



Guidelines for publication of INTECMED Call for Innovative Business Ideas

B_A.2.1_0063 – INTECMED

Reference: <call for sub-grant proposals number 1>

Deadline for submission of application: 16/07/2022

These guidelines set out the rules for the submission, selection and implementation of the actions under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbcmec.eu/home>).

1. Background

Although participating regions of the INTECMED project are heterogeneous in terms of innovation, they do share a common challenge: overcome the obstacle of different actors working with innovation at local level to coordinate their actions and to find synergies. For this reason, INTECMED aims to develop an integrated innovation ecosystem at local level to support technological transfer and commercialization of research results. The project will use a methodology of building resilience into risk management (BRIM) to develop a shared vision of how to build start-ups overcoming inexperience and gap between academic knowledge and business development. This methodology will be implemented by creating regional alliances, facility points, mentorship programmes and innovation exhibitions, where investors and innovators have the opportunity to exchange their ideas and business opportunities. Through mentorship, skills development in business planning, the commercialisation of research results of at least 48 entrepreneurs and researchers will be fostered and at least 2 new spin-offs will be launched.

2. Objectives of the call

The **objective** of this call for business ideas is to identify and select 48 aspiring entrepreneurs (12 per participating country), with an innovative entrepreneurial idea to be perfected and developed thanks to the support of the INTECMED project.

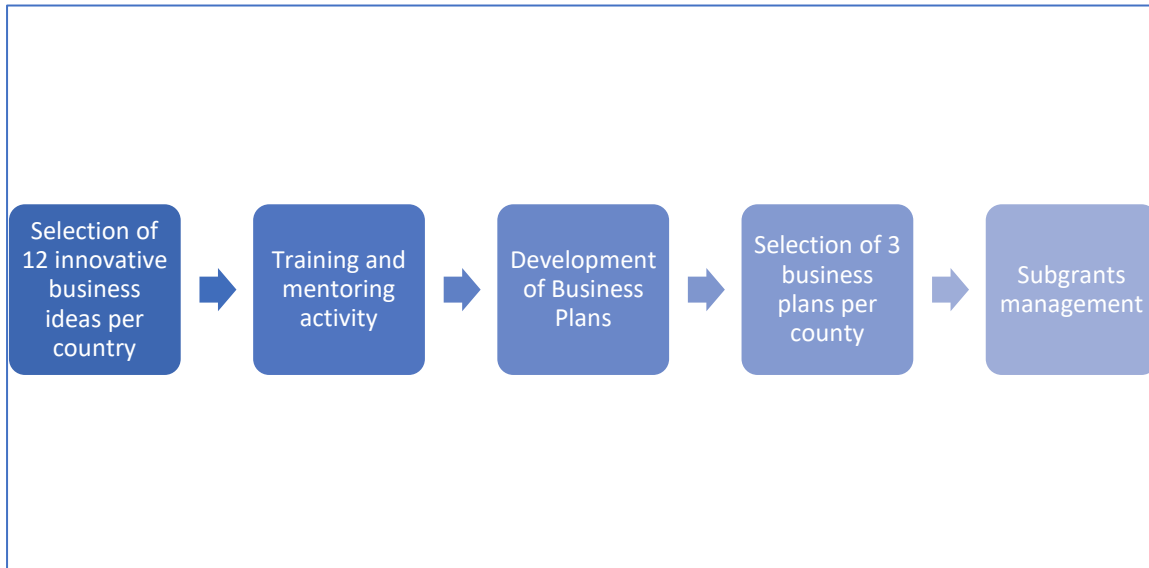
The aspiring entrepreneurs selected will be involved, according to the steps and methods described in article 3, in an entrepreneurial path of training and mentoring. Three of the aspiring entrepreneurs selected per country will be also financially supported on their business activities in a dedicated subgrants call to be launched after the training and mentoring (see information of Phase 2 below and Annex A).

This call is in line with the objective of the project, which is to support technological transfer and commercialization of research results, promoting and supporting innovative business models. The intervention will have an important economic and social effect, contributing to the creation of an environment conducive to entrepreneurship, innovation and employment.

