EIT RawMaterials
Call for KAVA Education projects
Instructions and process description

October 2018

1. Purpose and scope of this document

This document describes the process for preparation, submission, evaluation and selection of proposals in response to the 2019 call launched by the EIT RawMaterials for the following KAVA (KIC Added-Value Activity in EIT terminology) types:

- PhD Education
- Master's Education
- Lifelong Learning
- Wider Society Learning

The primary aim of the proposal submitted must be Education and the proposal must fit into one of the four categories listed above. Please note that, starting in 2018, all the existing and new EIT RawMaterials Education projects will be conducted under the umbrella of the RawMaterials Academy. It is a requirement to register your intention to submit a proposal and contact Co-Location Centre/Innovation Hub staff and the Thematic Officers/Senior Advisors before submitting the proposal. The Co-Location Centre/Innovation Hub staff can offer further advice. All proposals in response to the present call must be framed as **projects** in the sense that:

- They must lead to specific deliverables and outputs over a defined time schedule;
- They will be financed by EIT RawMaterials (the KIC) only for a defined duration.

All KIC partners involved in the submission of a project proposal in response to this call should read the following documents carefully:

- The present document (call text);
- *Education Project proposal: Guidance and Template for complementary information;*
- FAQ (Frequently Asked Questions) that will be posted in the online proposal submission platform "Seedbook" (https://seedbook.eitrawmaterials.eu), also containing explanations of the terminology used in this document;
- The Strategic Agenda 2018-22 of EIT RawMaterials (FPA, Annex I);
- *EIT RawMaterials communication and dissemination guidance;*
- The *Lighthouse Appendix* that outlines the topics and criteria for application through the Lighthouse initiative.

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2. Project call and selection process

2.1 General rules and guiding principles

- The aim of the EIT Education funding is to create and deliver new education programmes/modules/courses, including content. It is expected that course plans are Bologna compliant, i.e., use pedagogic innovations to engage learners in their own learning as well as develop learners' skills. Skill development ought to include learners' innovation and intra/entrepreneurial capabilities.

- Project deliverables ought to include programme and/or course plans with clear learning objectives and a description of learner-centric pedagogics

- Education projects are requested to reach a non-EIT/EIT funding ratio of 50:50. Non-EIT funding is the sum of partners' in-kind contributions to a project (i.e., KIC Complementary Activities - KCAs) and KAVA co-funding (see FAQ). EIT funding is the requested EIT budget for executing the proposed project. Co-funding and opportunities for revenue generation from joint service creation signalled by the project consortium will be evaluated positively. Proposals also ought to address how the educational initiative will continue beyond the period of EIT RawMaterials funding.

- Partners may request up to 100% funding for eligible KAVA costs. Any co-funding contributed by the project consortium will be evaluated positively.

- It is expected, particularly for Lifelong Learning proposals, that additionally or as an alternative to co-funding, consortia will proactively propose opportunities for revenue generation from joint service creation together with EIT RawMaterials. The KIC's staff will support the project consortia on this matter during the proposal writing phase.

- If the EIT funding requested for the project in total is more than 300,000 EUR, the financial sustainability and impact generated (e.g., number of trained graduates) by the proposed project after the funding period must be discussed with the KIC's staff prior to submitting the proposal, and thoroughly documented in the proposal itself.

- Specific tasks may be attributed to subcontractors, if the necessity is clearly justified and follows the general H2020 principles.

- It is possible to add other partners to the consortium after the project selection, but without changes to the total KAVA budget allocated to the project.

- The project duration can be from a minimum of 1 year to a maximum of 4 years. Note, however, that the current Framework Partnership Agreement (FPA) with EIT expires at the end of 2022. Therefore, the extension of projects beyond 2022 will be conditional upon and subject to the conditions set in the new FPA.

Our project selection process is designed to:

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- Continue to build the collaborative backbone of the KIC consortium and future service offerings.

- Support the building of a networked community by encouraging partners to get involved in several projects.

- Create new programmes or redesign existing programmes including a high degree of involvement of industry partners.

- Create new programmes or redesign existing programmes where students gain experience of industry application, tackle challenges and create solutions through a pedagogy which fosters an entrepreneurial mindset.

- Introduce new Lifelong Learning programmes relevant to industry needs and improve intrapreneurship and entrepreneurship skills in the RM sector.

- Enhance interest in and knowledge of the role and importance of raw materials in society.

