluation and Selection) defines the rules and procedure to perform the selection of SMEs to enter the Civil Innovative Programme. Section 5 (Procedures) defines the processes that will be instigated during the Innovative Programme and that will need to be respected. Finally, Section 6 (Responsibilities of the Beneficiaries) defines the obligations of the SMEs that join the Innovative Programme.



2. General Information

2.1. Glossary of Terms and Definitions

Term / Expression	Definition
Application Eligibility Criteria	Criteria used to assess if an application can be considered for the programme. Possible values (Yes/No)
Application Eligible or Non-Eligible	Application that is or is not compliant with eligibility criteria
Application Time stamp	Time stamp of the final submission of an application. If the application is reopened and resubmitted the last date will be considered.
Application Form	Application form available under the Wiin.io Platform.
Contract Deadline	Date and time until when the selected SMEs need to provide contractual information.
Digital Transition	The digital transition, as defined by the European Union, refers to the overall process by which societies, economies, administrations and businesses adopt and exploit digital technologies – infrastructure, skills, public services, business models – in order to increase their performance, resilience, inclusiveness and sustainability, in line with the objectives set out in the Digital Decade 2030 Programme (Decision (EU) 2022/2481).
Dual-use	A "dual-use item" means items, including software and technology, which can be used for both civil and military applications and which are listed in Annex I to Regulation (EU) 2021/821. Regulation - 2021/821 - EN - EUR-Lex A company that declares having a dual-use product must provide proofs such as Regulatory compliance statement, a declaration of conformity with EU dual-use regulation and a letter of interest from a Military Unit/Ministry of Interior/Ministry of Defence from an EU Member State or COSME country. This proof will be asked in the Application Form.
FSTP	Financial support to third parties. Payments made to entities that are not members of the consortium.



Term / Expression	Definition
FSTP – Lump Sum	Payment made to the third party based on the achievement of a milestone.
Green Transition	The Green Transition is a process supported by the European Commission, the European Parliament and Council and EU Members States through the European Green Deal (Regulation (EU) 2021/119). The Green Transition is defined as a new growth strategy that aims to transform the Union into a fair and prosperous society, with a modern, resource-efficient and competitive economy, where there are no net emissions of greenhouse gases in 2050 and where economic growth is decoupled from resource use. The Green Transition also implies to protect, conserve and enhance the Union's natural capital, and protect the health and well-being of citizens from environment-related risks and impacts. At the same time, this transition must be just and inclusive, leaving no one behind.
Innovative Programme	Set of services and direct funding provided by the ECDI project to support drone SMEs in their transformation.
Open Call	Competitive process to access the Innovative Programme.
Open Call Deadline	Date and time when applications close.
Open Call Selection Prioritization	Rules used to order applications and select for funding.
Platform	Platform provided by Wiin.io
Reserve List	Eligible SMEs that will wait, per country, in case selected SMEs do not provide contractual data.
SME	An incorporated enterprise that complies with the rules defined by the European Commission to be qualified as an SME ¹
SME – Autonomous Enterprise	An autonomous enterprise is not a partner with or linked to another enterprise.
SME – Partner Enterprise	The enterprise holds a minimum of 25% (Capital or voting rights in another enterprise, or 25% (Capital or voting rights) are owned by another enterprise.
SME – Linked Enterprise	Linked enterprises are those that form a group.

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¹https://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf



Term / Expression	Definition
	through the direct or indirect control of the majority of voting rights of an enterprise by another
	or through the ability to exercise a dominant influence on an enterprise.
SME Reserve List	Eligible SMEs that did not get a voucher but are in a waiting list in case contracting procedures are not complete by the deadline.
SME Selected	SME that would receive individual assessment to participate in Phase 1, as well as SME that would receive financial services to participate in Phase 2.
Score, Expert	Unless otherwise stated, experts will rank each criterion with marks between 0 and 5. Half point scores are not given.
	Score values will indicate the following assessments:
	 0: Fail. The application fails to address the criterion under examination or cannot be judged due to missing or incomplete information. 1: Very poor. The criterion is addressed in an unsatisfactory manner. 2: Poor. There are serious inherent weaknesses. 3: Good. While the application broadly addresses the criterion, there are significant weaknesses that would need correcting. 4: Very Good. The application addresses the criterion well, although certain improvements are possible. 5: Excellent. The application successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.
Score, Per Committee	When the evaluation is made by a committee the average score of each criterion is rounded to the nearest point or half point (1, 1.5, 2,, 4, 4.5, 5), before computing the overall score.
	Overall score is the sum of the scores of each criterion multiplied by the respective weight, rounded to the nearest integer value.



