# XR2LEARN

## ANNEX 2
## OPEN CALL #2 GUIDE FOR APPLICANTS

### SEPTEMBER 2024

# DISCLAIMER

This document may contain material that is copyright of certain XR2Learn beneficiaries and may not be reproduced or copied without permission. All XR2Learn partners have agreed to the full publication of this document. The commercial use of any information contained in this document may require a license from the proprietor of that information.

The XR2Learn Consortium is the following:

| XR2Learn Consortium | | | |
|---|---|---|---|
| **Participant Number** | **Participant organisation name** | **Short name** | **Country** |
| 1 | Consorzio Nazionale Interuniversitario Per Le Telecomunicazioni | CNIT | Italy |
| 2 | F6S Network Ireland Limited | F6S | Ireland |
| 3 | MAGGIOLI SPA | MAG | Italy |
| 4 | Synelixis Solutions S.A. | SYN | Greece |
| 5 | Light and Shadows | LS | France |
| 6 | Scuola Universitaria Professionale Della Svizzera Italiana | SUPSI | Switzerland |
| 7 | Universiteit Maastricht | UM | The Netherlands |
| 8 | Hellenic Open University | HOU | Greece |
| 9 | Vereniging Van European Distance Teaching Universities | EADTU | The Netherlands |
| 10 | EIT Manufacturing South Srl | EIT | Italy |

The information in this document is provided "as is" and no guarantee or warranty is given that the information is fit for any particular purpose. The user thereof uses the information at its sole risk and liability. Moreover, it is clearly stated that the XR2Learn consortium reserves the right to update, amend or modify any part, section or detail of the document at any point in time without prior information.

Funding Scheme: Innovation Action (IA) ● Theme: HORIZON-CL4-2022-HUMAN-01-19
Start date of the project: 01 January 2023 ● Duration: 42 months

# Table of Contents

# LIST OF ABBREVIATIONS AND ACRONYMS

| Acronym | Description |
| --- | --- |
| CET | Central European Time |
| EC | European Commission |
| EU | European Union |
| IPR | Intellectual Property Rights |
| MRL | Market Readiness Level |
| MVP | Minimum Viable Product |
| NFT | Non-Fungible Tokens |
| OC | Open Calls |
| PIC | Participant Identification Code |
| SME | Small and Medium-sized enterprises |
| TRL | Technology Readiness Level |
| VAT | Value Added Tax |
| XR | Extended Reality |
| NFT | Non Fungible Token |
| ICT | Information and Communications Technology |
| AR | Augmented Reality |
| MR | Mixed Reality |

# 1 INTRODUCTION

The XR2Learn (Leveraging the European XR industry technologies to empower immersive learning and training) is a project funded under the Horizon Europe framework Cluster 4-2022-HUMAN-01 (A Human-centred and Ethical Development of Digital and Industrial Technologies 2022).

Today, the interest for Virtual, Augmented or Mixed Reality (VR/AR/MR) - in general named under the term Extended Reality (XR) - is rising to unprecedented levels. XR2Learn project delivers a SW platform (XR2Learn platform) around which it establishes a cross-border innovation community for XR in learning, bringing XR technology providers, application designers, education experts, application developers, end-users and decision makers in direct access to communicate, collaborate and matchmake interests enabling also bottom-up innovation creation.

XR2Learn will go beyond offering sound technical and business support for the creation of XR applications for education: XR2Learn will provide access to authoring tools for development of applications through its platform, deliver tools for emotion/affect detection and for automated adaptation of the learning experience to the user needs and emotions, deliver guidance relevant to educational design and use case definition, provide opportunities for piloting and user testing mediated by the large networks brought by XR2Learn partners, promote tools that enable and boost the re-use and sharing of the learning materials/ XR applications, offer business development support and additionally, support IPR management through NFTs enabling novel business model implementation. XR2Learn will support innovators (ICT-SMEs) all the way from ideation to commercialisation offering them tailored business and technical support as well as direct funding.

As a mean of enhancing the public awareness, boosting massive adoption and sustainability and ensuring engagement of 3rd parties, XR2Learn will organize 2 open calls and embrace new members in the XR2Learn ecosystem. The objectives of the open calls are:

a) to increase EU competitiveness in the XR application market focusing on support to SMEs,

b) to accelerate XR application design and development for education/training,

c) to motivate collaboration between XR developers and education experts and

d) to reduce the cost of XR educational applications development and

e) to engage educational institution and XR applications developers, stakeholders, decision makers to utilize the XR2Learn tools and make sustainable the XR2Learn ecosystem.

XR2Learn will organise **two** open calls (OCs) with different goals each time:

● The **1st Open Call** aims to *extend XR2Learb scope and* **deliver novel XR-based applications primarily targeting the manufacturing domain**. It will open in July 2023 and run for 3 full months. Selected projects will start in January 2024 and run for 12 months.

● The **2nd Open Call** aims to *perform test, piloting, evaluate and validate* **user acceptance of new or already developed XR-based applications**. It will open in October 2024 and run for 3 full months. Selected projects will start in April 2025 and run for 12 months.

**This is the XR2Learn Open Call #2 implementation**. The total amount of funding that will be provided at Open Call#2 is **€2,100,000.** Each accepted sub-project may receive **€30,000 to €300,000** (100% funding as lump sum)**.** As such, it is expected that **10 applications** will be selected via this open call to enter the process, extend XR2Learn

scope and deliver novel XR-based applications primarily targeting the **Industry 5.0 domain**.

Small consortia of up to three partners consisting of XR-developing industrial partners, training organizations and XR-application user/adopters are eligible for applying. The project coordinator should be an SMEs, while SMEs, mid-caps or research institutions, research organizations and educational or training actors including private and public entities, eligible for Horizon Europe calls will be eligible to participate as members in a single proposal, except for the consortium's beneficiaries and parties that may have conflicts of interest. More details are available at section 1.2 Open Call #2 Details.

# 1.1 Background information on XR2Learn project

The XR2Learn project introduces innovative use of XR technologies in education and training and aims to

- bring all involved stakeholders in the **XR2Learn community**
- render the XR2Learn platform as a **unique entry point to XR for education applications**
- create a **holistic offering** including technical and business support services to attract the best-of-the-best SMEs, mid-caps and Universities, Academic and Training Organizations that are capable of developing novel XR applications
- organise activities to **push technologies** and ideas to the created XR/Educational community
- organise open calls to **engage audience**, **pull back results** and enable all actors to experience the **benefits of participation in this community**.

With respect to the provided technology, the XR2Learn consortium is:

**a)** developing **three open-source XR-based applications**, **"PUSHing"** XR technologies to the target audiences. These applications will be showcased in dedicated workshops, capitalising on technologies already available through XR2Learn partners to ensure a fast jump start. All three applications will be available to tailoring or for serving as basis for other application development by 3rd parties;

**b) Communicating the value** of XR-based innovation and cultivate a better common understanding among **application developers, instructional designers and decision makers**

**c) creating a novel vision of XR** that is centred around the users and is aimed at providing them a learning/ training experience that is **as "human as reality"**, as able to include users' emotions in the experience

d) stimulating SMEs and educational/training organizations to develop **novel solutions exploiting XR technologies** i.e. **PULLing** smart solutions and to pilot novel XR-based solutions adopting the methodology suggested by XR2Learn so that they gather meaningful feedback.