- Include industry partners and ensure their relevance in all types of education activities.

- Encourage the inclusion of SMEs as partners and/or customers in the projects.

- Align with, and clearly illustrate how proposals will contribute to, the KIC's Education KPIs as detailed in the *Strategic Agenda 2018-22* of EIT RawMaterials.

Expected budget and funding

The exact number of projects to be funded in the framework of this call will depend on the quality of the received proposals, and on the total available funding. It is expected that approximately 25-35% of the budget available for new 2020 KAVA projects will be allocated to education projects. It is also expected that between 30% and 50% of these funds will be allocated to Lighthouse projects. The funding allocation to Lighthouse projects will depend on the overall strength of the proposals. Lighthouse and non-Lighthouse proposals will be evaluated together, and selection for funding will be based only on the eligibility, quality and strategy criteria outlined in Section 2 of this document (additional eligibility criteria apply to Lighthouse projects as outlined in the 'Lighthouse Appendix' document).

Full scholarships for PhD or Master's students are not in the funding scope of EIT RawMaterials. Tuition fees will also not be covered by the KIC. Grants for students to complete compulsory mobility components and for extra, added-value activities must be included in the overall KAVA project budget. Please see the guidelines on grants for EIT labelled programmes (AVSA grants) and mobility funding for Labelled and non-Labelled Higher Education programmes for a detailed explanation of how to budget for these (in the *Education Project proposal: Guidance and Template for complementary information*).

Confidentiality

Access to the proposals will be given to EIT RawMaterials Management Team and to the evaluation panel conducting the evaluations. Everyone with access to the proposal texts will sign a non-disclosure and confidentiality agreement.

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If a proposal is approved for funding, the full details of the approved project will be communicated to the EIT as part of the proposed Business Plan 2020, where it will be included in EIT's evaluation of the Business Plan.

The title, scope, summary, name of partners in the consortium, name of coordinator and overall budget of projects approved for funding will be shared within the EIT RawMaterials community, and therefore will be made publicly available (e.g., on the EIT RawMaterials' web site, in presentations at conferences etc.). Public dissemination of the project's main results and outcomes is a mandatory condition for funding, and will be arranged jointly by the consortium and EIT RawMaterials staff taking into account the consortium's legitimate confidentiality requirements.

2.2. Proposal preparation, submission, evaluation and selection process

2.2.1 Proposal preparation

Matchmaking and brokerage events throughout the year allow partners to discuss project ideas and form potential consortia. It is mandatory for the Coordinator to inform her/his Innovation Hub Manager for each project proposal to be submitted. The Innovation Hub staff, including the Education Officer, and the Thematic Officers/Senior Advisors provide guidance and support in order to:

- Set up a solid consortium and find missing partner(s) if required

- Advise and support the consortium with their project proposals to ensure they are in line with the evaluation criteria

- Check eligibility criteria

Frequently asked questions and further guidance and advice of general interest will be posted in in the FAQ section of the online proposal submission platform "Seedbook" (https://seedbook.eitrawmaterials.eu) throughout the proposal preparation period. Project Coordinators should check this section regularly to ensure that they are fully informed and updated on important matters such as eligibility and evaluation criteria, advice on the compilation of the proposal, costs and cost allocation.

2.2.2 Proposal submission

- **Coordinators must register their intention to submit a proposal no later than Friday 11 January 2019 at 13.00 CET** using the SeedBook online platform. The registration form will become available through Seedbook before the end of October 2018. Following registration, the proposal will be assigned to a Project Officer who will be the primary point of contact with the Project Coordinator throughout the submission process. Note that Project Coordinators will be able to access the online proposal submission template only after their project has been registered and assigned to a Project Officer.

- **Proposals must be submitted no later than Friday 15 February 2019 at 13.00 CET** using the SeedBook online platform. The attached *Education Project proposal: Guidance and Template for complementary information* offers guidance for the content of the proposal.

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2.2.3 Proposal evaluation and selection process

There are three types of criteria for evaluation and subsequent selection of proposals according to these guiding principles:

Eligibility criteria - mandatory requirements (proposals that do not meet such criteria will not be considered for further evaluation), as described in section 2.3 below;

Quality criteria - quality criteria against which the collected proposals will be scored and ranked by external evaluators, according to the evaluation grid presented in section 2.4 below;

Strategy criteria - strategy criteria against which the collected proposals will be scored and ranked by the EIT RawMaterials Management Team, according to the evaluation grid presented in section 2.5 below.