Term / Expression	Definition	
TRL	the maturity of technologic program. TRLs enable contechnical maturity across determined during a technology that examines program condemonstrated technology	els (TRLs) are a method for estimating es during the acquisition phase of a possistent and uniform discussions of different types of technology. TRL is nology readiness assessment (TRA) nocepts, technology requirements, and capabilities. TRLs are based on a sing the most mature technology.
	TRL Level	Definition
	1	Basic principles observed
	2	Technology concept formulated
	3	Experimental proof of concept
	4	Technology validated in lab
	5	Technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)
	6	Technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)
	7	System prototype demonstration in operational environment
	8	System complete and qualified
	9	Actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)



2.2. Eligibility Criteria

2.2.1. Type of Beneficiary

The accepted applicants for the ECDI Civil Open Call are manufacturing SMEs acting in the domain of Drones that have at least one product that reached TRL6and that will upgrade this TRL of at least one level during the Innovative Programme.

- An SME will be considered as such if complying with the <u>European Commission</u>
 <u>Recommendation 2003/361/EC</u> and the <u>SME qualification guide</u>. As a summary,
 the criteria which define an SME are:
 - Independent (not linked or owned by another enterprise), in accordance with Recommendation 2003/361/EC.
 - o Headcount in Annual Work Unit (AWU) less than 250.
 - Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.
- SMEs that do not have yet annual turnover or balance sheets are also considered eligible given that they fulfill the criteria (a) and (b) of the SME definition.
- In case an SME enters the ECDI Innovative Programme, it will remain eligible even if, at a certain point during the sub-project execution, it does not fulfill criteria (b) or (c) of the SME definition.
- The organisations must not have had convictions for fraudulent behaviour, other financial irregularities, unethical or illegal business practices.
- The participating organisations must not have been declared bankrupt or have initiated bankruptcy procedures.
- It is not under liquidation or is not an enterprise under difficulty according to the Commission Regulation No 651/2014, art. 2.18.
- It is excluded from the possibility of obtaining double funding with EU funding under the provisions of both national and EU law, or by a decision of either national or EU authority.
- Please note that a signed version of the Declaration of Honour and the SME Declaration will be requested during the application phase.
- Will not be considered eligible: any other form of company, SMEs and startups that are service providers, that doesn't have a product manufactured and that are below TRL6 for the product they will work on during the Innovative Programme.



2.2.2. Eligible Countries

Applicants eligible to receive funding through this Open Call are a legal entity established and based in the European Union or <u>EU COSME countries</u> only.

It is to be noted that at least 10% of the selected SMEs will be from outside of the Consortium countries. For the Civil Open Call, it means that at least 3 of the selected SME will be from outside of the Consortium Countries.

2.2.3. Technological Areas

Eligible participants will only be SMEs operating in the Drone manufacturing value chains in need of adopting innovative technologies in addition of possibly integrating a new market that is rending their product dual-use. The projects being in nature innovative they need to start at the very least at TRL6 and must at least reach 1 level up, explaining in the application process already how they will reach it, the exact timeline and technology advancement. The product of the company and its development is the focus of the Open Call and Innovative Programme, therefore a company that only wants to reach a new market without having to improve their product will not be considered as eligible to the Programme.

2.3. Support Provided

During the ECDI Civil Innovative Programme, the SMEs will receive the following support:

- Full, individual assessment of SMEs practices and recommendations by consortium experts to SMEs to support their transition towards dual-use based market/product.
- Mentorship during the implementation of their project
- Tailored services for SMEs provided by consortium members based on the recommendations given in the assessment, with an estimated value of up to €10,000 per SME, depending on the service.
- Tailored trainings for SMEs provided by the consortium members
- Possible Membership in the Innovation Drone Alliance.

 Direct equity-free funding of maximum €50,000 per project to implement their innovative project.

2.3.1. Individual Assessment

Each of the selected SMEs will receive, if selected in the programme, an individual assessment and set of recommendations provided by the consortium members, to cover the entire spectrum of dual-use application for the drone ecosystem.

The assessment will consist on a questionnaire all selected SMEs will have to fill in to evaluate four dimensions:

- Innovation and dual-use maturity
- Internationalization level
- Digital transition
- Green transition

Each dimension will be evaluated and scored individually with 1-5 points, which will allow to categorize companies into 5 levels per dimension: i) initial, ii) basic, iii) developing, iv) advanced and v) leading. The company will also get an overall maturity score.

Based on the results and potential weaknesses identified during the assessment, each company will be offered a customized roadmap with recommendations to guide them in their innovation and twin transition, with the help of a consortium expert.

2.3.2. Mentorship

Beneficiaries will be offered a mentorship during the implementation of their project.

The objective of such mentorship is to ensure the quality of the work from the beneficiaries but also maximise the help and impact the ECDI Consortium can have for the beneficiaries. Each beneficiary will have a mentor for the duration of the implementation of its project, that they will meet at the very least on a monthly basis. The mentor will also be in charge of the evaluation of the quality of the project during its implementation.

The mentors will be decided following this process:

1/ The SME is located in the Mentor Country and therefore speaks the same language.



2/ Outside of the mentor's country, the SMEs will be proportionally distributed among the partners, ensuring that those with fewer 'national' SMEs support more, and vice versa.

3/ The number of SME between all partners needs to be as much as possible, even.

2.3.3. Tailored Services

The services will be delivered by consortium partners. SMEs will receive targeted services based on the assessment and recommendations (once the individual roadmaps are made).

