5G

Call for Projects - FAQ

- Release 1.0: 06.08.2019
- Release 2.0: 29.08.2019
- Release 3.0: 13.08.2019

General considerations:

- Questions were rephrased or corrected in case of grammatical mistakes
- Similar questions were merged or combined in order to increase the readability of the answers.
- Question/responses added in v2.0 are highlighted in yellow in the document for better readability. Questions remain structured according to their relation to the sections of the CfP.
- Additional questions answered with v3.0 are highlighted in blue

1. Scope of the call for project

1.1. Thematic scope

Q: Does the CfP only target technological projects?

A: No, the CfP also addresses other types of projects, still, these shall rely on 5G or related/equivalent technologies.

Q: Industrial research definition includes lab demos or prototypes. Is proof of network infrastructure from operators needed for this case?

A: It will depend on the precise project whether it makes sense to limit it to lab demos or prototypes or whether it already makes sense to also include field test. However, the focus of the call being on pilot projects based on the actual use of 5G or equivalent networks, the testing of demos and prototypes under realistic conditions is ideally also done in an actual network infrastructure.

Q: Are purely social projects possible?

A: Yes, projects are not required to be of commercial use only.

1.2. Geographical scope

Q: Are projects only eligible if operated within the pioneering zones mentioned in the national 5G strategy?

A: No. These pioneering zones are very suitable for the operation of pilot projects, but are not the only suitable zones. An ideal pioneering zone can host several pilot projects in parallel and / or subsequently.

1.3. Project applicants and partnerships

Q: Can universities and public research institutes lead proposals?

Yes.

Q: What is the definition of a young, small and large enterprise?

A: A young enterprise is an enterprise that was created within the last 5 years.

Small and medium-sized enterprises (SMEs) are defined in the EU recommendation 2003/361. The main factors determining whether an enterprise is an SME are:

- staff headcount
- either turnover or balance sheet total

Company category	Staff headcount	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

These ceilings apply to the figures for individual firms only. A firm that is part of a larger group needs to include staff headcount/turnover/balance sheet data of the entire group.
For more details: The revised User Guide to the SME definition

Q: Can you confirm that not only small companies / start-ups are eligible, but also larger international technology companies (present in Luxembourg)?

A: Yes, large companies are eligible too.

Q: What type of legal entity should the consortium be of? And should it be established before or at the moment of the application?

A: The CfP does not impose nor suggest a specific form in which the consortium should be formalised.

For the project submission, a simple memorandum of understanding might suffice. Latest for the signing of the grant agreement a formal consortium agreement needs to be handed in.

Q: In a consortium, do we have to make conventions between all the partners?

A: All partners forming a consortium shall be signing the consortium agreement. A project might include additional partners, but which are not core to the project (who are subcontractors,…). It is up to the applicants to decide about the consortium members.

Q: In case of 2 similar projects, did [should read "will"] you make a link between these 2 project leaders?

A: The CfP does not foresee that similar projects shall be merged.

Q: How many organisations have expressed interest in taking part?

A: The CfP does not include a "pre-registration", so a concrete number of organisations interested in taking part cannot be given.

1.4. Level of co-funding

Q: Are the level of co-funding always 50%

A: No. The applicant can submit projects with levels of co-funding that are lower than the maximum level foreseen in this call.

- *A higher level of percentage is possible for certain types of projects (as described in section 1.4.).*
- *A lower percentage of co-funding than the maximum level possible can be considered an advantage over similar projects with a higher percentage of co-funding.*

Q: RFP provides no information on the total budget available in this RFP. Given this and the above clarification, it can then be estimated how many projects will be selected for co-funding in this Call.

A: With release of v1.2. of the call for projects, this information is provided. See in section 2.4. for the amounts.

Q: How can non-profit organizations complement the 5g funding to reach a fully funded model? Can in-kind contributions (e.g. lab infrastructures) be used for this?

A: All sources of private funding can be used to complement the public co-funding. However any additional *public* funding will have to be added in the calculation of the co-funding rate on the side of the *public* contribution.