Eligible proposals will be selected based on the quality and strategy criteria ranking. Quality criteria (external evaluation) account for the 70% of the final score, while strategy criteria (EIT RawMaterials evaluation) account for 30%.

Proposals' quality will be evaluated by a panel of external experts appointed by the EIT RawMaterials Management Team.

- All members of the evaluation panel will sign non-disclosure and conflict of interest agreements.

- A minimum of three experts will be assigned to the evaluation of each proposal.

- In the first step, these assigned experts evaluate each proposal remotely using the criteria set out in the 2.4 Quality Criteria grid.

- Final evaluation of all proposals is conducted by the entire panel (with the exclusion of any member with a conflict of interest). The strengths and weaknesses of each proposal as perceived by the panel will be documented and communicated to the Project Coordinator once the evaluation process is completed.

- EIT staff and management will act as the secretaries of the panel and facilitate the discussion during evaluation panel meetings but will otherwise not take part in the evaluation process.

Proposals' strategy will be evaluated using the criteria set out in the 2.5 Strategy Criteria grid. The final selection of all proposals is conducted by the EIT RawMaterials Operational Management Team (OMT) using the same criteria. The strengths and weaknesses of each project will be documented and communicated to the Project Coordinator once the evaluation process is completed.

Based on the evaluation and the overall available funding, the EIT RawMaterials Management Team will propose a portfolio of projects to be funded. The Executive Board will approve the portfolio of projects to be submitted to the EIT for funding, for the Business Plan 2020.

Coordinators of projects that are selected for funding will be informed after approval by the Executive Board and receive also the feedback from the evaluation panels. The feedback may include a list of requested changes that must be made by the Project Coordinator before the project can be given the final approval.

Also following approval by the Executive Board, Coordinators of projects that were not selected for funding will be informed. They will receive evaluation feedback as soon as it is finalised.

2.3 Eligibility criteria

Eligibility will be checked according to the following criteria:

- The project consortium must consist of a minimum of 3 KIC Core or Associate Partners, coming from a minimum of 2 different Innovation Hubs and a minimum of 2 different countries

- The project consortium must include KIC partners from at least 2 sides of the knowledge triangle (education, research, industry/business - as defined in the Partner registration documentation)

- Non-members are eligible to apply only if they submit an EIT RawMaterials membership application by 1 July 2019. Failure to apply for EIT RawMaterials membership by 1 July 2019 will result in their removal (including the requested funding) from the proposal

- The project cannot have one partner (including its Linked Third Parties) as the Work Package leader in all Work Packages

- All proposals must include a 'Dissemination and Communication Plan' Work Package, following the communications guidelines included in the document '*EIT RawMaterials Communication and dissemination guidance*'

- Proposals for Lifelong Learning programs must include a model of revenue generation through joint service creation together with EIT RawMaterials, either in addition to or alternatively to the contribution of co-funding (see Section 3.2 for details)

- All EIT-Labelled-Master's and PhD programmes must follow the AVSA guidelines and all EIT-Labelled and non EIT-Labelled Master's and PhD programme must follow the TSA guidelines, included in the document '*Education Project proposal: Guidance and Template for complementary information*'

- All MOOC proposals, for all segments of learning including Lifelong Learning proposals, must follow the MOOC guidelines, included in the document '*Education Project proposal: Guidance and Template for complementary information*'

- Additional eligibility criteria apply to Lifelong Learning proposals as outlined in Section 3.2.1

- Additional eligibility criteria apply to Lighthouse proposals as outlined in the document '*Lighthouse Appendix*'

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2.4 Quality criteria

Weight	Reference in *Guidance and Template*	Description of criteria (bullet points refer to examples, but the list is not exhaustive)
7	See Focus areas and Section 3	**1. Innovation capacity** • Overall rationale for the project's importance and innovation capacity compared with current practice • Pedagogic innovation and added-value • Economic importance of the targeted theme/market (market size, breadth of customers/applications) • Potential to deliver tangible results and products, processes or services that have not been delivered by other institutions • Clear dissemination strategy and application (to other countries, on-going initiatives and programmes, links to development in other materials, themes, markets, audiences, partners, etc.) • Creation of synergies with other actors in the local ecosystem to create an impact beyond the individual project itself
7	See Focus areas and Sections 3, 4 and 6	**2. Quality of the project definition and scope** • Explanation of the raw materials challenge addressed by this project and why the project will deliver robust solutions (background, current situation, issues and opportunities – specifically pertaining to EIT RawMaterials) • Detailed, step-by-step project work plan, broken down into design, implementation and post-EIT funding phases and defining work packages, management and milestones to show how the project delivers value to the project consortium and its key stakeholders during and beyond the project