ECDI tailored services will be delivered as follows:

Dual-use & twin transition support

Once the assessment results are available, an expert from the consortium will organize a virtual session with the SMEs to present and discuss the roadmap, including the recommendations for the dual-use and/or twin transition. During these sessions, the expert will:

- Identify and discuss specific needs and areas for improvement
- Help SMEs outline a short/medium-term action plan
- Advise SMEs to identify additional resources and support for their long-term transition
- Help the SME identify stakeholders and relevant actors to assist them in their longterm transition

There will be a follow-up to check on the company's progress.

Consultancy services (upon request)

In addition to the roadmap and recommendations for the dual use and twin transition, experts from any cluster of the consortium will arrange a virtual session with the SMEs to provide counseling and guidance on transversal areas with the goal of boosting competitiveness, optimizing business models or improving internal processes.

Areas that can be targeted during the sessions will be based on the outcome of the assessment and may include, but are not limited to:

- Innovation: R&D project management, public projects and calls...
- Internationalization: market analysis, international promotion...



- Corporate communication: communication channels, digital tools...
- Leadership: team management, team motivation...

There will be a follow-up to check on the company's progress.

Market & Technology Assessment (upon request)

- Dual-use market research
 - Mapping potential civilian and security-sector users
 - Identifying market entry barriers and opportunities
 - Demand and gap analysis for specific technology areas
- Technology readiness assessment
 - Evaluating the SME's product maturity
 - Identifying gaps for dual-use adaptation
 - Road-mapping required development steps
- Competitor & benchmark analysis
 - Comparison with existing commercial and defense solutions
 - Identification of unique value propositions

The aim of this service is to support SMEs with analysis and insights needed to understand dual-use market opportunities

Regulatory, Compliance & Certification Consulting (upon request)

- Export control & dual-use regulation guidance
 - EU Dual-Use Regulation (Regulation (EU) 2021/821)
 - National-level export restrictions
 - Risk assessment and compliance procedures
- Certification pathways
 - Support in understanding required certifications for:
 - Aviation, cybersecurity, electronics, sensors, robotics, industrial equipment
 - CE marking and EU conformity requirements
 - NATO and security-sector standards (STANAG guidance, if relevant)
- IP protection & dual-use licensing
 - Patent searches
 - IP strategy for dual-use products
 - Support with dual-use export licenses (where applicable)

The aim of this service is to provide strong compliance support in transforming a civilian product into a dual-use one.



Testing, Demonstration, Field Validation

- Coordination of pilot testing environments
 - Dual-use testing grounds and UAV test ranges
 - o Integration with communication, positioning, or sensor systems
 - Ruggedization and environmental robustness
- User feedback collection
 - Involving civil protection units, critical infrastructure defense operators, mining rescue teams, etc.
 - Structured evaluation reports for product improvement
- Documentation & standardisation assistance
 - Technical dossiers
 - Test reports
 - Risk assessments

The aim of this service is to provide technical expertise in engineering, manufacturing, aerospace, digital, energy, and materials ecosystems, particularly relevant for drones, Al systems, materials, energy devices, and scaling up.

Any other services considered as beneficial for the SMEs and feasible (both financially and technically) by the partners. For each Open Call, a catalogue of services is being drafted and will be developed at the launch of the Innovation Programmes.

2.3.4. Tailored Training

Workshop for the diversification of Civil application SMEs to dual use technologies

At the conclusion of the SMEs' project implementation, a dynamic and interactive workshop will be held, giving all the participants the opportunity to showcase their results.

The Consortium will present the overall findings of the maturity diagnosis, offering a comprehensive outlook on the current state of the European industry. An invited expert will lead a discussion on a topic of broad relevance to SMEs—such as innovation for dual use, the integration of emerging technologies, or adapting processes and systems.

In addition, SMEs will present the outcomes of their individual projects, with the aim of fostering networking, identifying synergies, and exploring opportunities for technology transfer and future collaboration.



2.3.5. Internationalization

The consortium will support SMEs in the drone sector seeking to expand into new dual-use markets by facilitating internationalization activities beyond Europe. Companies will receive assistance in identifying relevant international events, trade shows, and networking opportunities that align with their strategic objectives. Participation in these events will require justification in the application, demonstrating the potential impact on market access and growth. All proposed activities will be subject to consortium review and approval to ensure alignment with project goals and maximize the effectiveness of financial and matchmaking support, with a funding contribution of up to €5,000 per company. This activity doesn't in any case replace the innovation process that needs to occur during the Innovative Programme. This is made to help SMEs that already have a good grasp on their product and innovation to reach a new market while still improving their ways. A product that is commercialized cannot be integrated in the Innovative Programme and will not be supported in the internationalization actions of the Programme.