In-kind contributions from entities that are part of the public sector cannot be considered for cofinancing.

Q: Could you support us for the infrastructure?

Yes. Please refer to section 2.3.4 of the CfP for the necessary details. As an example, the set up of a signalling antenna could be supported within the co-funding. But it should either be clearly documented and reasonable to use the equipment only for the purpose of the project (and therefore consider it to 100% in the budget), or it should be clear to what extend (percentage over time and/or percentage of use over project duration) the equipment is used and therefore only consider this pro-rate of the equipment cost in the project.

Q: Is the co-funding rate for the young, medium enterprises and start-up related to a certain level of turnover rate already gained during the last three years?

A: Yes. Since the annual turnover is (like the staff headcount or the annual balance sheet) one of the decisive criteria for defining an enterprise as small- or medium-sized, and this in return being decisive for the maximal co-funding rate, the co-funding rate may indeed be related to the annual turnover of the three last years (the criteria need to be respected for two of the three last years). See above the answer on the question “what is the definition of a young, small and large enterprise?”.

Q: In case of a consortium, how are the co-funding rates calculated? According to all members/lead or ...?

In case of a consortium, the state aid rules need to be respected for each individual member. While the project will have its overall co-funding rate, the final decision on the public co-funding will be based on the specific individual consortium member (its legal situation, its own assets, the requested amount).

In the application form, the budget is to be detailed per consortium member (section 3.3.3., as in form v.1.2). Additionally, applicants can differentiate the individual assets and the resulting co-funding rate in the "funding summary" (section 1.3. as in form v.1.2).

Q: How will the SMC-5G-team identify the project as Industrial Research? Could you please, specify some basic criteria that will recognise the project as the Industrial Research? Do we need to follow these criteria to simplify your project positioning?

A: The criteria for identifying a project as falling under the type of "industrial research" are explained in section 1.5 (at the bottom of page 5) in the CfP. This is the official definition as laid out by the European Commission and this is therefore also the definition that will be used during the evaluation of the projects. Project applicants are deciding under which category of project / research their project shall be considered. This categorisation will be checked during the evaluation process.

The European Commission further details "industrial research": it comprises the creation of components parts to complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of small scale pilot lines to test and validate the manufacturing method performance, when necessary for the industrial research and notably for generic technology validation. Industrial research usually corresponds to Technology Readiness Levels 2-4.

Q: "Section 1.5, Level of co-funding, of the Call for Project states: "The consortium can obtain 15% for projects whose outcomes will be largely disseminated through conferences, publications or by the publication of free or open software":

- **Can you please specify what it means "largely disseminated". For example, is there a minimum number of events where the results must be presented? Is there a geographical and or time constraint? e.g. only events in Europe for 1 year after the project ends.**
- **In terms of costs, dissemination will happen after the project ends. Are these costs going to be covered by SMC, or they have to be paid by the consortium?** [1]
- **Finally, how do we justify these additional 15%? Do we have to present a list of events/activities/publications where we are going to disseminate the results?"**

A: The answers to these three combined questions is as follows:

- "Largely disseminated" refers to a large set if dissemination possibilities. There is no minimum number of events imposed, since next to the amount of dissemination events or of publications, one also has to consider the scope or reach of the dissemination. Therefore, applicants can for instance specify the size of the audience that they expect to cover. In the

[1] Mail 30.7. Manuel Cuba, SES, Mail via Christiane, 6.8.

same way, there is no geographical or time-wise constraint, but the information provided at the submission has to be consistent and traceable.

- Dissemination of the results can already take place before the project end. In this regard, the project end can be chosen so that a large dissemination of the project results can be done for instance latest during the final month of the project. If the applicants have valuable reasons to also claim dissemination activities after the end of the project, please note that only costs occurring during the project eligibility period can be claimed. As an example: the printing of a brochure can be done at the end of a project, while it might be distributed (without eligible costs) at events taking place even after the actual end of the project.
- The project leader, with the contribution to eventual project partners, has to provide justification for the level of dissemination actually reached by reporting copies of articles, list of events, as well as the bills for printing, conference attendance,…).