This call is, therefore, the launch of a structured process which guarantees the following steps, according to the BRIM Methodology developed by the project:

1. Selection of 12 innovative business ideas in each country
2. Training and mentoring activity
3. Development of Business Plans
4. Selection of 3 business plans per county

5. Subgrants management: execution and justification of the funded activities.



3. INTECMED project pipeline: selection, mentoring and funding

The path offered by INTECMED, and starting from this call for ideas/projects includes the following phases:

Phase 0 - Selection of Business Ideas

After the launch and closure of this call, all the business ideas received in each INTECMED region will be evaluated, following the criteria described in this call text by a regional committee set out in the 4 participating countries. The Regional Committee is the Selection Committee appointed with the responsibility to perform the selection of the final business ideas. The Regional Committee will be composed by representatives of project partners, members of the Regional Alliance for Innovation Transfer and representatives of the regional innovation ecosystem or other experts.

All the eligible applicants will be invited to present their business idea, in a private interview with the regional committee, to ensure confidentiality in these first stages.

Only the 12 higher scored business ideas per INTECMED region (48 in total) according to the selection criteria described in this call text, will be invited to participate in the INTECMED mentorship programme and, subsequently, compete for the awarding of the sub-grants.

The output of Phase 0 will be the list of selected business ideas to be mentored in each INTECMED region.

Phase 1 - Training and Mentoring

The 12 business ideas per INTECMED region selected (48 in total) will be engaged in a mentorship programme, focused on the strengthening of entrepreneurial skills and competences which are necessary to define/refine a valid business idea and a successful business path.



INTECMED mentorship programme will provide a set of tools aimed to support and advise the participants during a 6-month period, from March to August 2022:

- Coworking facilities
- Joint training programme in key areas of expertise: business and finance, sales, product development and legal aspects.
- Individualized mentoring in different fields, according to every project's needs
- Networking activities, at an international scale

During this process, the participants will have the chance to improve and validate their business models, as well as prepare a complete business and financial plan, as one of the main outputs.

INTECMED mentorship program will take place within the Regional Innovation Facility Point (RIFP) which will be installed in Alexandria.

Phase 2: Selection and funding of the most promising business ideas

All those participants who have successfully completed the phase 1, will be eligible to compete for the assignment of a financial support for its business idea, by means of a sub-grant of:

- 30.000 Euros for the 1st place in each count,
- 20.000 for the 2nd place in each country and
- 10.000 for the 3rd place in each country

The subgrants will be used to fund activities directly related to the development of the project. In Annex A, a description of eligible costs and actions is provided. **The sub-grant shall take the forms of reimbursement of costs.**

The regional committee, again, will evaluate the applications for the subgrants, being in this case the business plans the main documents to be analyzed. In Annex A, the evaluation criteria to be applied are provided. The regional committees reserve the right not to award all available funds, if the candidates do not reach evaluation thresholds.

4. Eligibility criteria for the Call for Innovative Ideas (Phase 0)

4.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Beneficiaries of INTECMED can be both a natural person or a legal person, fulfilling the following requirements:

1. Be established in one of the following regions:

Country	Eligible regions
Greece	Western Greece Region
Spain	Andalusia
Tunisia	Tunisia
Egypt	Alexandria Governorate, Marsa Matruh, Al-Iskandanyah, Al Buhayrah, Kafr ash Shaykh, Ad Daqahliyah, Dumyat, Ash Sharquiyah, Al Isma'iliyah, Bur Sa'id.

2. Be directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary.
3. In the case of legal persons, that is, legally established companies, they must meet the following additional requirements:
 - to comply with the European Commission Recommendation 2003/361/EC2 and the SME user guide. As a summary, the criteria which define an SME are: (a) Independent (not linked or owned by another enterprise), in accordance to Recommendation 2003/361/EC; (b) Headcount in Annual Work Unit (AWU) less than 250; (c) Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.
 - startups that do not have yet annual turnover or balance sheets are also considered eligible given that they fulfil the criteria (a) and (b) of section above at submission time.
 - not exceed, with the project sub-grant, the ceiling of 200.000 euros in state-aid over a period of three fiscal years, according to the de minimis rule set by the regulation (EC) 1407/2013;
 - the date of their establishment must be less that 4 years by the date of the closure of the call;

Initially, 8 out of the 12 positions available in every region will be reserved for natural persons, in order to promote the creation of new business. Thus, only 4 positions will be available for already existing companies. If the 8 positions for natural persons were not covered (because of a reduced number of applications, or because of lower quality), the positions available will be offered to the companies in the reserve list.