2.3.6. Innovation Drone Alliance

Beneficiaries will be offered to integrate the ECDI Innovation Drone Alliance. Membership in the said Alliance will offer peer-to-peer network, knowledge sharing and partnership building between business leaders, through an online platform and the participation at virtual and physical networking events around Drone Innovation matters. This Alliance is being defined and created by the members of the consortium during the 30 months of the ECDI project and will have a legal, financial and administrative form. As it is not clear as of the date of this document if membership to the Alliance will be subject to a fee or not, there is no obligation for SMEs selected during the programme to request membership to this Alliance.

2.3.7. Direct Funding (FSTP)

In addition to the services provided, beneficiaries will be awarded with direct funding of maximum €50,000 to deploy their Innovation Plan.

Financial support may be used and may cover different types of expenses:



- Procurement of external advance technology, consulting and coaching services that are not available within the consortium. If and when needed, the consortium will help creating matchmaking events with their members and external ones, to provide the beneficiaries with external service providers with expertise in one or several of the Drone Innovation and/or up-to-market. Nonetheless, SME will have the possibility to include their own service providers in the project as long as they are EU/COSME countries-based.
- Personnel, consumables, equipment, and other costs necessary to set up a feasibility study, a pilot testing, or the building of a prototype/demonstrator to implement their Innovation Plan, with or without supervision by consortium partners.
- Travels, for those that will want to reach new markets that are military will have access to a maximum of €5,000, pending their full explanation in the application process and the validation of such costs by the consortium. Real costs justifications will be asked in the process of evaluation during the implementation of the Programme.
- Subcontracting, based on real cost efficiency and only in an explainable and concrete way, is authorized but with a limit of 10% of the entire budget. As a reminder the difference between subcontracting and services is the following:
 - It is important to distinguish between subcontracting and service provision. Subcontracting involves outsourcing specific tasks or work packages to external partners when the SME lacks the required expertise or capacity. Service provision, on the other hand, refers to purchasing routine external services that support the project without contributing to its core technical work. Proper classification ensures compliance with EU funding rules and helps avoid misunderstandings in project reporting and budget management.
 - The dual-use innovation may not be subcontracted in any case.

It is to be noted that a co-financing is asked of the SMEs for the project. This part will be no less than 20% of the FSTP funds, therefore €10.000. It will need to be described and proven during the application process and during the financial reports that will be asked during the Innovative Programme.



2.4. Number of Companies to be Supported

Civil Open Call 1 – a maximum of 13 SMEs

Civil Open Call 2 – a maximum of 12 SMEs

Depending on the quality of the applications the consortium may decide to select more applications than foreseen for the first Open Call. A reserve list will be made for the Open Call 1 which will represent and follow the rules:

- SMEs that are above the determined threshold but are after the 13 first selected SMEs will be in the reserve list and integrated in the second "validated" list. Once included, all 12 first SMEs will be integrated based on their notes, not considering their affiliation to one Open Call or the other. Being on the reserve list does not mean that you will automatically be included in the next open call
- SMEs that are below the determined threshold and in the 5% below only, will be
 place in the reserve list. If there are one or more places in the Open Call 2 after
 the selected above the threshold, then SMEs can be integrated based on their
 notes. Being on the reserve list does not mean that you will automatically be
 included in the next open call

As a reminder, it is to be noted that at least 10% of the selected SMEs will be from outside of the Consortium countries. For the Civil Open Call, it means that at least 3 of the selected SME will be from outside of the Consortium Countries.

2.5. Language

English is the only official language of the ECDI project. Submissions done in any other language will not be eligible and will not be evaluated. English is also the only official language during the whole execution of the ECDI Innovative Programme. This means that all communication will be in English, and all deliverables will only be accepted if in English.



2.6. Document Formats

Unless otherwise stated in specific questions of the application form, any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.

The application process will occur online, on a dedicated platform. No change in format will be accepted and no documents outside of the platform will be considered.

2.7. Multiple Submissions

Only one proposal will be accepted per SME. In case an SME submits more than one proposal, only the application submitted last will be considered. Later applications will be deemed ineligible.

2.8. Absence of Conflict of Interest

Applicants shall not have any actual or/and potential conflict of interest with the ECDI selection process and during the project implementation. All cases of conflict of interest will be assessed case by case by a review committee.

ECDI consortium partners, its affiliated entities, employees, and permanent co-operators cannot become a recipient of support via the Open Call. This would be in breach of the European Commission's rules.

2.9. Ethical Issues

ECDI complies with the fundamental ethical issues particularly those outlined in the "European Code of Conduct for Research Integrity".

All applicants must submit a self-assessment ethics questionnaire, available in the Proposal Template, to confirm that their proposal does or does not have ethical issues. If the SME must answer "Yes" to any of the questions in the template, apart from the dual-use questions, the SME needs to contact the ECDI Helpdesk for guidance, as required.



For the dual-use questions, all participants will have to provide the required documents asked in the questionnaire and add them as annex to their application. Failure to comply will render the application ineligible.

As for the questions outside of the dual-use ones, the ECDI consortium may check during the evaluation of a proposal if this declaration is in line with the contents of the proposal itself and reserves itself the right to contact the companies for clarification and eventually take necessary steps depending on the ethical issues. Proposals that fail to properly address ethical issues or inadequately deal with privacy aspects will be rejected.