Q: Is the funding rate applicable fixed by partner or by the consortium? For example in case the project consortium plans to apply for 15% supplementary co-funding related to participation in conferences and publications, will this rate (50%+15%=65%) automatically apply to both partners?

A: In this precise example of supplementary co-funding based on the dissemination efforts, the 15% additional percentage points shall apply to all project partners if the project application clearly indicates that the outcomes of the whole project will be shared and not just outcomes worked out or covered by only part of the consortium members.

Please note that the answer to this question is more complex. If one or more consortium members are eligible for co-funding under the "de minimis" provision, while other aren't, the budget might be more complex, with varying co-funding rates per project partner.

- The overall co-funding rate is taken into account by the experts during the evaluation of the project in the sense that lower co-funding rate results in a better score.
- The eligibility of the co-funding rate, as defined through the block exemption regulation, is checked upon the individual budget of each consortium member:
    - In case of a de minimis aid, the maximum co-funding rate is set to 50%
    - A public body or association can benefit from up to 50 % (+ 15 percentage points in case of a "large dissemination")
    - A company can benefit from the ceilings as specified in the CfP.

Q: Is the the maximum co-funding by project 1M EUR?

A: As published in the call document, the maximum amount of 1 million € of co-funding per project is "indicative". Project can request less but also more than this indicative amount. In any case, the amount requested has to be reasonable and duly justified.

Q: Is the maximum amount of 200K EUR per partner for project duration only applicable to young enterprises and startups?

A: Project support in the form of "de minimis grants" is focused in the present call on young enterprises and startups.

Q: Can we consider as eligible in the form of "own contribution" the following type of contributions or a mix of them?

- **in-kind contribution (personnel working on the project and covered directly by institution / company)**
- **depreciation costs of purchased equipment(even before the project start) and used for the purpose of project (depreciated over the life of the project)?**

A: Personnel costs are eligible, only if it is directly appointed directly appointed to the project (CfP, section 2.3.4)

In this same section, also depreciation costs of purchased equipment is listed among the eligible direct costs. Such equipment, also if bought before the project start, have to be accounted through a transparent depreciation scheme and duly justified (e.g. should be clearly distinctive from overhead costs).

Q: It is mentioned in the guidelines that the financing of costs through additional funding sources is possible (unless the funding sources exclude each other). Can we consider the synergy with FNR funded research projects as possible own contribution (the 35% of total project costs)?

A: FNR Funding is by definition also a source of public funding.

It has to be noted that public research bodies, associations and alike[2], when established in Luxembourg, are falling under the law on the instauration of the FNR and can benefit therefore from other funding instruments.

The SMC refers to the call for projects launched by the FNR under the "Bridges" and "Industrial Fellowship" headings, which both offer up to 85% co-funding:

- BRIDGES: This scheme provides financial support for industry partnerships between public research institutions in Luxembourg and national or international companies.
- INDUSTRIAL FELLOWSHIP: This scheme awards PhD and Postdoc grants to researchers who carry out their PhD and/or postdoc training in collaboration with a company in Luxembourg.

Public research institutes can submit their project under the present CfP, as well as submit a connected project during the following deadline of the FNR calls

The project proposal for the 5G call for projects, involving a public research institute, is submitted for the deadline of the CfP at the end of September. The research elements done by the public research

[2] Art. 3. […] (2) The following organisations established within the Grand Duchy of Luxembourg are eligible for assistance from the Fund:
1. public institutions for which research is a legal mandate;
2. organisations, services and public institutions engaged in research activities in the areas that concern them;
3. non-profit associations and foundations governed by the provisions of the Law of 21 April 1928 on non-profit associations and foundations, as amended, and societal impact companies governed by the amended law of 12 December 2016 on the creation of societal impact companies, whose share capital consists 100 per cent of impact shares, engaged in research activities in the areas that concern them. […] (Loi du 31 mai 1999 portant création d'un fonds national de la recherche dans le secteur public.)

institute can then be submitted to the FNR by 11th of October 2019 or by April 2020. More information about the FNR funding possibilities, as well as the application form can be found here:

- https://www.fnr.lu/funding-instruments/bridges/
- https://www.fnr.lu/funding-instruments/industrial-fellowships/

Availability of frequencies

Q: When will be the frequencies be auctioned? Or will they even be auctioned?