XR2Learn provides tools, building blocks, and best practices to the XR2Learn community through its platform. To enable both learners and creators to evaluate the full potential of XR technologies for their specific industrial training use cases, XR2Learn offers Beacon Applications and Enablers as starting points to create and enhance their training scenarios and solutions. The implementation of these tools is

publicly available in the _project's GitHub repository_, supported by appropriate documentation.
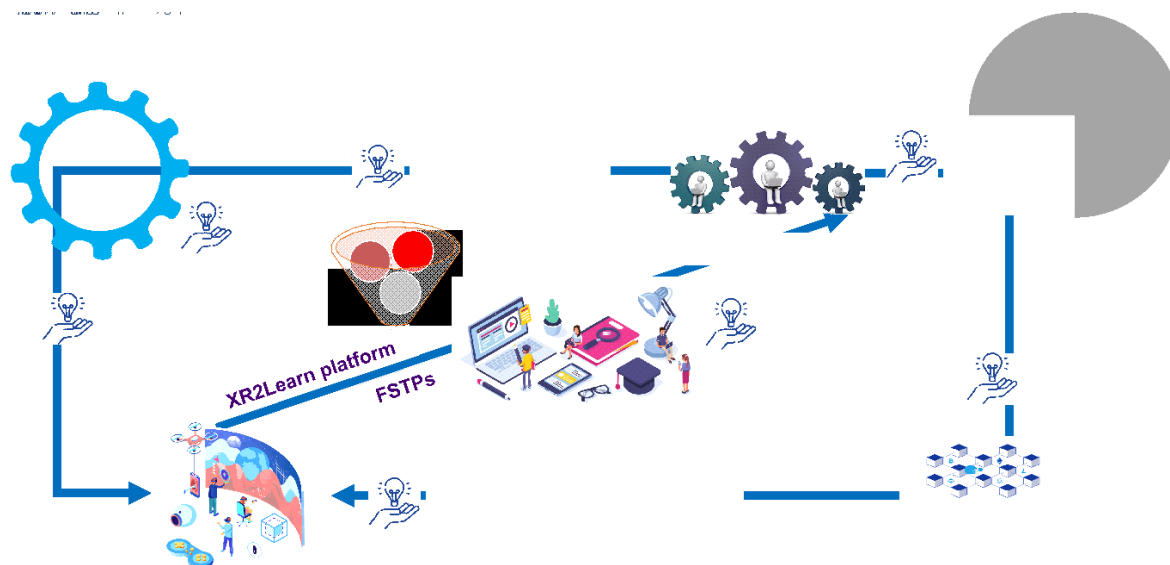


_**Figure 1: XR2Learn concept and overall value chain for delivering innovative services to stakeholders**_

It is worth stressing that XR2Learn platform will be populated with additional applications and best-practices which will come back to the platform as the result of the sub-projects that will be executed by third parties (Figure 1). XR2Learn will deliver its platform organised as a Digital Innovation Hub, which act as one-stop-shop, offering both technological and business services and connect that are interested in delivering XR apps in the educational sector with instructional designers, decision makers and end-users resources as well as with other auxiliary yet mandatory competencies (such as business) required to create results with a product/market fit. This is a win-win situation through which XR2Learn fosters customer-business-market oriented product development and harvests the fruits and at the same time feeds back the continuous needs for learning/training of our knowledge societies.

# 1.2 XR2Learn Open Call#2 Details

This is the implementation of the 2nd Open Call of the XR2Learn project. The following details apply to the call:

- Each accepted sub-project may receive **between €30,000 and €300,000 funding**.

- **The total amount of funding that will be provided at this call is €2,100,000.** It is expected that **10 applications** will be selected via this open call to enter the process, extend XR2Learn scope and deliver novel XR-based applications primarily targeting the manufacturing domain.

- **An application may be submitted by a small consortium of up to 3 members in total** to pilot new or existing XR-application in real life settings. The Project Leader/Coordinator must be an SME, while the participation of a **training providing organization (private or public) is mandatory**. The inclusion in the consortium as a member of a potential user/ early adopter, especially in the application pilot specification and validation processes.

- In addition to presenting the technological concept and the use of **XR-technologies**, applicants are requested to provide **initial exploitation plans and business scenarios**, as these are important for the XR2Learn evaluation.

- Delivery of **open-source versions of tools and/or applications will also be favoured**.

- The XR2Learn subprojects of this open call may have a total duration of **12 months.** The final delivered MVP should have a Technology Readiness Level (TRL) at least 7 (**TRL > 7**)[1], while Market Readiness Level (MRL) 4 or higher (**MLR ≥ 4**) is targeted[2].

Each sub-project is organised in three (3) phases (Pilot SPECIFICATION, EXECUTION and GROWTH) associated with relevant payments directly linked to deliverables as shown in the following figure and may run for 12 months (1/4/2025 – 31/03/2026) as shown in the next table



**Figure 2: XR2Learn Open Call#2 Phases**

**Table 1. Details of the XR2Learn Open Call #2 Phases**

| Phase | Overview |
|---|---|
| **SPECIFICATION** | - *Duration:* 3 months, the consortium will work remotely and occasionally participate in integration and testing activities<br>- *Activities:* The consortium will build/fine-tune their application concept, perform additional development/customization to utilize the XR2Learn technology, prepare a detailed pilot specification deliverable and a tech-business presentation<br>- *Funding*: ten (10) projects will be selected to get €30.000 (lump sum) each, associated to successful completion of the Pilot Specification, assessed by external reviewers. |
| **EXECUTION** | - *Duration*: 7 months, the consortium will work remotely and participate in pilot execution activities<br>- *Activities*: The consortium will be performing pilot execution with real end users and validate the developed application. Delivery of open-source versions of tools and/or applications (under proper license) will also be favoured.<br>- *Funding*: eight (8) projects will be selected to get €200.000 (lump sum) each, associated to successful completion of the Pilot Execution phase, assessed by external reviewers. |

---

[1] TRL 7 corresponds to "system prototype demonstration in operational environment"
[2] MLR 4 indicates that the application is tested with early adopters at small scale

**GROWTH**

- *Duration*: 2 months, the consortium will participate in several meetings and events where they can promote their projects goals and outcomes
- *Activities*: The consortium will realize activities associated with replication analysis, promotion and exploitation of their project, aiming to engage new customers and/or partners and/or investors.
- *Funding*: three (3) projects will be selected to get €65.000 (lump sum) each, associated to successful completion of the GROWTH/Market Readiness phase, assessed by external reviewers. Additional €5.000 will be provided as a prize to the best performing project.

As shown in Figure 3, the Open Call #2 selection will follow a **funnel approach**, which will help the XR2Learn consortium to focus on the top projects along the programme.
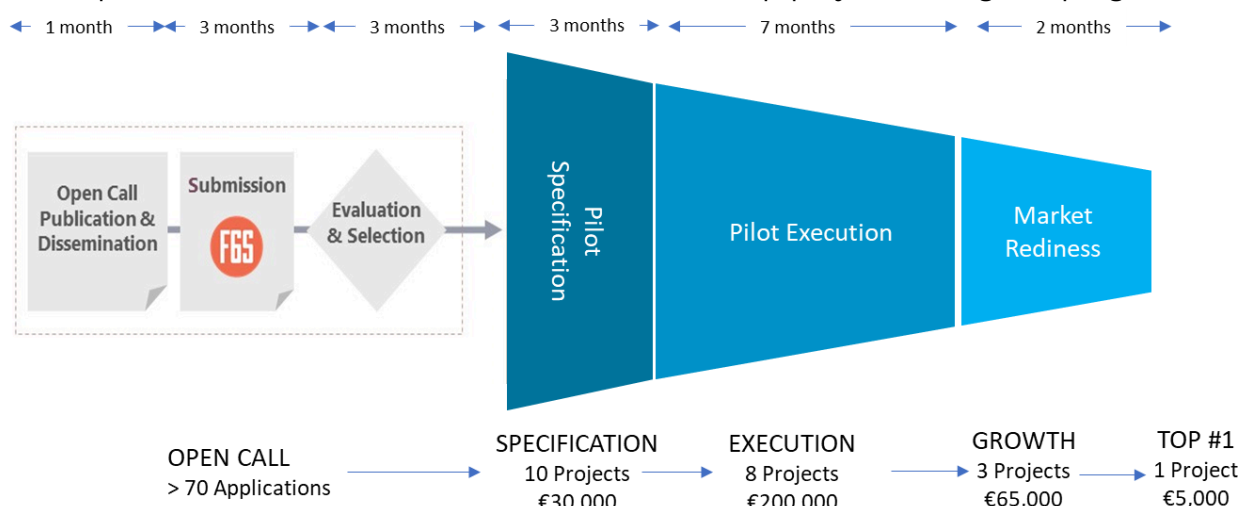


*Figure 3: XR2Learn Overall process*

The selected 10 SMEs from the Open Call #2 are first challenged to provide Application Customization/ Adaptation, Pilot Specification and a sound business plan that are presented at the end of the **SPECIFICATION phase**. These are filtered and the top eight (8) move on to the Pilot **EXECUTION phase**. They will be performing pilot execution with real end users, validate the developed application and provide a business plan, which are used to evaluate/select the top three (3) sub-projects towards the **GROWTH phase**. In the end the **Top #1** sub-project will be selected to receive an additional prize of €5,000. This structured approach allows the best and most promising applications to achieve growth and market uptake.