2.10. Data Protection

To process and evaluate applications, ECDI will need to collect Personal and Industrial Data. Aerospace Valley, as the Open Call Coordinator will act as Data Controller for data submitted through the Wiin.io platform for these purposes. The Wiin.io platform's system design and operational procedures ensure that data is managed in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the Wiin.io terms to ensure coverage.

Please refer to the Wiin.io Contract annex and security measures.

2.11. Fixed Dates and Tentative Dates

The ECDI project has planned the Open Call and Innovative Programme in a way to ensure that enough time has been allocated to each phase for successful completion. The project recognizes that unforeseen events might occur.

To keep transparency and fairness among applicants the Open Call closing dates are fixed dates and will only be updated in case of unforeseen events.

All other dates mentioned in this document are tentative and may be updated to accommodate specific needs of the SMEs and the consortium.



3. Submission Process

3.1 Overall Process

Timeline for applications are as follows:

- Application period opens: January 13th, 2026
- Application period closes: March 13th, 2026 for the Open Call 1 at 17.00pm CET and June 12th, 2026 for the Open Call 2 at 17.00pm CET

Applications are submitted by the SMEs on the Wiin.io platform which include questions related to the ECDI Innovative Programme and specific acknowledgment to the conditions of the programme.

After the Open Call closing date, the programme management committee will select eligible applications and invite the SMEs to submit the documents for contract preparation.

If an SME fails to meet the deadline to submit the documents in a timely manner, the invitation is canceled, and another SME, who was placed on the reserve list, will be invited to participate.

3.2 Open Call Publication

The Open Call is defined by the following documents:

- Guidelines for Applicants: This present guide aims to assist potential applicants.
 The document provides a full set of information regarding the Open Call for application to the ECDI Innovative Programme.
- Service Agreement Template, which provides a template of the service agreement that the successful applicants will be requested to sign, which will include:
 - Declaration of Honour, which declares that all conditions of the ECDI Innovative Programme are accepted by an SME provider legal representative and no conflict of interest with ECDI Consortium partners exists.

 SME Declaration, which evaluates the status of the SMEs participating in the ECDI Innovative Programme.

3.3 ECDI Assessments

Three assessments will be part of the Innovative Programme Application Process:

- The SME assessment given by the European Commission. The results of it will have to be integrated as an annex of the application by the participant SMEs. No other document than the official EC letter stating the status of the SME will be considered. The link to access the SME assessment will be provided as part of the application form.
- As part of the Application process, Applicants will have to provide as an annex, proof of the dual-use potential of their product. This proof, apart from the technical and description in the application, will have to be a letter of intent from either a letter of interest from a Ministry of Interior//Ministry of Defence or equivalent.
- The ECDI TRL-Assessment is an internal tool, made for the project, that will occur
 during the evaluation process, to evaluate the current TRL (and future potential) of
 the company. Only SMEs that, after being assessed by the evaluation committee,
 are in the minimum required level will be considered for the Innovative Programme.

3.4 Proposal Preparation

- 1. For the proposal preparation, the applicants are requested to apply online and answer all mandatory questions (with no exception) at: wiin.io
- 2. If the applicant discovers an error in the proposal, and provided the call deadline has not passed, the applicant may request the AV ECDI team to re-submit the proposal (for this purpose please contact us at vidal@aerospace-valley.com). However, ECDI cannot guarantee resubmission will be done in time if requested shorter than 2 working days before the deadline.
- 3. If a proposal is reopened and resubmitted the time stamp considered is the one of the final submissions.

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



or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance. Late submissions are not permitted. The time of receipt of the application as recorded by the submission system will be definitive.

3.5 Proposal Submission

The Wiin.io platform will be the entry point for all ECDI Innovative Programme proposals that will be submitted to ECDI. Interested applicants should register at the ECDI page wiin.io

Only proposals submitted within the Open Call duration will be accepted. Proposals submitted by any other means will not be considered nor evaluated. A full list of applications will be drafted containing basic information for statistical purposes (in accordance with GDPR), and clarity (which will also be shared with the European Commission for transparency).

The application reception will close in the date and time mentioned in Section 3.1. There will not be any deadline extensions unless there is a Force Majeure situation (e.g., a major problem caused by the platform and not by the applicants, which makes the system unavailable for a long period).



4. Evaluation and Selection

Applications will be collected, analysed and assessed by an Evaluation Board composed of ECDI consortium members as described in Section 4.3.1. Applications will be sorted and selected following three main steps

- Eligibility check
- Proposal evaluation
- Ranking and final selection

4.1. Proposal Eligibility Criteria

The following proposal eligibility criteria also apply:

- I. The online assessments were completed.
- II. Each SME may submit only one (1) proposal. In case an SME submits more than one proposal, only the last application will be accepted.
- III. SMEs may re-apply for subsequent Civil Open Calls; however, it is mandatory to flag that this is a resubmission.
- IV. Proposals from a partner or linked SMEs (see table of Terms and Definitions) must demonstrate 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 the Article 111 of Council Regulation (EC, Euratom) No 1605/2002 of June 25th, 2002 on the Financial Regulation.
- V. As a reminder, it is to be noted that at least 10% of the selected SMEs will be from outside of the Consortium countries. For the Civil Open Call, it means that at least 3 of the selected SME will be from outside of the Consortium Countries.