A: The allocation of 5G spectrum is not part of the CfP. Information and decisions regarding the spectrum allocation in Luxembourg are published on the website of the ILR (www.ilr.lu)

Q: Please clarify whether we need to secure the test license after the CfP award or prior to submission. Also, if our solution includes LTE (rather than 5G), what spectrum is required / recommended for LTE.

A: Project applicants can apply for test licenses at any moment, the decision is of the sole responsibility of the applicant. Currently the following frequencies in the following spectrum bands are in use in Luxembourg: 800 MHz, 1800 MHz and 2,6 GHz.

Detailed questions about technical specifications and standards to be applied for LTE, about test licenses and requests for such licenses have to be addressed to the ILR (https://web.ilr.lu/FR/Professionnels/Frequences-radioelectriques/Utilisation-de-frequences/Utilisation-experimentale/Pages/default.aspx - website in French)

1.5. Other permissions

1.6. Non-disclosure and publication of project outcomes

Q: What steps are proposed about preserving the confidentiality of submissions for projects, on the Ministry/assessing team side? Will the assessors sign NDAs?

A: Yes, all external people working on the evaluation of the CfP will sign a non-disclosure agreement (NDA). Civil servants also have to preserve confidentiality. It is recommended to indicate clearly in the submitted documents what information is confidential.

There will however be a press release referring to the projects retained for funding.

1.7. Evaluation of the impact on the environment

Q: The impacts on the environment (EMF) requirements are not clear for this project. […] Which assumptions we should take?

A: Network operators will need to request the necessary authorisations from the competent authorities.

One of the objectives of the pilot projects is to gain more experience in assessing and measuring electromagnetic fields generated by 5G networks. Selected pilots will be used for elaborating appropriate methodologies in order to facilitate the introduction of 5G while appropriately limiting the exposition of the public to electromagnetic waves.

1.8. Diligent budget reporting and documentation

2. Eligible projects

2.1. Service layer

2.2. Network layer

2.2.1. Network topology and architecture

Q: Is the use of 5g NR equipment mandatory for the proposed project?

A: No. The CfP is technologically neutral, but the chosen technology should be equivalent to 5G, as described in the CfP (e.g. in the introduction and in section 2.1.).

Q: Will the use of a spectrum in band 3410-3700 be authorized to put a project in place, and if yes, how long?

A: The ILR could issue temporary test licenses. But once spectrum allocation for 5G has been done, the spectrum might not be available any longer for test purposes. Network operators will then use the spectrum granted under the 5G licenses and pilots can be further pursued using regular licences.

Q: Do participants need to just specify who shall provide the layer of infrastructure - or also show proof of agreement with the specific infrastructure provider?

A: Applicants should hand in a proof of such an agreement: letter of support, collaboration agreement,… The eventual costs of such an underlying infrastructure should also be visible in the project budget and ideally should not be an unconfirmed estimate.

2.2.2. Network coverage

2.3. Project management layer

2.3.1. Work packages and responsibilities

Q: Is the partner co-funding rate fixed/global per project, is it per Work Package depending on the type of activity in each work package?

A: This can depend on the structure of the project. The co-funding rate is checked on an overall level: all work packages combined. For the purpose of compliance with European state aid rules, the criteria for the co-funding rate also has to be checked on the level of project partners that are

economic undertakings. An entity performing non-commercial activities might have a higher co-funding rate.

Q: Please clarify what do the 'Work packages' refer to? Are they sub-components of the proposed solution?

A: "Work packages" are usually defined as "a group of related tasks within a project". Because of the variety of potential projects that can be handed in under the present CfP, a specific structure or naming of specific work packages is not given by the call. Work packages are to be defined by the project applicants. Per work package, applicants are requested to indicate at least: title, duration, tasks, efforts in MM (man months), objectives, deliverables and name of the partner in charge (see application form).