This document provides a full set of information regarding the Open Call #2 for Proposals for the XR2Learn project. Annex 1, Annex 3.1, Annex 4, Annex 5, Annex 6 and Annex 7 should also be considered for the submission of a Proposal.

# 1.3 General Funding Rules

The following rules apply to the project funding:

- Each accepted sub-project may receive funding between **€30,000** and **€300,000**.

- Each participating legal entity may receive funding between **€60,000** and **€200,000.**

- The total funding for all industrial partners should be at **each phase at least 60%** of the funding. Universities, academic, teaching or research organisations will get **up to 40%** of the total funding at each phase**.**
- All partners are funded at **100%**, through lump sum**.**

In total **€4,200,000** are available for the two Open Calls. The total funding to be distributed at Open Call #2 is **€2,100,000** and the expected number of accepted projects will be 10. **In case there is a leftover, a hackathon will be organised to attract the interest of entrepreneurs/ innovators in the XR-technology sector**.

The selected SMEs will be funded as follows[3]:

*Table 2 XR2Learn funding schema*

| Number of consortia | Funding (in EUROs) | When (in Month) | Condition / Event |
|---|---|---|---|
| 10 | 30.000 | 3 | After successfully completing the SPECIFICATION phase. |
| 8 | 100.000 | 6 | After successful evaluation of the 1st phase of the Pilot (mid Pilot EXECUTION phase) |
| 8 | 100.000 | 10 | After successful evaluation of the 2nd phase of the Pilot results and the business plan (Pilot EXECUTION phase) |
| 3 | 65.000 | 12 | After success demonstration of the product (at TRL 7 or higher) and the dissemination (Market Readiness/GROWTH phase) |
| 1 | 5.000 | 12 | One project will be selected as Top#1 to get additional a voucher of €5.000 as prize |

# 1.4 Timeline – Open Call #2

Submission to the Open Call #2 will be enabled on **Friday 27th of September 2024** and will end on **Friday 27th of December 2024 at 17:00CET time (Brussels time).** Selected projects are expected to start on **1st of April 2025**. Below are presented the dates for the different phases. The opening and closing dates of each phase can be subject to change in case of any modifications in the project's schedule.



Open Call (Submission of Proposals 27th September - 27th December 2024

Sub-project validation & Contract 1st – 31st March 2025

Open Call #2 Announcement 1st September 2024

Evaluation & Selection 1st January - 28th February 2025

Project Implementation 1st April 2025 – 31st March 2026

---
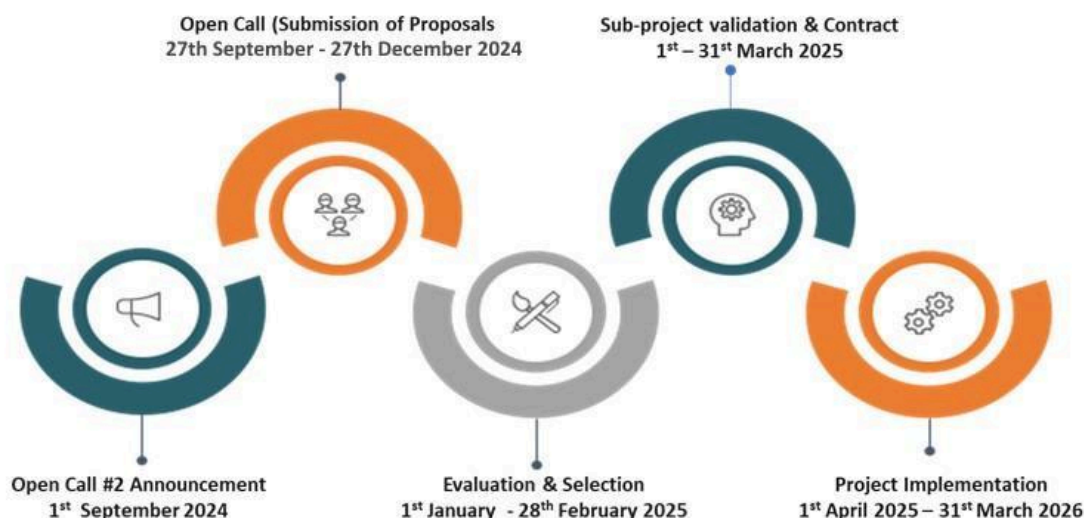
[3]   **It should be noticed that the delivery of the funding to the applicants heavily depends on the availability of the relevant funding provided by the EC to the XR2Learn project coordinator, and delays should be expected.**

*Figure 3: XR2Learn Open Call #2 timeline*

# 2 GENERAL INFORMATION

## 2.1 Means of submission

The F6S platform (*https://www.f6s.com/XR2Learn/*) will be the entry point for all proposals' submission to the XR2Learn Open Calls. Submissions received by any other channel will be automatically discarded. Documents required in subsequent phases will be submitted via dedicated channels, which will be indicated by XR2Learn consortium during the sub-granted projects execution.

## 2.2 Language

**English** is the only official language for XR2Learn open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of the XR2Learn programme. This means any requested submission of deliverable will be done in English to be eligible.

## 2.3 Documentation formats

Any document must be submitted electronically in PDF format without restrictions for printing.

## 2.4 Data protection

In order to process and evaluate applications, XR2Learn will need to collect Personal and Industrial Data. F6S will act as Data Controller for data submitted through the F6S platform for these purposes. The F6S 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 F6S terms to ensure coverage. Please refer to ***https://www.f6s.com/terms*** to check F6S platform data privacy policy and security measures.

Please also note that XR2Learn requests the minimum information needed to deliver the evaluation procedures or introduce the new partners to the consortium. For example, **Annex 7: Bank account information** is provided just for reference and will only be requested if the applicant is accepted in the XR2Learn consortium.

## 2.5 Origin of the funds

Any selected proposer will be associated with the XR2Learn consortium via a sub-project contract, while via signing the XR2Learn Consortium Agreement they will have access to the XR2Learn benefits and rules.

**The funds to the selected applicants come directly from the funds of the European Project XR2Learn, funded itself by under the EC Horizon Europe Framework Programme (HORIZON), and remain therefore, property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in XR2Learn via European Commission Grant Agreement Number 101092851.**

This relation between the new partners and the EC carries a set of obligations[4].

---

[4] More information at
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf

# 3 PROPOSAL ELIGIBILITY CRITERIA

XR2Learn invites small consortia of up to 3 partners active in XR applications' development to implement innovative XR applications that offer new services and validate the XR2Learn components in the educational domain.

## 3.1 SME Definition

An SME will be considered as such, if complying with the European Commission Recommendation 2003/361/EC [1] and the SME user guide [2]. 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.

## 3.2 SME Eligibility Criteria

An SME applicant is considered eligible if it complies will ALL the following rules:

i. It is a legal entity, that comply to the SME definition as defined in section 3.1[5]
ii. It is established and based in one of the EU Member States or a Horizon Associated country as defined in Horizon Rules for participation [3]
iii. It is an IT technology provider, such as XR tools, XR applications and services.
iv. Applicants should be able to prove their financial stability and capacity and pass any financial check required by the European Commission, including **Financial capacity assessment** [4]. Moreover, the SMEs should take into consideration that all funds are directly associated with the XR2Learn project funding and any funding issue, including delays, in the XR2Learn project financing is directly applied to the selected Open Call applicants/ sub-contracts.
v. In case an SME is awarded a sub-contract, it will remain eligible even if, at a certain point during the project execution, it does not fulfil criteria (b) or (c) of section 3.1.
vi. Have not been convicted for fraudulent behaviours, other financial irregularities, unethical or illegal business practices.
vii. Are not under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014 art. 2.18.