4.1.1 Applicants: lead applicant and co-applicants

Applications can be submitted by teams. The team will be represented by the “lead applicant”, and the rest of the members of the team will be considered as “co-applicants”. From now on, they will be referred to as “applicants”.

Lead Applicant

Lead applicants, co-applicants, and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules¹, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In the declaration included in the application form, the lead applicant must declare that himself or herself and the co-applicant(s) are not in any of these situations.

If awarded the sub-grant contract in INTECMED Phase 2, the lead applicant will become the sub-grantee, who is the main interlocutor of the project beneficiary / partner awarding the sub-grant. It may represent and act on behalf of any other co- sub-grantee (if any) and coordinates the design and implementation of the action.

[Co-applicant(s)]

Co-applicants (if any) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants (if any) must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants (if any) must sign the mandate in the grant application form.

If awarded the subgrant contract, the co-applicant(s) (if any) will become co-subgrantee(s) in the action (together with the subgrantee).

4.2. Eligibility of proposals

The following proposals' eligibility criteria also apply:

- Proposals must envision an innovative business idea, according to at least one of the following criteria in each of the regions:

Country	Eligibility of innovative business idea
Greece	- Business resulting from R&D&i activity or innovative business models - New products/services in existing companies, resulting from R&D&i activity
Spain	- Business resulting from R&D&i activity or innovative business models

¹ EC Regulation 897/2014. <https://eur-lex.europa.eu/legal-content/FR/TXT/PDF/?uri=CELEX:32014R0897&from=IT>

EC Regulation 966/2012 (article 106/parag1 & article 107) <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=celex%3A32012R0966>

	- New products/services in existing companies, resulting from R&D&i activity
Tunisia	- For natural persons: Business resulting from R&D&i activity or innovative business models - For leagal persons: New products/services in existing companies, resulting from R&D activity
Egypt	- Business resulting from R&D&i activity or innovative business models

2. They must have cross-border ambition, targeting clear economic and societal impact.
3. Each lead-applicant can submit several proposals; however, only the proposal with the higher score would be supported by INTECMED, in case that more than one of them are in the short list of the 12 applications selected by region.
4. The presentation of the proposal in front of the evaluation committee will be compulsory for the applicants.
5. Additional specific eligibility criteria per country:

Country	Additional eligibility criteria
Greece	There are no additional Eligibility criteria
Spain	The application must be somehow connected with any research institutions (universities, research institutes, etc.). This includes formal researchers, professors, other workers in the institution, students and graduates.
Tunisia	Related to the sector of agri-food and craftsmanship
Egypt	There are no additional Eligibility criteria

4.3. Ethic clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

All members of the selection committee will sign a non-disclosure agreement

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including

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multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

5. How to apply and the procedures to follow

5.1. Application formats

Applicants are invited to submit an application using the model of application form, as well as other templates, annexed to these guidelines:

CODE	TITLE
1	Mentorship programme application form
1b	Preliminary financial projections

Please note that only the application form and the published annexes which must be filled in will be evaluated. It is therefore of utmost importance that these documents contain all the relevant information concerning the action.

Applicants must apply in Greek for Greece, Spanish for Spain, French for Tunisia and English or Arabic for Egypt. Hand-written applications will not be accepted.

Additionally, applicants will be requested to provide the following administrative documents:

Country	Administrative documents for the submission
Greece	<ul style="list-style-type: none"> • For legal entities: <ul style="list-style-type: none"> ○ Printout of the Register Information from TAXISNET ○ Profile of the legal entity • For natural persons: <ul style="list-style-type: none"> ○ ID card and ○ CV
Spain	VAT document
Tunisia	For legal entities: Extract from the National Business Register For natural persons: copy of ID card
Egypt	For legal entities: Extract from the National Business Register For natural persons: copy of ID card

Any error related to the administrative information of the applicants will be communicated during a clarification period before the technical evaluation of applications, according to eligible criteria. The applicants will have a 7-day period to provide the information before the application is rejected.

5.2. Application process

Applications must be submitted through the following channels:

Country	Submission channels
Greece	Physical submission of application or by email
Spain	Electronic form or by email
Tunisia	Email/ online platform
Egypt	Email

For physically submissions (registered mail, private courier service or by hand-delivery):

- Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Country	Submission channels
Greece	<p><i>Chamber of Achaia</i></p> <p><i>Michalakopoulou 58, 26221, Patras</i></p> <p><i>1st floor Protocol – Secretary Department</i></p> <p><i>tel: +30 2610 277 779, +30 2610 241 244</i></p>

- Applications sent only by any other means² (e.g. by fax) or delivered to other addresses will be rejected.
- Applications must be submitted in one original and 1 copy in A4 size, each bound.
- The envelope must bear the **reference of the call for business idea**, together, the full name and address of the lead applicant, and the words ‘Not to be opened’ and <‘local language equivalent’>.