4.2. Eligibility Check

A manual filtering process will be used to discard ineligible proposals. The eligibility criteria check will verify:



- I. The proposing entity is a legal entity established in EU and COSME countries, eligible for EC funding under the rules of Horizon Europe [Y/N]
- II. The proposing entity is an SME as defined in section 2.2.1[Y/N]
- III. SMEs operating in the drone ecosystem [Y/N]
- IV. Are the participation rules as expressed in sections 2.3 followed [Y/N]
- V. Is the participation rule as expressed in section 4.1 and 4.2 followed [Y/N]
- VI. Is the application form written in the English language [Y/N]?
- VII. Is the co-funding duly justified [Y/N]?

A Proposal is eligible if the ALL answers to the previous criteria are Yes.

After the call closes, proposals being marked as ineligible will get a rejection letter including the reasons for being considered as ineligible. No further feedback on the process will be given. Applicants are entitled to use the redress process defined in section 4.6.

4.3. Proposals Evaluation

4.3.1. Internal Evaluators

A pool of internal evaluators, called "Evaluation Committee" will be formed for each evaluation phase of the Programme. As such a process was defined:

- At least 2 persons from each Partner of the Consortium will be part of the evaluation process
- An evaluator cannot evaluate an SME that is from his/her own ecosystem and country to ensure the objectivity of the process
- An evaluator is considered an "expert" in his/her own entity and has concrete knowledge on the drone and innovation sectors.

4.3.2. Criteria

Applications will be evaluated with the following criteria:

 Alignment to ECDI principles: Application/SME must demonstrate a clear set of objectives aligned with the definition of the ECDI goals and with the general

- objectives of the project and finally with the dual-use application of their product (in terms of market, innovation and ecosystem). They will do so explaining the gaps, priority areas and scope of innovation of their product(s).
- II. **Impact**: Applicants must define their ambition and a clear set of expectations aligned with the objectives of the ECDI Innovative Programme. Proposals must demonstrate the impact of the programme and its contribution to SME development. They will also need to prove the impact their innovation will have on the new market they should reach during or right after their participation to the programme. They finally will have to demonstrate how they will disseminate their results to the general public and new market.
- III. **Feasibility of innovation**: Applicants must provide credible evidence that the project team is committed to learn/ grow and has the necessary skills, infrastructure, and management experience to be able to implement the drone. At least 2 curriculum vitae will be asked as part of the application process on top of this explanation. On top of that, applicants will have to provide the consortium with a description of the activities, a clear workplan with workpackages, milestones and deliverables, and how they will allocate the budget of their plan. Finally, the cofunding will have to be justified in this part thoroughly.
- IV. TRL assessment: As mentioned in section 3.3, Applicants will be assessed on their Technological Readiness Level based on their own assessment. That is to say, that the SME, in their application, will have to select what they think/consider is their TRL and the evaluation committee, will assess this statement. If they consider the TRL is correct and in line with ECDI Innovative Programme (at the very least TRL6; then the SME will reach the maximum amount of points for this section. If the Evaluation Committee considers that TRL level is not correct, but in line with the ECDI Innovative Programme (at the very least TRL6); then the SME will reach a correct amount of points for this section. If the Evaluation Committee considers that TRL level is not correct and not in line with the ECDI Innovative Programme, then the SME will not receive any points for this section, and their application will be rejected.

Individual scoring and the final score are defined in section 2.1.

All criteria have the same weight except for Criteria 4 in the third scenario case.



4.4. Consensus Meeting

In the end of the evaluation period the consortium will review the scores provided by the different experts to assess the following items:

- I. Significant discrepancies in the scores of specific proposals.
- II. Consistent significant deviations in scoring from specific evaluators.

If any of the deviations are identified, the consortium will hold consensus meetings to consolidate the scores. If significant discrepancies are not resolved, the consortium may request a third evaluator to score the relevant proposals.

In the case of adding a third evaluator, the final score of each criterion is computed according to the following formula:

Score = (lowest score + medium score * 4 + highest score) / 6

4.5. Ranking and Final Selection

At the end of the evaluation process all applications will be ranked in a single list. The criteria for the ranking will follow the rules:

- I. Rule 1; The Applications will be ranked based on their **overall score** (sum of the criterion I to III).
- II. Rule 2: In case following Rule 1 there are Applications in the same position, priority will be given to Applications that have higher scores in the criterion Feasibility of the project.
- III. Rule 3: In case following Rule 2 there are Applications in the same position, priority will be given to Applications that have a higher score in the criterion **Impact**.
- IV. Rule 4: In case following Rule 3 there are **Applications** in the same position, priority will be given to the one situated outside of the countries of the consortium.