## 3.3 Proposal specific Eligibility Criteria

The following proposal's eligibility criteria also apply:

i. Proposals must offer technological XR pilots and experimentation such as **piloting of XR applications targeting educational scenarios**.
ii. Proposals must have a **clear European dimension** and contribute towards EU digitization, **targeting clear economic and societal impact**.
iii. The application must be submitted by **a small consortium of up to 3 members**. **The project Leader/ Coordinator must be an SME**. The participation of a **training provider organization (private or public) is mandatory.** Inclusion in the consortium

---

[5] In case you are not sure if the legal entity that you represent in an SME, run the EC self-evaluation test *https://ec.europa.eu/growth/tools-databases/SME-Wizard/*

as a member of a **potential user/ early adopter** may be a plus (although not mandatory).

iv. The requested funding per proposal will be between **€30,000** and **€300,000.** Each participant legal entity may receive between **€60,000** and **€200,000.** All partners are funded at **100% (lump sum).** The total funding for the industrial partners should be at least **60%** of the requested funding at each project phase, while academic, teaching or research organisations request up to **40%** of the total funding at each project phase**.**

v. **Each legal entity may participate in only one (1) proposal at each XR2Learn open call.** If a legal entity participates, in any direct or indirect way in multiple submissions, all associated proposals are automatically disqualified and will be automatically excluded from the evaluation process.

vi. **It is considered as Conflict of Interest and the relevant proposals will be automatically considered not eligible, in case an individual participates, controls, submits or is associated in any way with more than one proposal**. As indicative example, without excluding other cases, it is not allowed for an individual to be in the project team or the advisory board of more than one proposal. Moreover, it is not allowed for an individual to have a legal, administrative, technical, advisory or financial position or capacity in more than one applicant or is in the position to access or influence in any way more than one proposal.

vii. **Any legal entity may participate in maximum one (1) accepted application.** Applicants that have been accepted via Open Call #1 are automatically excluded from participating in Open Call #2 even if they submit a different proposal or form a different consortium and the proposal will be automatically rejected**.**

Please note that a signed version of **_Annex 4: Consortium Declaration_** and **_Annex 5: Declaration of Honour_** are mandatory for all consortium partners and signed version of **_Annex 6: SME Financial Stability Declaration_** is mandatory for all SMEs participating in a proposal at submission time.

# 4 Open Call submission and selection process

XR2Learn Open Call #2 targets XR application developers to customize/adapt and pilot XR applications based on the XR2Learn project developments. The following figure summarizes the open call process:
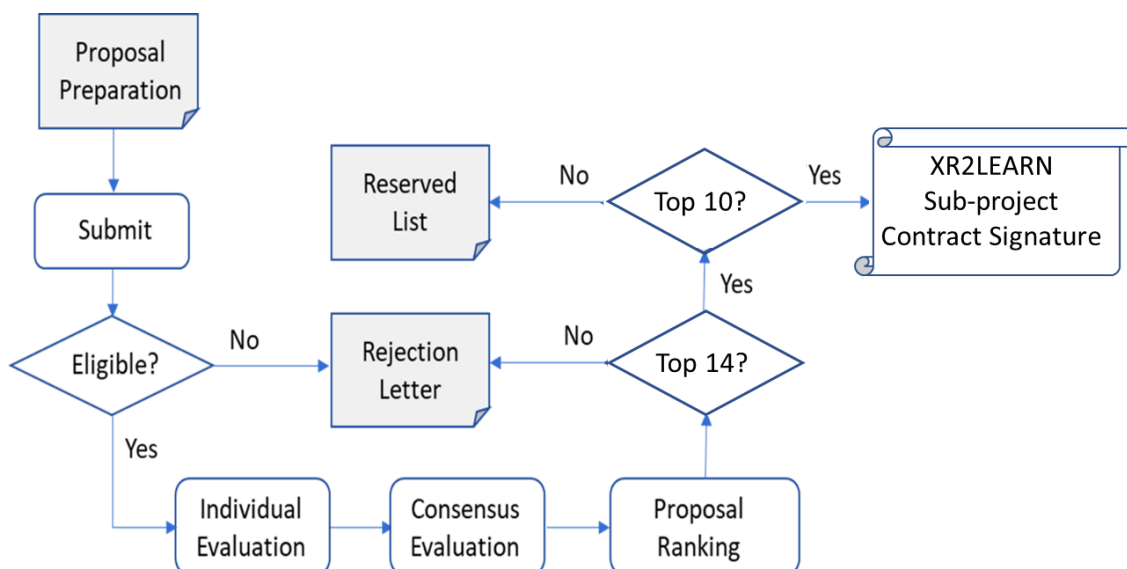


*Figure 4: XR2Learn Evaluation process summary*

Each proposal will go via an eligibility checking and in case it is eligible, it will go via the evaluation process described in the section 4.2.2 below. Based on the evaluation criteria defined in section 4.2.3, the proposals will be ranked and then the top *14* proposals will be selected. The contract signature process will be initiated for the top *10* proposals, while four (4) additional proposals that have ranked just below the selected *10*, will be kept at the reservation list in case one of the top 10 proposals fail during the sub-contract preparation phase.

## 4.1 Open Call Submission

The Open Call submission will follow the steps that are listed in this section:

### 4.1.1 Open Call publication

The Open Call #2 will be published on the dates shown in section §4.1.4. It will be supported by:

- ***Annex 1: Open Call text***, which provides a full set of information regarding the Open Call for Proposals for the XR2Learn project.
- ***Annex 2: Guidelines for Applicants***, this document.
- ***Annex 3: Proposal Template,*** an online application form, available at F6S platform (https://www.f6s.com/XR2Learn-open-call-2).
- ***Annex 3.1: Proposal Supplement Template,*** a word document to be completed and submitted together with the proposal. It includes information on proposal concept, schedule, applicant/team, Ethical & Security details.
- ***Annex 4: Consortium Declaration,*** which declares that all consortium members commit to the proposal submission, the consortium coordinator and funding distribution.

- ***Annex 5: Honour Declaration,*** which declares that all conditions of the Open Call are accepted by all legal representatives. At the end a single file in pdf format should be submitted. Pages 2 & 3 should be replicated, completed and signed by the legal representative of each consortium member.
- ***Annex 6: SME Financial Stability Declaration***, which evaluates the status of the coordinating SME and any other SME in the consortium and their financial stability. At the end, a single file in pdf format should be submitted, while pages 2 to 10 should be replicated, completed and signed by the legal representative of each SME which is a consortium member.
- ***Annex 7: Bank account information,*** which collects information on the consortium coordinator bank account where the XR2Learn payments will be sent to (for reference at submission time).
- ***Annex 8: Frequently Asked Questions & Answers***, a document with Q&A.

## 4.1.2 Applicants Registration

Interested applicants should register at the XR2Learn F6S page (*https://www.f6s.com/XR2Learn-open-call-2/apply*). This will be the central interface for managing the proposal applications for the remainder of the open calls.