For electronic submissions (form or email):

- Applications must be submitted to the address below:

Country	Submission channels
Greece	Email: ea@e-a.gr and projects@e-a.gr
Spain	Email: intecmed@camaradesevilla.com Google Form Corporate License:
Tunisia	New mail account, example: intecmed.tunisia@gmail.com An online platform will be published (a possibility currently being validated for its feasibility)
Egypt	Email: info@ceebea.org

- The email subject must include the reference of the call for business idea

In the cas that both physical and online submission, the application form, budget and logical framework must contain exactly the same application as the paper version.

- In the event that lead-applicant submit several proposals; they must be sent separately

² Applications might also be submitted through a secure e-submission system, provided that it ensures no access to any member of the staff of the project beneficiary before the opening session of the proposals.

5.3. Deadline for submission of applications

The deadline for the submission of application will be:

Country	Deadline
Greece	January, 31 st 2022
Spain	January, 31 st 2022
Tunisia	January, 31 st 2022
Egypt	16/07/2022

Any applications submitted after this deadline will be automatically rejected.

5.4. Further information about application process

Questions may be sent by e-mail no later than 15 days before the deadline for the submission of applications to the following e-mail address below, indicating clearly the reference of the call for business ideas:

Country	Email address
Greece	projects@e-a.gr , ea@e-a.gr
Spain	anne.furphy@camaradesevilla.com; maria.garcia@corporaciontecnologica.com; silvia.blasco@corporaciontecnologica.com
Tunisia	Email address/on line platform (TBD)
Egypt	info@ceebea.org

The project partner who launches the call has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 7 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the project Lead Beneficiary / partner cannot give a prior opinion on the eligibility of applications and documents review.

All relevant questions and answers, as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website of INTECMED project as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

6. Evaluation and selection of applications

Applications will be examined and evaluated by regional evaluation committees, created in each INTECMED region, in collaboration with the RAITs. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 4, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS. VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified the eligibility of the action; otherwise, the application may be rejected on that **sole** basis and the application will not be evaluated further.
- If the application satisfies all the criteria specified in the administrative checklist of the application form, otherwise the missing documents will be asked to be submitted within 7 days from its request.
- Incomplete applications can be rejected.

(2) STEP 2: EVALUATION OF THE APPLICATION

(a) Technical evaluation

The applications that pass the opening and administrative checks will be further technically evaluated on their quality. They will be evaluated using the evaluation criteria shown below, scoring each sub-criterion from 0 to 5. Each region will be able to modulate the importance of each criterion in accordance with the characteristics of the ecosystem, by using weights that will highlight the relevance of a certain evaluation criteria, namely Business, Innovation, Team, Impact and Feasibility. Also, every region can decide to increase the weight of a specific sub-criterion.

A specific template to support and standardize the evaluation process is provided in Annex 02 (Evaluation form).

Evaluation grid for Phase 0 – Selection of the 12 ideas per country

Section
Evaluation of the applicants
1. BUSINESS
Clear value proposition
Client segments
Market potential

Business model quality
Differentiation from competitors
2. INNOVATION
Business built on R&D&i activities and results
Technology Readiness Level
Technological relevance
Intellectual property protection
TEAM
Individual Vs. Team proposal
Connection with research ecosystem
Previous business experience
Complementarity of the team
Participation of women
IMPACT
Scalability and growth potential
Internationalization and cross-border approach
Social impact: attraction of talent, qualified professionals
Social impact: inclusion, creation of jobs
Environmental impact
Attraction of investment
FEASIBILITY
Financial viability
Market viability
Technical viability

(b) Interview

Additionally, all the eligible applicants will be invited to present their business idea in a private interview (30 – 60 minutes) with the regional committee, to ensure confidentiality in these first stages. This interview would help to better understand the scope and details of the business idea.

(c) Score ranking

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The 12 highest scoring applications will be provisionally selected (respecting the limitation of maximum 4 positions for already existing companies described in 4.1.).