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		• Definition of aims, objectives and deliverables and their relevance to EIT RawMaterials
		• Demonstration of the project's added value in terms of promoting entrepreneurship and innovation (also from a pedagogical point of view)
		• Details of how the funds are to be used for in the form of a clear budget plan and timeline with justification
		• Identification of key risks and success factors supplemented with a mitigation strategy to overcome those risks
		• Quantitative demonstration of short-term and long-term impact of the project, especially illustrating how the project impact will contribute solutions to societal and industrial challenges
		• Effective and comprehensive communication and dissemination plan, building on the communication guidelines
3 (maximum weight is 2 if no Industry Core/Associate/Project Partner is in the Consortium)	See Focus areas and Section 5	3. Quality of the consortium • Relevance and demonstrated commitment of the lead partner • Relevant experience, expertise and resources, and demonstrated commitment and engagement of each of the partners • Diversity and complementarity of the partners, and clear definition and description of roles and responsibilities with justification of why these partners were selected • Appropriate level of cooperation and interaction within the consortium to support effective knowledge management • Active involvement of industrial partners • Clear definition and description of role and responsibility of the industrial partner within the project

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		• Demonstrated commitment and engagement of the industry partner(s) with written evidence • Project governance structure and operational coordination mechanisms
3	See Sections 6 and 7	**4. Business Potential** • Expected financial sustainability for the continuation of the program • Amount of Partner co-funding and/or revenue sharing (for Lifelong Learning only) relative to funding request and market value of the project • Soundness of the proposal from a customer demand perspective

Total weight =20

The score given for each criterion by the panel will then be multiplied by the weight. Maximum score is 100 = 20 (total weight) * 5 (maximum score for each criterion). These quantitative scores will be used as input for the consensus evaluation panel.

2.5 Strategy criteria

Weight	Reference in *Guidance and Template*	Description of criteria (bullet points refer to examples, but the list is not exhaustive)
7	See Focus areas, Section 3 and Strategic Agenda	**1. Strategic importance to the KIC** • Overall rationale for the project's strategic importance to the KIC • Economic importance of the targeted theme/market (market size, breadth of customers/applications) • Contribution to de-siloing (countries, Innovation Hubs, disciplines, partner categories, value chain segments, activities) • Contribution to building and expanding the reach of the KIC community • **Effective and comprehensive communication and dissemination plan**

		• Clear dissemination strategy and application (to other countries, on-going initiatives and programmes, links to development in other materials, themes, markets, audiences, partners, etc.) • Benefit to the partnership beyond the Consortium • Creation of synergies with other actors in the local ecosystem to create an impact beyond the individual project itself • Involvement of partners from RIS and ESEE region countries • Leveraging effect on other KIC activities • Collaboration with other proposals, also from other KIC activities • Contribution to an overall EIT RawMaterials portfolio that is in line with its strategic objectives • Novelty relative to other projects submitted by the same consortium • Novelty relative to other projects in the portfolio
7	See Sections 3, 6 and 7 and Strategic Agenda	**2. Expected impact (return on KAVA investment)** • Realistic assessment of the expected contribution that the project will make to the impact of the KIC (see the Strategic Agenda 2018-22 of EIT RawMaterials) in relation to the requested budget • With specific reference to the activities, stakeholder interactions, deliverables and objectives, include a clear explanation of how this impact will be achieved • Project plan should include a description of expected stakeholders benefiting from the project along with a justification, and details of communication and dissemination plans to stakeholders • Other expected quantitative contribution to specific output KPIs and/or scoreboard numbers (see the Strategic Agenda 2018-22 of EIT RawMaterials) • Clear Description of financial and non-financial benefit provided to the KIC. Support to other KAVA activities, to KIC Customers, or other stakeholders (e.g. public authorities, NGOs, etc.).
3	See Sections 6 and 7	**3. KCA and other contributions from partners** • Relevant KCA amount (€)

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		• KAVA co-funding brought by partners
		• Balance in the level of resources committed by the different partners
		• Expected financial sustainability for the continuation of the program, if relevant
3		**4. Quality of the proposal relative to requirements**
		• Completeness and accuracy of information provided in the proposal
		• Compliance with EIT requirements
		• Alignment with feedback given by EIT RawMaterials on previous submissions (if applicable)

Total weight =20

The score given for each criterion by the panel will then be multiplied by the weight. Maximum score is 100 = 20 (total weight) * 5 (maximum score for each criterion). These quantitative scores will be used as input for the consensus evaluation panel.