## 4.1.3 Proposal Preparation

Please follow the steps:
1. For the proposal preparation, the applicants are requested to apply online and answer to all mandatory questions (with no exception) at *https://www.f6s.com/XR2Learn-open-call-2/apply*.
2. If an individual SME applicant or any applicant of a consortium does not accept the terms and conditions of the Open Call or does not sign and upload to the f6s Open Call portal the correctly completed ***Annex 4: Consortium Declaration*** and ***Annex 5: Honour Declaration*** documents covering all proposal applicants or a proposal has not correctly completed, signed and uploaded to f6s Open Call portal the ***Annex 6: SME Financial Stability*** declaration, covering all SMEs applicants of the proposal, the complete proposal will not be eligible.
3. When writing the proposal and completing the **XR2Learn Annex 3.1 Open Call Proposal Supplement** be concrete and concise. Questions have character/page limitation. Please read carefully all open call documents/Annexes (*https://xr2learn.eu/open-call-2/*).
4. It is highly recommended to submit your proposal well before the deadline. If the applicant discovers an error in the proposal, and provided that the call deadline has not passed, the applicant may request its proposal to be withdrawn so that they may re-submit it (for this purpose please contact us at **opencalls@XR2Learn.eu**). **However, XR2Learn consortium is not committed that the submitted proposal will be withdrawn in time in case the request for resubmission is not received by the XR2Learn team at least 48 hours before the call deadline.**

*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 is not acceptable as an extenuating circumstance. The time of proposal receipt as recorded by the submission system will be definitive and the F6S platform will lock automatically, even if you are in a different time zone.*

## 4.1.4 Proposals reception

Submissions will be done ONLY via the F6S platform on *https://www.f6s.com/XR2Learn-open-call-2/apply*. A full list of proposers will be drafted

containing their basic information for statistical purposes and clarity (which will be also shared with EC for transparency).

The application reception will close at **17:00 CET (Brussels time) on Tuesday 27ᵗʰ of January 2024.** There will not be any deadline extensions unless a major problem caused by the submission platform (and not by the proposers), makes the system unavailable.

# 4.2 Evaluation Procedures

## 4.2.1 Step 1.1: Eligibility

An automatic filtering to discard non-eligible proposals will follow the short list. Eligibility criteria check will verify that:

a. The proposing entity is a legal entity eligible for EC funding under the rules of Horizon Europe [Y/N]

b. The participation rules as expressed in *§3.2 "SME Eligibility Criteria"* are followed for all industrial partners of the consortium [Y/N]

c. The participation rules as expressed in *§3.3 "Proposal specific Eligibility Criteria"* are followed [Y/N]

d. The proposal and all associated documents are written in the English Language [Y/N]

e. All required annexes i.e. *Annex 3.1, Annex 4, Annex 5* and *Annex 6* are correctly completed, signed, stamped and submitted [Y/N]

f. Table "Application in Numbers" in Annex 3.1 Cover Page is fully completed [Y/N]

g. Use at least one of the existing XR2Learn Enabler [Y/N]

h. Provide a new enabler or a Beacon Application [Y/N]

Proposals being marked as non-eligible will get a rejection letter including the reasons (a to e) for being catalogued as non-eligible. No further feedback on the process will be given.

## 4.2.2 Step 1.2: External remote evaluation

**Two (2) evaluators external to XR2Learn consortium** with experience in XR technologies, education and business development will evaluate each proposal, scoring it based on the following evaluation criteria:

*Table 2: XR2Learn Open Call #2 applications evaluation Criteria*

| Criteria | Description |
|---|---|
| *Criterion 1: Concept and Innovation* | • Innovation, novelty and feasibility of the proposed XR Pilot objectives.<br>• Design, reliability, feasibility, and quality of the proposed XR pilot.<br>• Level of innovation and technological challenges addressed.<br>• Applicability to the XR and education scenarios.<br>• Number of VR models for educational applications provided through the XR2Learn platform<br>• Number of complete educational applications/tools provided through the XR2Learn platform<br>• Applicability to Industry 5.0 technologies domain. |

| | | |
|---|---|---|
| *Criterion 2: Technology* | | <ul><li>Analysis of the technological and implementation capacity (existing and target TRL and MRL).</li><li>Quality and feasibility of the workplan (including proposed milestones).</li><li>Quality of the alignment with the XR2Learn project.</li><li>Justified utilization of XR2Learn technology, such as application of existing XR2Learn Enablers.</li><li>Utilization of the XR2Learn educational framework.</li><li>Details on how the proposed components will be tested and validated and trainees (including gender balance) reached through the piloting of sub-projects</li></ul> |
| *Criterion 3: Impact* | | <ul><li>Economic and societal impact of the proposed subsystem.</li><li>Market potential and go to market strategy.</li><li>European dimension, cross-sector/-border business scalability.</li><li>Exploitation / business plan and commercialization milestones.</li><li>Offering of the application as open source or not.</li></ul> |
| *Criterion 4: Applicant Entity/Team* | | <ul><li>Capacity to applicant entity/team to perform the task.</li><li>Knowledge, technological and business expertise.</li><li>Financial viability/stability and capacity.</li><li>Commitment of the company and the team.</li><li>Allocation and justification of requested resources.</li></ul> |

Each criterion will get a mark between 1 and 10. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- **1-2: Fail**. The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
- **3-4: Very poor**. The criterion is addressed in an unsatisfactory manner.
- **5: Poor**. There are serious inherent weaknesses.
- **6-7: Good**. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.
- **8-9: Very Good**. The proposal addresses the criterion well, although certain improvements are possible.
- **10: Excellent**. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

The threshold for each criterion will be *six (6)*, while the overall score threshold will be **twenty-six (26).** It means that if a proposal receives less than 6 in one criterion or less than 26 overall score it is automatically rejected.

Each evaluator will record his/her individual evaluation/opinion of each proposal on an Individual Evaluation Report. After individual evaluation, the experts will communicate to prepare a single consensus Evaluation Summary Report (ESR) for each proposal, representing opinions and scores on which the evaluators agree and which they will sign.

### 4.2.3    Step 1.3: Ranking and Selection Procedure

Within Open Call#2 there is an available funding of €2.100.000 in total to fund projects that apply XR technologies to educational scenarios. A minimum of 70% of the above budget (€1.470.00) will be granted to projects relevant to industry 5.0

technologies[6]. The selection of the projects to be funded will be based on the following procedure:

- **Step 1.3.1:** The projects dedicated to XR-applications relevant to industry 5.0 technologies will be ranked in a dedicated list following the rules that are described below in this section.
- **Step 1.3.2:** From the above list, the top projects in ranked order will be selected having a total requested funding of up to €1.470.000. In case, the total requested funding of the selected projects is below €1.470.000, one additional project will be selected.
- **Step 1.3.3:** All remaining projects will be ranked again in a single list following the rules that are described below in this section.
- **Step 1.3.4:** From the new list, the top projects in ranked order will be selected so that the total requested funding from all Open Call#1 projects (the ones selected in Step 1.3.2 plus the ones selected in this step) to be up to €2.100.000. In case the total requested funding of the selected projects is below €2.100.000, the remaining funding will be transferred to Open Call #2.

The criteria for the ranking of the proposals will be semi-automatic following the rules below:

- **Rule 1:** The proposals will be ranked based on their overall score (sum of criterion 1 to 4 scores).
- **Rule 2:** In case following Rule 1 there are proposals in the same position, priority will be given to innovation of the concept (Evaluation Criterion 1).
- **Rule 3:** In case following Rule 2 there are proposals in the same position, priority will be given to proposals with better technological and implementation capacity (Evaluation Criterion 2).
- **Rule 4:** In case following Rule 3 there are proposals in the same position, priority will be given to proposals that have higher impact and market potential (Evaluation Criterion 3).
- **Rule 5:** In case following Rule 4 there are proposals in the same position, priority will be given to the application that has lower funding request.
- **Rule 6:** In case following Rule 5 there are proposals in the same position, priority will be given to the number of female researchers participating in the project team.
- **Rule 7:** In case following Rule 6 there are proposals in the same position, priority will be given to the application that increases XR2Learn project footprint in Europe.

In case following Rule 7 there are still proposals in the same position, which are in the top ranked proposals and may get funding, the XR2Learn consortium will invite at least 1 additional evaluator to read the specific proposals and break the conflict by re-evaluating them.

**At the end, and based on the requested funding, ten (10) proposals will be selected, while four (4) additional proposals will remain in a reserve list. In case one of more selected proposals fail during contract preparation, the list of accepted proposals will be filled with proposals from the reserve list.**

All proposals will receive an acceptance or rejection letter together with an anonymized version of their proposal Consensus Evaluation Report.