2.3.2. Objectives

2.3.3. Project timeline

Q: Can a project have a delayed start (for example start after one year)? This could be due to a current lack of products / solutions availability or maturity.

Yes. If the initially planned starting date can't be met, the project leader can inform the SMC about this. If this late start also requires an extension of the project end to a later moment, the project leader shall request a change of project dates. This can be granted as referred to in section 1.2 of the CfP.

2.3.4. Budget and funding

Q: The allocated budget for this project of 4Meuro is it for 2019? What is the allocated budget for 2020?

A: The announced 4 M € is allocated in the 2019 budget of the SMC. The public budget for the year 2020 is not voted yet. Projects handed in with this CfP and that will have expenses over the coming years only, still will be considered on the initial amount of 4 M €.

Q: Can we apply if we already started the project we will submit? Will the funding be only on the milestones after submission is accepted?

A: In order to be eligible, the project shall not have started before it is handed in. For a project that has not yet started before the handing in of the project, the eligibility of costs shall start by 1.10.2019.

Q: How shall we budgetise equipment that could be used after the project, but we have no certainty about it yet (e.g. no spectrum allocation)?

A: In principle, the cost of equipment being considered for co-financing is corresponding to the depreciation over the duration of the project. If the applicant considers that the equipment cannot be used any more at the end of the project, the equipment might be fully depreciated already by the end of the project. In many cases there will however still be a terminal value to be considered (can the equipment be sold to so else?). If the subsequent use of certain equipment is uncertain, the applicant could base the estimated depreciation rate on the most probable scenario while submitting the project. The equipment shall be budgeted using the most likely occurring assumption.

However, at the end of the project, the value of the equipment might have to be reassessed (by the project applicant or another authority) and the final co-financing amount could be adjusted. In any case, the treatment of the equipment for co-financing should be in line with the accounting practices of the applicant. It also has to be noted that the grant agreement will allow to claim lower co-funding then initially granted, while the opposite (higher co-funding than initially granted) will not be possible.

Q: After a project was granted for funding. How and when will the funds be claimed to SMC?

A: The applicants will pre-finance their expenses and then hand in the project expenses at the end of the project to claim the allocated funds.

Q: Is cofunding that has to go through a parallel evaluation process (eg FNR) considered a weakness/risk for the 5g proposal?

A: It will neither a weakness of nor a risk for the project. Of course one same cost cannot be subsidised twice.

Q : The aim of our project is to generate revenues in the future through different services. Are we obliged to already detail these revenues?

A : For the sake of the evaluation of business oriented projects, it is advisable to indicate the expected revenues. Project applicants can detail the return on investment (description of the expected impact of the exploitation of the results of the project on the key indicators of the company: turnover, profit margin,…). Companies can also indicate the expected operational costs.

Q : Regarding costs, is overhead taken into account?

It is possible to declare overhead costs. A maximum amount of 20% of the personnel costs will be applied.

Please note that any notably high level of costs are to be duly justified and can be subject for further investigation during the evaluation process.

Q: [We are] preparing a submission to the 5G Call for Projects, in which some of the work described in the work packages will be carried out by staff employed by a wholly owned subsidiary. The subsidiary will bill [us] for the work performed. As such, we consider the subsidiary as a subcontractor for our project. Is this in accordance with the guidelines for this CfP?
Please note: the subsidiary is NOT taking the role of a partner, but is merely delivering person-hours to execute the tasks assigned.

A: Like the set up of a consortium is the pure choice of the project partners, it is also the free choice of the project applicant to work with subcontractor(s). Please note that for the procurement of goods, works or services, a detailed documentation of the actual costs incurred and for the attribution methods can be requested during the evaluation or at a later stage of the project.

Project applicants shall bear in mind that the subcontracting of substantial elements of the project can lead to a lower scoring in the project evaluation or can be in conflict with state aid rules.

Q: Please clarify what is being asked in the IP rights section (in the application form).

A: The box on IP rights in section (section 3.3.3. in the application form) serves to list the potential costs arising from IP rights that need to be acquired for the operation of the project.