4.6. Contract Invitation

After the Open Call final selection, the ECDI coordinator will start the contract preparation in collaboration with the proposals' coordinator that have been invited. The Contract preparation will go via an administrative and financial checking (and potentially into



technical or ethical/security negotiations). 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 the ECDI consortium and every beneficiary of the call. The items covered will be:

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

The request, by the ECDI consortium, of the above documentation will be done including deadlines. In general, the sub-project negotiation must be concluded within two weeks. In case an SME fails to provide all information within the above period, the application is automatically rejected and the next application on the reserve list is invited.

At the end of the negotiation phase, the service agreement will be signed between the ECDI Consortium represented by its coordinator and the beneficiary SME.

Please note that the service agreement/contract will cover the complete ECDI Innovative Programme.

4.7. Redress Process

Within 3 working days of the delivery of a rejection letter considering the proposal as ineligible, the proposer may submit a request for redress if they believe the results of the eligibility checks have not been correctly applied.

In that case, an internal review committee of the ECDI consortium will examine the request for redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants.

Requests must be:

- I. Related to the evaluation process or eligibility checks.
- II. Clearly describe the complaint.
- III. Received within the time limit (3 working days) from the reception of a rejection letter considering the proposal as ineligible or the Selection Report information letter delivered.
- IV. Sent by the SME legal representative that has also submitted the proposal.



The committee will review the complaint and will recommend an appropriate course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated.

Please note:

- I. This procedure is concerned only with the evaluation and/or eligibility checking process. The committee will not call into question the scientific or technical judgment of appropriately qualified experts.
- II. 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.
- III. The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.
- IV. Only one request for redress per proposal will be considered by the committee. All requests for redress will be treated in confidence and must be sent to the Project Coordinator via email to the following addresses:
 - a. vidal@aerospace-valley.com

In case the redress procedure accepts the complaint, and the application was submitted earlier than a selected application, both applications will be invited to enter the Programme.



5. Procedures

During the Innovative Programme, SMEs will implement their Innovative Plan submitted for evaluation, and selected for support.

5.1. Innovative Plan Updates

The ECDI project acknowledges that SMEs may need to adapt their strategy to react to changes in the business and technological domains. During the Programme SMEs may be allowed to update their Plan as long as the actions to be implemented remain in the scope of the ECDI project, the SME notifies the consortium of such updates and their mentor agrees with such a change.

Updates will be assessed case by case. If the SME or the actions to be implemented cease to be in the scope of the ECDI project the participation in the ECDI Innovative Programme may be terminated.

Any updates will have to be included as an amendment of the original contract.

5.2. Procedures Related with Direct Funding

The granted SMEs will be called to deliver progress reports where they will describe the status of their project and their results. The interim report is due by the end of month 4 of the Innovative Programme. Final report is due at the end of the Innovative Programme, month 7. Monitoring of the progress of the plan implementation will be made at mid-project and at project closure.

Payments will be made after positive assessment of the reports. The consortium commits to evaluate all reports within one month of delivery and complete payment procedures within three weeks after the acceptance of the report.

Payment scheme will be as follows:

40% as pre-financing after contract signature



- 30% as midterm payment after the acceptance of the interim report.
- 30% as final payment after the acceptance of the final report.

If the SME fails to deliver a report within ten working days days after the due date, the consortium will take measures to ensure verity that the work foreseen was performed and eventually terminate the project.



6. Responsibilities of the Beneficiaries

The selected SMEs 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 Horizon Europe specific requirements as described in Horizon Europe Framework Programme.

6.1. Conflict of Interest

Beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the sub-project 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 the ECDI coordinator without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The ECDI coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

If the sub-contract consortium member breaches any of its obligations, the sub-contract may be automatically terminated. Moreover, costs may be rejected.

6.2. Data Protection and Confidentiality

During implementation of the sub-project and for four years after the end of the sub-project, 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').



If a beneficiary SME requests, the Commission and the ECDI consortium may agree to keep such information confidential for an additional period beyond the initial four years. This will be explicitly stated in the sub-contract.

If information has been identified as confidential during the sub-project execution or only orally, it will be confidential only if this is accepted by the ECDI coordinator and confirmed in writing within 15 days of the oral disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the Agreement.

The sub-project may disclose confidential information to the ECDI consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

6.3. Promoting the Action and Give Visibility to the EU Funding

The beneficiary SMEs are obligated to promote the sub-project, the ECDI 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. The ECDI Communication team will guide and support these communication activities.

Unless the European Commission or the ECDI coordinator requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.), any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the grant must:

- I. display the EU emblem.
- II. display the ECDI logo and
- III. include the following text: This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 101037866.

When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under



these conditions, the Beneficiary is exempted from the obligation to obtain prior permission from the EC to use the emblem. Further detailed information on the EU emblem can be found on the Europa web page.

Any publicity made by the beneficiary SME 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 ECDI project is not liable for any use that may be made of the information contained therein.