## 4.2.4    Step 1.4: Contract Preparation & Signature

After the Open Call evaluation conclusion and projects selection, the XR2Learn coordinator will inform the EU for the results and start the sub-project contract preparation in collaboration with the applicants that have been evaluated in the short

---

[6] The XR2Learn consortium reserves the right to modify the above 70% rate anytime in the selection process, given exceptional conditions. As an example, in case the number of the projects relevant to industry 5.0 technologies that are evaluated above the evaluation threshold are not sufficient to cover the above funding percentage.

list. Contract preparation will go via an administrative and financial checking (and potentially into technical or ethical/ security negotiations) based on evaluators' comments. On a case-by-case approach, at least one phone call or teleconference between the XR2Learn coordinator and the sub-project coordinator may be needed for clarification.

The objective of the contract preparation is fulfilling the legal requirements between the European Commission, the XR2Learn consortium and every beneficiary/consortium member of the selected sub-project. The items covered will be:

- To address the comments (if any) in the Evaluation Summary Report of the proposals, especially potential Ethical issues.
- To validate the status information, at least the following documents will be required for all applicants/ consortium members of each sub-project:
  o **Legal existence of all applicants**. Company Register, Official Gazette or other official document per country showing the name of the organisation, the legal address, the official founding date, ownership and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
  o **Financial Stability of all SMEs**. It includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company. In the event an applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
  o In cases where the **number of employees and/or the ownership of an SME is not clearly identified**: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional association records, etc.
- **To provide the sub-project coordinator Bank account information:** The account where the funds will be transferred will be indicated via a form signed by the Applicant legal representative and the bank representative. The account should be a business bank account of the applicant company.

It should be emphasised that each **SME should provide at contract preparation time a valid VAT[7]. Failure to provide the VAT number will automatically result in proposal rejection**.

In general, the contract preparation (including all the above documentation) should be concluded within 2 weeks. One additional week may be provided by the XR2Learn coordinator in case of a significant reasoning. In case negotiations have not been concluded within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited.

**The provided funding remains property of the European Commission until the payment of the balance, whose management rights have been transferred to the project partners in XR2Learn via European Commission Grant Agreement Number 101092851.**

## 4.2.5    Redress process

Within 3 working days of the delivery of a rejection letter considering the proposal as non-eligible or an ESR, a proposal coordinator may submit a request for redress if s/he believes the results of the eligibility checks have not been correctly applied, or if s/he feels that there has been a shortcoming in the way his/her proposal has been

---

[7] To be checked at EC services such as http://ec.europa.eu/taxation_customs/vies/

evaluated that may affect the final decision on whether to enter the XR2Learn Consortium or not.

In that case, an internal review committee of the XR2Learn 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:

- Related to the evaluation process or eligibility checks.
- Clearly describe the complaint.
- Received within the time limit (3 working days) from the reception of a rejection letter considering the proposal as non-eligible or the ESR information letter delivered.
- Sent by the applicant coordinator 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:

- This procedure is concerned only with the evaluation and/or eligibility checking process. The committee will not call into question the scientific, technical or impact judgement of appropriately qualified experts.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to grant a sub-project to the application consortium 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.
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

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 Project Coordinator via the F6S platform.

# 5 PILOT SPECIFICATION PHASE

## 5.1 Step 2.1: Pilot SPECIFICATION Phase execution

After the proposal has been accepted and the sub-grant agreement has been signed, the applicant(s) will enter the Pilot SPECIFICATION phase. The Pilot SPECIFICATION phase will last for three (3) months.

During this phase the sub-project will build/fine-tune their application concept, perform additional development/ customization to utilize the XR2Learn technology, prepare a detailed pilot specification deliverable and a tech-business presentation.

At least 5 working days before the end of the DESIGN phase the sub-project coordinator should provide a deliverable entitled: **D1 "Detailed XR Pilots Specification"** with the following chapters:

  a) Motivation and technological background of the proposed XR Application

  b) XR Application to Educational scenarios

  c) Detailed design of the proposed XR Application

  d) Economic/business impact potential

## 5.2 Step 2.2: Review of the Pilot SPECIFICATION phase

At the end of the sub-project's month M3, the Open Call #2 subprojects will be remotely evaluated using a teleconference platform (e.g. Zoom, WebEx or Teams) by external experts to determine a) if the Pilot Specification phase is completed successfully and b) if the subproject is ready to enter the Pilot EXECUTION phase.

The review committee will consist of:

  • Two Independent Experts external to XR2Learn consortium
  • One XR2Learn consortium member acting as moderator

During the meeting, the sub-project will provide a Power Point presentation or a similar tool format and make a presentation of the sub-project concept focusing on the technological dimension and the pilot implementation/experiment workplan and answer to questions of the evaluation team. Moreover, they should demonstrate that the proposed XR application is ready to enter the Pilot Execution Phase.

Each sub-project should be well prepared for the meeting. Though not binding at this point, it is expected that the review will last for 30-45 minutes. The evaluation team may extend the technical evaluation if they consider that it is necessary.

At the end of the review, each expert will score each sub-project with three marks between 1 and 10:

  a) one for their **technical excellence (Individual Technical Evaluation Score, ITES)**

  b) one for their **Pilot scale and potential (Individual Pilot Evaluation Score, IPES)** and

  c) one for the **Market Readiness and business potential (Individual Business Evaluation Score, IBES)**.

The score given by each independent expert will be equal and independent from each other. The **Final Technical Evaluation Score (FTES)**, the **Final Pilot potential Evaluation Score (FPES)** and the **Final Business potential Evaluation Score (FBES)** will be the average of the experts' ITES, IPES and IBES evaluation scores respectively.

In case a subproject has not delivered the D1 "Detailed XR Pilots Specification" deliverable or does not participate at the Pilot SPECIFICATION Phase Review all FTES, FPES and FBES will be zero (0).

# 5.3 Step 2.3: Selection to the Pilot EXECUTION Phase

At the end of the evaluation day the sub-projects will be ranked based on their technical evaluation scores. The **Final Evaluation Score (FES)** will be evaluated as follows:

$$FES = 0.3 \times FTES + 0.4 \times FPES + 0.3 \times FBES$$

The final ranking of the sub-projects will be based on the FES. In case there are two or more sub-projects that have equal FES, the one with higher FTES will be ranked higher. In case they have equal FTES, the external experts' committee will vote on the final ranking.

Though the sub-projects will be informed for their own FTES, FPES and FBES, the sub-projects final ranking will not be announced. Instead, the top eight (8) sub-projects will be announced to enter the Pilot EXECUTION phase. **The remaining 2 sub-projects will be automatically terminated.**

# 5.4 Step 2.4: Compensation of the SPECIFICATION phase

**Given that FES is greater or equal to five (5.0) the DESIGN phase is considered completed successfully irrespective of the selection to enter the Pilot EXECUTION Phase or not.**

The sub-projects that have successfully completed the Pilot EXECUTION phase will be requested to send to the XR2Learn coordinator **within 5 working days** a financial statement F1 (template will be provided) requesting the €30.000 voucher of the Pilot SPECIFICATION Phase.

The XR2Learn coordinator after receiving the above document will proceed with the payment of the phase voucher (provided in a lump sum mode).

**In case a consortium has not successfully complete the Pilot SPECIFICATION phase or does not submit the above documentation within the foreseen timeframe, their sub-grantee contract will be automatically terminated, and no Pilot SPECIFICATION phase compensation will be provided.**

After providing the Pilot SPECIFICATION phase funding to the sub-project consortium beneficiaries, the Pilot SPECIFICATION phase is completed.

# 6 PILOT EXECUTION PHASE

## 6.1 Step 3.1: Pilot EXECUTION sub-phase 1

After the Pilot SPECIFICATION phase successful completion, the sub-projects will enter the Pilot EXECUTION phase, which is the main project phase. The duration of this phase will be 7 months, covering project months M4 (July 2025) to M10 (January 2026).