2.3.5. Appointed human resources

2.3.6. Management capability

Q: Can one applicant submit more than 1 project

A: Yes. But the applicant should also prove that he is able to handle and manage the projects that it is submitting.

2.3.7. Risk assessment and risk management

Q: If the applicant is only building an application and since there are no 5G network deployed today, how can these applications be tested?

A: We expect that by the time the CfP has been evaluated, there are test beds available. Project applicants are therefore invited to contact network operators since this in return also helps network operators to better identify the need for network development and for setting up the appropriate test environments.

3. Administrative details

3.1. Identification of project applicants

Q: It is not clear whether international cooperation is allowed or not.

A: The document makes no reference to Luxembourg-based companies only. Applicants from any country can apply. To be eligible, a project has to display an impact within the Luxembourg ecosystem. In section 3.1. of the CfP a support letter of network partner / network supplier and in section 1.3. the geographical scope to be explained in the application is explained.

Q: No limit of project submissions per partner is specified in the RFP

A: Indeed, there is no such limit mentioned in the CfP. In section 3.1. it is specified that a consortium can submit one or more proposals. The same applies also to single applicants. In case of multiple projects getting submitted, the applicants have to be aware that during evaluation projects will be screened upon uniqueness (section 3.1.), upon available and appropriate human resources (section 2.3.5.) and upon decent management capabilities (section 2.3.6.). In other words and as an example: a single applicant, especially from a small entity) submitting a long list of projects will have to prove being able to handle these projects.

Q : How can one differentiate between a project partner and a consortium partner ?

A : The decision or choice whether a partner shall be part of a project consortium or whether he is a "simple" partner, e.g. in the form of a subcontractor is of the sole discretion of the project applicant (lead applicant). It is also possible to associate partners (as "simple" partner or as consortium partner if there is no direct financial implication into the project).

Q : In case two partners agree on a possible collaboration, would a simple letter of support would be sufficient?

A : The applicant is free to decide how to formalise its relation with its partners. A simple letter could suffice. For the sake of the evaluation of the project, the relation between project partners should be clear and understandable to external evaluators and clearly documented and consistent all along the submitted documents.

In regards to state aid rules, it is essential that partner letters or partner agreements submitted within the CfP are always expressed in conditional terms and that the partnership is bound to the confirmation to the co-funding of the project and that the actual cooperation does not start the co-funding is confirmed.

Q: It was said that the consortium shall be presented as [by] the one leading applicant. How will the SMC-5G-Trial Team identify the consortium members? Do you need a list of agreements? MOUs? What is the consortium definition criteria in the scope of the 5G Call for Projects?

A: It is the duty of the project applicants to identify and specify its consortium members. The CfP specifies e.g. the following information to be provided during the application:

- A budget detailed by consortium member (section 2.3.4.)
- An explanation on how the consortium management is intended to be (section 2.3.6.)
- Eventual dependencies between consortium members (section 3.1.1.)

The application form further states a memorandum of understanding or (draft) consortium agreement in the list of documents that shall be submitted in the annexes. Applicants are free to define their level of collaboration since the CfP does not impose a specific definition or collaboration scheme of a consortium.

Q: Can we base our consortium agreement on the model provided by DESCA or MCARD?

A: Yes. Please note that also these models are drafts and that its authors don't assume any warranty or responsibility. The use of such text in total or in part is under the users own responsibilities.

In regards to state aid rules, it is essential that consortium agreements or partner letters submitted within the CfP are always expressed in conditional terms and that the collaboration is bound to the confirmation to the co-funding of the project and that the actual cooperation does not start the co-funding is confirmed.

3.1.1. Financial capacity and applicant details

Q: Do public institutions also need to provide financial information (point 5.4)? If yes, what exactly (as it's different from public sector)?

A: If the public institutions (e.g. research institutes) are already providing financial monitoring information to other Luxembourg ministries, a detailed financial information is not required during the project submission.

3.2. Declaration of honour

Q: As a public institutions how are we supposed to fill out the declaration of honor in those points that do not apply to a public organization?