- i. The EC and the ECDI consortium shall be authorized to publish, in whatever form and on or by whatever medium, the following information:
- ii. the name of the beneficiary SME.
- iii. contact address of the beneficiary SME.
- iv. the general purpose of the project.
- v. the amount of the financial contribution foreseen for the project; after the final payment, and the amount of the financial contribution actually received.
- vi. the geographic location of the activities carried out.
- vii. the list of dissemination activities and/or of patent (applications) relating to foreground.
- viii. the details/references and the abstracts of scientific publications relating to foreground and, if funded within the sub-project, the published version or the final manuscript accepted for publication.
- ix. the publishable reports submitted to ECDI.
- x. any picture or any audio-visual or web material provided to the EC and ECDI in the framework of the project.

The beneficiary SME shall ensure that all necessary authorizations for such publication have been obtained and that the publication of the information by the EC and ECDI does not infringe any rights of third parties.

Upon a duly substantiated request by the sub-project coordinator, if such permission is provided by the EC, the ECDI, may agree to embargo project publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.



6.4. Financial Audits and Controls

The European Commission (EC) will monitor that ECDI beneficiaries, and the beneficiary SME comply with the conditions for financial support to third parties set out in Annex 1 of the ECDI grant agreement and may take any action foreseen by the grant agreement in case of non-compliance vis à vis the beneficiary concerned.

Moreover, the EC may at any time during the implementation of the ECDI project and up to four years after the end of the ECDI project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic, and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

The beneficiary SME shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorised by it, with a view to verifying that the grant agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete, and effective.

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. These shall be made available to the EC were requested during any audit under the grant agreement.

To carry out these audits, the beneficiary SME shall ensure that the EC's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the sub-project applicant offices, to its computer data, to its accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

Based on the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorized representative to the beneficiary concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to consider observations conveyed or documents sent after that deadline.



The final report shall be sent to the beneficiary concerned within two months of expiry of the aforesaid deadline.

Based on the conclusions of the audit, the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of November 11th, 1996 concerning on-the-spot checks and inspections carried out by the Commission to protect the European Communities' financial interests against fraud and other irregularities.

The EC is creating a survey specifically dedicated to the SMEs that will be selected in the Programme. An answer to this survey is mandatory in a timely manner.

6.5. Internal Communication

Formal and informal communications channels will be agreed with SMEs selected on onboarding to the ECDI Innovative Programme. Indicative rules are as follows:

Formal communications, all that may have an impact on the contract performance and evaluation will be performed via email. Beneficiaries will need to notify the project coordinator of updates in contact persons and email addresses.

Informal communications, day-to-day communications, will be performed via email, teams or webex depending on the preference of the SME.A monthly meeting will be held between each beneficiary and its mentor. These meetings are mandatory and the beneficiary must attend actively and present its activities orally. To facilitate the internal communication, all beneficiaries will be asked to appoint a contact person.

Three persons from the consortium will be the contact points for the beneficiaries:

AV Coordination team – for all administrative and legal matters

SAC Communication team – for publication and dissemination on the Programme Mentor – day-to-day contact for any other matters.



7. Annexes

7.1. Ethics Questionnaire

ETHICAL ISSUES TABLE

	YES
Informed Consent	
Does the proposal involve children?	
Does the proposal involve patients or persons not able to give consent?	
Does the proposal involve adult healthy volunteers?	
Does the proposal involve Human Genetic Material?	
Does the proposal involve Human biological samples?	
Does the proposal involve Human data collection?	
Research on Human embryo/foetus	
Does the proposal involve Human Embryos?	
Does the proposal involve Human Foetal Tissue / Cells?	
Does the proposal involve Human Embryonic Stem Cells?	
Privacy	
 Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) 	
Does the proposal involve tracking the location or observation of people?	
Research on Animals	
Does the proposal involve research on animals?	
Are those animals transgenic small laboratory animals?	
Are those animals transgenic farm animals?	
Are those animals cloned farm animals?	
Are those animals nonhuman primates?	
Research Involving Developing Countries	
Use of local resources (genetic, animal, plant etc)	
Benefit to local community (capacity building i.e. access to healthcare, education etc)	
Dual Use	



Research having direct military application	
Research having the potential for terrorist abuse	
ICT Implants	
Does the proposal involve clinical trials of ICT implants?	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	YES/NO

ETHICS

If you have entered any ethics issues in the ethical issue table, you must:

- submit an ethics self-assessment, which:
 - describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
 - explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
 - o research objectives (e.g. study of vulnerable populations, dual use, etc.)
 - o research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
 - the potential impact of the research (e.g. dual use issues, environmental damage, stigmatization of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
- provide the documents that you need under national law (if you already have them), e.g.:
 - o an ethics committee opinion;
 - the document notifying activities raising ethical issues or authorizing such activities
 - ⚠ If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).
 - ⚠ If you plan to request these documents specifically for the project you are proposing, your request must contain .

SECURITY

Please indicate if your project will involve:



- Activities or results raising security issues: (YES/NO)
- 'EU-classified information' as background or results: ____(YES/NO)
- Any potential "dual use" of results: _____(YES/NO)