During this phase, the subproject consortium should execute the pilot phase of their XR-application which should reach a readiness level of at TRL > 7 and MRL ≥ 4.

At the end of sub-project's month M6, a remote review will take place to evaluate the progress of the sub-project. Five (5) working days before the review, the sub-project coordinator should submit deliverable **D2: "Initial Pilot Execution Results"**, analysing in detail the sub-project pilot and the initial pilot results approach, including detailed analysis and screenshots of the application and the experiments. Short analysis of the impact potential and draft business considerations may also be included.

## 6.2 Step 3.2: Sub-phase 1 Review & Compensation

The Pilot EXECUTION sub-phase 1 review will be remote via a teleconference platform (e.g. Skype, Zoom or WebEx). The review committee will consist of:

- Two External Experts
- One XR2Learn consortium member acting as moderator

The evaluation will last for one (1) hour. The sub-project will make a short presentation of the sub-project (5-10 minutes), a detailed demonstration of the XR application (15-20 minutes), early results of the pilot (15-20 minutes), while keeping 15-20 minutes for questions and answers.

After the review, the sub-project coordinator will receive a review report, including comments and recommendations. The report will also state if the Pilot EXECUTION sub-phase 1 implementation is considered successful or not.

- On successful evaluation of the sub-phase and acceptance of the D2 deliverable, the sub-project coordinator will be requested within **five (5) working days** after receiving the evaluation report to submit the financial statement **F2** (template will be provided) requesting the intermediate €100.000 voucher of the mid Pilot EXECUTION sub-phase. Given the above, the coordinator will release the mid Pilot EXECUTION phase voucher of €100.000.

- On rejection of the D2 deliverable or in case of not satisfactory review, the sub-project coordinator will be requested to continue the Pilot EXECUTION phase without receiving the voucher of the sub-phase. The rejected D2 deliverable may be (re-)submitted at the end of the Pilot EXECUTION phase, hence qualifying for its payment, together with the amount due in the Pilot EXECUTION sub-phase 2 review, if and when D2 deliverable is approved.

## 6.3 Step 3.3: Pilot EXECUTION sub-phase 2

After the Pilot EXECUTION sub-phase 1 review, the sub-projects will enter the last part of the Pilot EXECUTION phase. During this sub-phase, the sub-project consortium must perform large scale pilots and validate their XR applications. The

duration of this sub-phase will be approximately 4 months, covering project months M7 to M10.

One week before the end of the Pilot EXECUTION sub-phase 2, the sub-project coordinator should submit the following deliverables:

- **D3: PILOT EXECUTION Validation**, a report describing the XR application testing and large scale pilot validation approach, along with the results of the validation. Additionally, it should provide information regarding the gender balance of the subjects participating in the training/piloting for the evaluation of the tools. This deliverable will also include a section (3-5 pages) describing the exploitation plan and the business potential

- **D4: Project Video**, a video with a duration of 5-10 minute describing the consortium, the XR application and the pilot results. This video will be published at the XR2Learn web site.

# 6.4 Step 3.4: Sub-phase 2 Review & Compensation

At the end of sub-project month M10, a Pilot EXECUTION sub-phase 2 review will take place.  The XR2Learn consortium reserves the right to select at that point if the Pilot EXECUTION sub-phase 2 review will take place remotely or with physical presence. **In case of a physical review, it will mandatory that at least one consortium representative/member appear at the event, sign the participants list and actively participate at the review process.** Moreover, if for any reason sub-project's D2 deliverable has not been previously accepted, participants may re-submit it at this evaluation phase.

During the Pilot EXECUTION sub-phase 2 review, each consortium will have a meeting with a review committee that will consist of:

- Two External Experts
- One XR2Learn consortium member acting as moderator

The evaluation will last for one (1) hour. The sub-project will make a short presentation of the sub-project (3-5 minutes), a presentation of the application and large scale pilot results (20-25 minutes), a presentation of the business and exploitation strategy (10-15 minutes), while keeping 10-15 minutes for questions and answers. **Successful evaluation of the deliverables, presentation and demonstration of the solution to the committee will result in successful completion of the Pilot EXECUTION Phase.**

Just after the Pilot EXECUTION sub-phase 2 review event, and within **5 working days**, all sub-project coordinators that have successfully complete the Pilot EXECUTION phase should send to the XR2Learn coordinator the financial statement F3 (template will be provided) requesting the €100.000 voucher of the Pilot EXECUTION sub-phase 2. In case the D2 deliverable was not accepted in sub-phase 1 review but was accepted at Pilot EXECUTION sub-phase 2 review, the sub-grantee should also submit the financial statement F2 requesting in total a €200.000 voucher.

The XR2Learn coordinator after receiving the above mentioned financial statements will proceed with the payment (provided in a lump sum mode), given that the relevant funding has been released by the EC for XR2Learn.

**In case a sub-project, either has not participated in the review, or has not successfully completed both the Pilot EXECUTION sub-phases or has not submitted the deliverables D2, D3 and D4 or the financial statements F2 and F3 with the**

**foreseen timeframe, their sub-grantee contract will be automatically terminated, and no compensation will be provided.**

## 6.5 Step 3.5: Selection to the GROWTH Phase

During the Pilot EXECUTION sub-phase 2 review, the external experts will score each sub-project with a mark between 1 and 10 based on their pilot results, business and exploitation strategy and the quality of deliverable D4: "Project Video". The value of the score of each committee member will be equal and the **Final Pilot EXECUTION Evaluation Score (FEES)** will be the average of the individual scores.

At the end of the Pilot EXECUTION sub-phase 2 review, the sub-projects will be ranked based on the FEES. In case two or more sub-projects have equal FEES, the external experts' committee will decide on the final ranking based on each sub-project impact potential and probability to achieve the results.

At the end of the event the project coordinator will announce the top three (3) sub-projects that will enter the GROWTH phase. **The remaining 3 sub-projects will be automatically terminated.**

## 7 GROWTH PHASE PROJECT EXECUTION

After the Pilot EXECUTION phase completion, the sub-projects will enter the GROWTH phase. The duration of this phase will be 2 months, covering project months M11 (February 2026) to M12 (March 2026).

During this phase, the subproject consortium should participate in various events, have f2f meetings with potential investors and finalize their business and market plans. **In case, a virtual or physical participation of the sub-project and demonstration of the XR tools/applications at an XR2Learn event (i.e. project meeting, workshop, review) is requested, it will have a mandatory nature and failure to participate will result in automatic sub-project termination.** In case physical participation/demonstration is requested, the invitation to the sub-project coordinator should be submitted at least 2 weeks prior to the event.

One week before the end of the GROWTH phase, the sub-project coordinator should submit the deliverable *D5: Exploitation & Sustainability*, a report describing the dissemination, exploitation and commercialization activities and the sustainability potential.

**In case, the deliverable D5 have not been submitted on time, the sub-project will not be allowed to participate at the GROWTH review process.**

## 7.1 Step 4.1: Review of the GROWTH phase

At the end of the sub-project's month M12, the Open Call #2 subprojects will be remotely or physically by external experts to determine if the GROWTH phase is completed successfully.

**In case a sub-project consortium has not submitted on time the deliverable D5, the GROWTH phase review will be cancelled, the GROWTH phase will be considered that was completed unsuccessfully, and the sub-project will be automatically terminated.**

The review committee will consist of:

- Two Independent Experts external to XR2Learn consortium
- One XR2Learn consortium member acting as moderator

- Any XR2Learn consortium member, EU official or public in general may participate as audience

Though not binding at this point, the GROWTH review is expected to last for 30-60 minutes per sub-project based on the selection of a virtual or physical review and the composition of the audience. The sub-project consortium will make a short presentation of the sub-project (10-15 minutes), keeping 10-15 minutes for questions and answers. In case of a physical review or participation of external audience, a detailed demonstration of the XR tools /application, either during the review session or in a separate session may be requested. The evaluation team may extend the technical evaluation if they consider that it is necessary.