Evaluation scale: In relation to each of the criteria above, each project will be scored from 0 to 5 according to the following scale:

0	**Non-existent:** no relevant information provided in the application file or cannot be judged because out of range
1	**Very poor:** The criterion is addressed in a very incomplete and unsatisfactory manner
2	**Poor:** There are serious inherent weaknesses in relation to the criterion in question
3	**Fair:** While the proposal addresses the criterion, there are significant weaknesses that would need correction
4	**Good:** The proposal addresses the criterion well, although some improvements are possible
5	**Excellent:** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor only

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2.6 Calendar

15 October 2018	Launch of call for Education projects
Late October 2018	The proposal registration and submission platform "Seedbook" (https://seedbook.eitrawmaterials.eu) goes online
Friday 11 January 2019 at 13.00 CET	Proposal registration deadline
Friday 15 February 2019 at 13.00 CET	Proposal submission deadline
March 2019	Evaluation by panel of external experts
April 2019	Preparation of list of projects for funding by KIC Management Team
April 2019	Approval of list of projects for funding by KIC Executive Board & communication to partners
August 2019	Inclusion of selected projects in Business Plan 2019, to be submitted to EIT
1 January 2020	Earliest starting date for approved projects
1 July 2020	Latest starting date for approved projects

The next call for projects is expected to be launched in late 2019, with a submission deadline in winter/spring 2020.

2.7. Registration and proposal submission using SeedBook

Registrations and proposals can **only** be submitted using the IT-tool SeedBook. Project Coordinators are invited to register via this link https://seedbook.eitrawmaterials.eu from late October 2018 to get the access to the tool, register their proposal and commence the proposal submission process. Innovation Hub staff will assist in using the IT tool.

The Registration must be submitted by **Friday 11 January 2019 at 13.00 CET.** Within a few days of registration, Project Coordinators will be given access to the online submission template in Seedbook. The proposals must be submitted by **Friday 15 February 2019 at 13.00 CET.**

3. Funding information

3.1 General

For all four KAVA types (PhD Education, Master's Education, Lifelong Learning and Wider Society Learning), funded activities can include:

- Partner costs for development, establishment, recruitment, marketing and communications, administration and coordination.

- Promotional activities to attract participants to relevant courses, programmes and events etc.

- Development of innovative education tools, e.g. online education, learning-by-doing modules, virtual education, MOOCs, etc. (including costs for e.g. hardware, time, travel)

- Follow-up activities related to KAVA projects that were previously granted funding. In this case, please provide an explanation of the outcomes from the first project as well as how the follow-up project will build on the results of the first project, and see the *Education Project proposal: Guidance and Template for complementary information* for further considerations to be taken into account.

Specifically for higher education (Master's and PhDs), funded activities can also include:

- Career path-related activities

- Mobility grants for students to participate in specific activities, such as industry placements, research visits or business mentorship schemes, etc. Please see the Appendix of the *Education Project proposal: Guidance and Template for complementary information* for guidelines on this.

Specifically for Lifelong Learning, funded activities can also include:

- Development and execution of Lifelong Learning events and associated activities, such as exercises, talks, etc.

- Development of material addressing career opportunities within the raw materials sector

- Development of innovative training tools e.g. online serious games, videos, etc.

Specifically for Wider Society Learning WSL, funded activities can also include:

- Development and publication of communication material aimed at the wider society, NGOs, decision-makers, schools etc.

- Development of "popular science" material, e.g. talks, lectures, publications, etc., and associated distribution/execution costs.

- Development and execution of WSL events and associated activities, such as exercises, talks, etc.

- Development of material addressing career opportunities within the raw materials sectors

- Development of innovative, awareness-raising training tools e.g. online serious games, videos, etc.

- Development of other relevant input to organisations such as science centres, museums etc., provided such organisations are key project partners.