In addition, a reserve list will be drawn up following the same criteria. This list will be used if any of the applicants initially selected decline the invitation to participate in the Mentorship Programme.

Additional conditions regarding the reserve list:

Country	Additional condition
Greece	None
Spain	None
Tunisia	The reserve list will be valid only for a maximum of 2 months.
Egypt	None

The regional committees reserve the right not to allocate all the positions if the proposals do not meet quality requirements.

7. Notification of the results of the evaluation

Applicants will be informed in writing (by email) of the evaluation committee’s decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

Country	Complaints processes
Greece	Any complaint should be sent within 7 days via email to the following email addresses: ea@e-a.gr , projects@e-a.gr and karacap@upatras.gr The applicant should indicate to the subject of the email the phrase “Complaint for INTECMED Call for Proposals Results”
Spain	Any complaint should be sent within 7 days after evaluation committee’s decision via email to the following email addresses: intecmed@camaradesevilla.com and projects@e-a.gr .

	The applicant should indicate to the subject of the email the phrase “Complaint for INTECMED Call for Proposals Results”
Tunisia	Any complaint should be sent within 7 days after evaluation committee’s decision via email to the following email addresses: projects@e-a.gr and (TBD) The applicant should indicate to the subject of the email the phrase “Complaint for INTECMED Call for Proposals Results”
Egypt	Submitting a written complaint by email within 7 days after evaluation committee’s decision to info@ceeba.org and projects@e-a.gr .

Those applicants that have been selected will be asked to sign an agreement, regarding the services being provided by INTECMED through the Mentorship Programme. This agreement will also include the commitments acquired by the beneficiaries, in order to receive these services.

In case any of the 12 selected projects per country reject the agreement, the next project in the reserve list will be notified.

As soon as the 12 initiatives per region have been confirmed, the final list will be published, and further instructions about next steps will be provided. The launch of the Mentorship programme is planned for March 2022.

8. Visibility

Selected applicants, as participants in INTECMED Mentorship programme, must comply with the objectives and priorities and guarantee the visibility of the EU support (see the [Communication and Visibility Requirements for EU External Actions](#)).

9. Intellectual property

The property of the idea or project presented will remain in the power of the applicant, not assigning to the project partners any property rights by submitting it to the program.

10. Privacy and protection of personal data

INTECMED project partners and applicants undertake to maintain any information exchanged in strict confidentiality terms, as well as not to disclose to third parties (except those involved in the evaluation process) neither in whole nor in part, the information and documentation received from the other Party. Only the basic data of the submitted proposal (title, general description, image and name of the applicant)

could be subject to disclosure for communication purposes. This confidentiality obligation will remain in effect even after the mentorship programme has ended.

Regulation applied to comply with all current national and community regulations on the protection of personal data:

Country	Regulations on the protection of personal data
Greece	General Guidance for Data Protection (EU) 2016/679 (GDPR), law n 4624/2019, law n. 2472/1997 and law n. 3471/2006 in the field of electronic communications
Spain	All current national and community regulations on the protection of personal data and, in particular: (1) REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of April 27, 2016, regarding the protection of natural persons with regard to the processing of personal data and the free circulation of these data, and (2) Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights.
Tunisia	National and community regulations on the protection of personal data.
Egypt	National regulations on the protection of personal data

11. Acceptance of the bases and legislation

Participation in the call implies full acceptance of these rules and the renouncement of any type of claim by the candidates. All the terms mentioned in these Terms and Conditions may not be reduced, but may be extended, or fixed those that are convenient in the INTECMED Mentorship programme development, publishing them on its website as far in advance as possible. If any of the terms of these Bases cannot be literally executed on their own terms, they will be adjusted respecting as much as possible the spirit of the current wording. These rules will be available at all times on the website <https://www.enicbcmec.eu/projects/intecmed>.

Therefore, the INTECMED Mentorship programme may be modified, interrupted and / or canceled if justified circumstances require it.

The application of these bases will be governed by the national legislation and in the event of discrepancies in the interpretation or application of this document, the parties undertake to make their best efforts for an amicable solution thereof. In any case, the parties waive any jurisdiction that may correspond to them and expressly submit to the following courts and tribunals:

Country	City courts
Greece	City of Patras
Spain	City of Seville
Tunisia	City of Tunis
Egypt	City of Alexandria

12. List of annexes

Annex A. Sub-grants call

Annex 1: Mentorship programme application form

Annex 1b. Preliminary financial projections