At the end of the review process, each external expert will evaluate each sub-project and a common *Review Report* per sub-project will be prepared. **In case of a positive review report and acceptance of all deliverables, the GROWTH phase will be considered that was completed successfully. In case, the review process is not successful and/or deliverable D5 is not accepted by the external experts, the decision will be definite, and the sub-project consortium will not be compensated for this deliverable.**

At the end of the process, all XR2Learn consortium members will vote for the **top #1 project**. Each XR2Learn consortium member will have up to two (2) votes and all votes will be equal. At the end, the projects will be ranked based on the votes that they will receive. The sub-project that will receive the maximum number of votes will be the Top #1 project and will receive the additional €5.000 voucher. If 2 or even all 3 sub-projects receive the same number of votes, they will equally share the prize.

# 7.2 Step 4.2: GROWTH Phase Compensation

Just after the GROWTH review report has been received, the sub-projects that have successfully completed the GROWTH phase will be requested to send to the XR2Learn coordinator **within 5 working days** a financial statement F3 (template will be provided) requesting a voucher equal to the remaining of the sub-project total requested funding (€65,000).

**In case, deliverable D5 has not been accepted, the GROWTH phase will not be compensated.** The XR2Learn coordinator after receiving the F3 financial statement will proceed with the payment of the DEVELOP phase voucher (provided in a lump sum mode). Though not binding, the voucher will be released within **15 days** after receiving the financial statement. The sub-project coordinator will be responsible for proportionally distributing the funding to the sub-project consortium.

# 8 RESPONSIBILITIES OF BENEFICIARIES

The selected consortia become beneficiaries of European Commission HORIZON framework funding. As such, they are responsible for the proper use of the funding and comply with obligations under Horizon Europe specific requirements as described in Horizon Europe Model Grant Agreement [5]. The obligations that are applicable to the recipients include[8]:

## 8.1 Participation to the XR2Learn project

A non-exhaustive list of benefits and responsibilities include:

• The application and consortium applicants selected from the Open Call will be communicated to the European Commission and listed at the XR2Learn web site

• All new XR2Learn Applications and components will be offered as Open Source (if applicable).

• Sub-project participants may be invited in XR2Learn activities, including consortium/WP meetings and phone calls, pilot and dissemination activities, reviews from the EC. Participation at least to one event/ review during the GROWTH phase review may have a mandatory nature.

## 8.2 Conflict of Interest

The sub-project consortium applicant(s) must take all measures to prevent any situation where the impartial and objective implementation of the proposed tasks are 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 XR2Learn coordinator without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The XR2Learn coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

## 8.3 Data Protection & Confidentiality

During the implementation of the action and for five years after the end of the XR2Learn project, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at sub-project subcontract signing time ('confidential information').

Additional rules for data protection & confidentiality as part of the XR2Learn consortium agreement may apply. It should be noticed that all tools/software/applications implemented within the XR2Learn project as open source will be covered by the relevant Open-Source License. During the sub-project signature, the sub-project consortium beneficiaries may describe in a specific Annex any background knowledge or asset that they are willing to remain as background knowledge.

---

[8] The obligations described here are not binding and may be modified, refined or additional obligations may be inserted during the sub-project negotiation if needed.

# 8.4 Give visibility to the EU funding

The sub-project consortium must promote the participation in the XR2Learn 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.

Unless otherwise defined in the XR2Learn subproject contarct, or the European Commission or the XR2Learn 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:

(a)  display the EU emblem;

(b)  display the XR2Learn logo and

(c)  include the following text:

For communication activities: *"Project [name of the project] has been indirectly funded, via the cascading funding mechanism, from the* European Union's Horizon Europe Research & Innovation programme *under project XR2Learn (grant agreement No* 101092851*)".*

For application, software component/tools, and major results: *"This [application][software][insert type of result] has been indirectly funded, via the cascading funding mechanism, from the* European Union's Horizon Europe Research & Innovation programme *under project XR2Learn (grant agreement No* 101092851*)".*

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 sub-project consortium beneficiary 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 XR2Learn project is not liable for any use that may be made of the information contained therein.

The EC and the XR2Learn consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

● the name of the sub-project consortium coordinator and beneficiaries;
● contact address of the sub-project consortium coordinator and beneficiaries;
● the general purpose of the XR tools and/or application;
● the amount of the financial contribution foreseen for the consortium and after the final payment, the amount of the financial contribution actually received;
● the geographic location of the activities carried out;
● the list of dissemination activities and/or of patent (applications) relating to foreground;
● the details/references and the abstracts of scientific publications relating to foreground and the published version or the final manuscript accepted for publication;

- any picture or any audio-visual or web material provided to the EC and XR2Learn in the framework of the project.

The sub-project beneficiaries shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and XR2Learn does not infringe any rights of third parties.

Upon a duly substantiated request by the beneficiary, the XR2Learn coordinator, if such permission is provided by the EC, may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.

# 8.5 Financial audits and controls

The European Commission (EC) will monitor that XR2Learn beneficiaries (including the newly added beneficiary) comply with all the Horizon Europe Grant Agreement obligations and responsibilities [5].

Moreover, the EC may at any time during the implementation of the XR2Learn project and up to 5 (five) years after the end of the XR2Learn 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.

Each sub-project consortium beneficiary 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.

Each sub-project consortium beneficiary shall keep all project deliverables and all documents relating to the activity for up to five years from the end of the project. These shall be made available to the EC where requested during any audit under the grant agreement.

In order to carry out these audits, each sub-project consortium beneficiary 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.

On the basis of the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the beneficiary concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to take into account 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.

On the basis of 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 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

# 9 CHECKLIST

1) **Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address the topics of in this open call.

2) **Does your proposal address XR2Learn technology?** Check that your proposed work does indeed address the XR2Learn technologies (XR and educational scenarios are the target sectors).

3) **Is your proposal eligible?** The eligibility criteria are given in chapter 3 "Proposal Eligibility Criteria". In particular, make sure that you satisfy the minimum participation requirements (consortium composition, SME coordinator, all legal entities are established in eligible countries).

4) **Is your proposal complete?** Have you completed all mandatory questions and uploaded all necessary documents/Annexes?

5) **Does your proposal fulfil questions requests/comments?** Proposals should be precise, concise and must answer to requested questions, which are designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.

6) **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points.

7) **Have you submitted your proposal before the deadline?** 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, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.

8) **Have you provided ALL necessary annexes completed and signed for ALL consortium beneficiaries as needed?** Remember that Annex 4 "Consortium Declaration" should be signed by all application consortium beneficiaries, Annex 5 "Declaration of Honour" should be completed and signed by all application consortium beneficiaries and Annex 6 "SME Financial Stability" should be completed and signed by all application consortium SMEs.

9) **Do you need further advice and support?** You are advised to communicate with the XR2Learn team via the XR2Learn F6S blog.

Do not forget that it is mandatory that each sub-project consortium applicant to have a valid PIC and a valid VAT number during contract preparation time.

# 10 CONTACTS

The XR2Learn consortium will provide information to the applicants only via the XR2Learn F6S blog, so that the information (question and answer), will be visible to all participants.

No binding information will be provided via any other means (e.g. telephone or email).

More info at: *https://xr2learn.eu/open-call-2/*

Apply via: *https://www.f6s.com/XR2Learn-open-call-2/apply*

F6S support team: *support@f6s.com*

Online Q&A: *https://www.f6s.com/xr2learn-open-call-2/discuss*

Other support[9]: *opencalls@XR2Learn.eu*

---

[9] For non-binding information

# 11 REFERENCES

[1] European Commission , "Recommendation 2003/361/EC," 2003. [Online]. Available: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en: PDF.

[2] European Commission, "SME Definition Guide," [Online]. Available: http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_e n.pdf .

[3] European Commission, [Online]. Available: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ guidance/list-3rd-country-participation_horizon-euratom_en.pdf .

[4] European Commission, [Online]. Available: https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applyi ng-for-funding/register-an-organisation/financial-capacity-check_en.htm .

[5] European Commission, "Model Grant Agreement," [Online]. Available: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/a gr-contr/unit-mga_he_en.pdf.