- Costs for the translation of material. This is especially applicable to material targeting schools.

Note this list is not exhaustive. If in doubt, please consult your Innovation Hub staff.

3.2. Specific requirements for Lifelong Learning

Lifelong Learning has been prioritized by the Financial Sustainability Task Force to contribute to the long-term continuation and well-being of the KIC as a network and service organization. This concept includes a revenue-sharing model between the KIC and the partners on the basis of the particular background IP and know-how contributed by both, and the generation of joint foreground IP and exploitation when developing the Lifelong Learning course or program.

The collaboration model with its goal of jointly creating customer-oriented professional courses has been discussed with the IP Committee of EIT RawMaterials and is proposed by the KIC management in the following diagram:
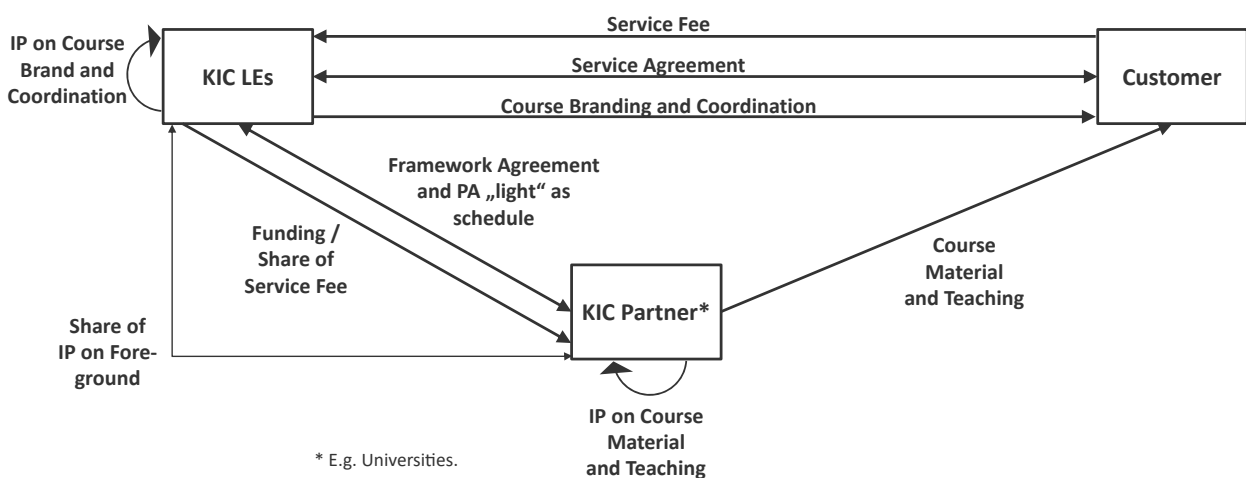
As the underlying mechanism, the KIC Legal Entities (LEs) involved in the project could brand and coordinate the overall course or program delivery to the customer. The KIC partners would be responsible particularly for the delivery of the course material and the teaching, taking into account that this contribution is of major importance for the overall delivery of the course or program. This is to be reflected in the revenue sharing

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model. The project consortium is welcome to propose a revenue sharing model that best fits its proposal, with KIC staff being at the consortium's full disposal for input and feedback during the proposal writing phase.

3.2.1 Additional eligibility criteria

The following two eligibility criteria apply to Lifelong Learning proposals in addition to those listed in Section 2.3:

- All LLL programmes are expected to fall into one of the three categories and fulfil the corresponding requirements:

  1. Open course: These are courses which rely on the registration of learners from KIC and non-KIC partners. These courses must charge registration fees which at least cover the costs of delivering the open course. Projects can however charge higher fees beyond the costs of course delivery.

  2. Customized course for a/several KIC partner(s): These are courses which are requested by a particular KIC partner. This type of course which is delivered in-house for a/several KIC partner(s) must be:

     a. Requested by a/several KIC partners, which means the following evidences are required: description of the customer, its training needs and the expected number of employees who will take the course.

  3. Customized course for a/several non-KIC partner(s): These are courses which are requested by a/several non-KIC partner(s). This type of course which is delivered in-house for a/several non-KIC partner(s) must be:

     a. Requested by a/several non-KIC partners, which means the following evidences are required: description of the customer, its training needs and the expected number of employees who will take the course.

- The total KAVA funding over the duration of any LLL project must not exceed € 150,000 per year.

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