A: The form mentions "organisation/entreprise" in its third line. Here, "organisation" also refers to public organisations. While editing the document, you might also mention "*hereby certify that the public institution X*", for as long as it clearly indicates the status of the applicant.

The reference to the bloc exemption regulation and the positioning of small, medium and large enterprises (around the end the declaration) can be deleted for those applicants that are no enterprises, as indicated in the corresponding footnote.

Q : Regarding intellectual property rights : To whom these rights are attributed at the end of the project?

A : The CfP does not impose a specific decision on the question of intellectual property. It is highly recommended that the project applicant and the project partners clarify this among themselves before the submission of a project. Since it can be helpful during the evaluation of the project, the project applicants may indicate the chosen approach on IP rights in their application or even already submit a copy of the (draft) IP agreement related to the project outcomes. The State does not request a transfer of intellectual property rights in return for co-financing. Any IP rights may stay with the applicant or consortium members.

4. Submission and grant awarding process

Q: Do evaluation experts have academic, industrial or innovation background? Are there any sub-criteria and weighting? Will we receive the detailed reviews?

A: The Experts Committee is going to be composed of experts from the academia, from business background and from the area of innovation. The sub-criteria and the weighting are meanwhile published on the CfP webpage. The final review of the project will be communicated to the project applicants on request.

Q: The inclusion of national experts in the evaluation process might create conflicts of interest. How is this addressed?

A: The experts will mainly be international experts. If still one expert has a conflict of interest for one particular project, the expert will be able to indicate this at an early stage and he then will be excluded for evaluating or rating of this particular project.

Q: What happens with proposals that are not selected, but kept as part of the Wishlist? Are those going to be automatically selected for the next Call for Projects? Or they will be selected if additional funding is obtained before the next Call for Projects?

A: Projects which will not be immediately retained for funding, but that will be retained for a reserve list might get contacted if the grant formalization of other projects results in an additional availability of budget. There is currently no automatic transfer of applications possible for the next call for projects, since the second call for projects is not released yet. Please note that the submitted but not retained projects might evolve over time, or that the next call for project might have different priorities.

4.1. Instructions for drafting the proposal

4.2. CfP timeline

Q: Do we need to submit the entire dossier by 31.09.2019? Or can we send only the application form of 30 pages max and the Addendums and Annexes can be provided later?

A: It is mandatory to submit all information requested in the central application form by 31.09.2019. If supporting documents or annexes relevant to the grant decision are missing or erroneous and have to be handed in at a later stage, this will not automatically exclude the project, but it can result for instance in a later start of the eligibility of the project costs, delay the grant decision or lead to the negative evaluation and the subsequent rejection of the project.

4.3. Contact Details

4.4. Submission deadline and delivery method

Q: Does the SMC eventually plan a 2nd call for projects in Q1/2020?

A: Yes, the SMC intends to launch a second call for projects in Q1/2020.

Q: No draft grant agreement is provided within the RFP. It would be helpful if such draft agreement was provided together with the RFP data package.

A: A first draft of the grant agreement is foreseen to be released by August 2019.

4.5. Supporting documents

Q: As a research institute, which document shall we provide for the administrative details of:

- **Certificate on the headcount;**
- **Organization registration or equivalent document confirming the first date of establishment of the legal entity?**

A: The certificate for the headcount is essential for the evaluation of companies (whether they can be considered a SME). For public research institutes it is sufficient to provide official documents: reports to Luxembourg ministries, official annual reports,…

The certificate of the first date of establishment is essential for the evaluation whether a company can be considered as startup or young enterprise. Public research institutes can provide documents like the documents certifying the legal establishment/base.

Q: Our Luxembourg entity will submit a project, while our headquarter is based abroad. Is documentation for the Luxembourg entity alone sufficient for the response or is it advisable to submit documentation about the parent company as well?

A: It might always be useful for the evaluators to also have access to certain information about an entity's parent company and its vision and structure. , it is up to the applicant to decide how detailed such information will be submitted. This decision can be based on the level of involvement of the parent company into the project that is submitted for this CfP.