

# Frequently Asked Questions - FAQ

## EIT Raw Materials SME Call

Q: How do I create a new proposal?

A: You need to open SeedBook (<https://seedbook.eitrawmaterials.eu>), and sign up for SeedBook if you have not already done so (basic instructions on this process and on SeedBook can be found in the document 'SeedBook – User's guide'). Once you are logged in, you will be able to create a new proposal (by clicking on 'Add Proposal'). Note that you will be able to make changes once the proposal has been created.

Q: What is a Lighthouse proposal?

A: Lighthouse proposals are those aligned with specific topics that have been identified as strategic priorities by EIT RawMaterials, as outlined in our strategic agenda (see 'Strategic Agenda 2018-22 of EIT RawMaterials (FPA, Annex I)'). Additional information on the Lighthouses topics and eligibility criteria can be found in the Lighthouse Appendix. For this SME Call, you must choose of the three Lighthouses listed in the dropdown menu.

Q: What is the submission deadline?

A: All proposals must be submitted using SeedBook by 13.00 CEST (Berlin time) on Thursday 7 May 2020. Note that the submission function will automatically shut down at 13.01 CEST on Thursday 7 May 2020. Late submissions will not be accepted under any circumstance. To avoid last-minute problems, we recommend that you submit your proposal at least 12 hours before the deadline. Note that you can submit and 'un-submit' (i.e., reset as a draft proposal) your proposal as many times as you like until the deadline. If you do this, make sure that you actually submit your proposal at the end.

Q: Do I need to enter costs or funding, or both?

A: You only need to enter costs. The funding is calculated automatically from the costs. Please note that when you enter costs, the system will allocate 100% of the costs to co-funding. You will need to change this manually to show the desired funding/co-funding ratio. The system will also allocate on-costs automatically, where applicable

Q: How do I enter costs?

A: In the 'Overview and Checking' page, click on 'Import Cost Data' and then 'Download Template' to download an Excel file that has been formatted and pre-filled with the information you have provided on project duration, Work Packages and Partners. This link will appear only after you have entered a minimal amount of information (at least one year of project duration, one work package and one partner). Fill in the template (WARNING: for fields that have drop-down menus, please make sure that you use options from the drop-down menu – do not type the information into the relevant cell). Once you have finished entering the costs, save the excel file without making any

changes to its format – if you do so, the system will not upload the data correctly: you will receive an error message and the file will not be uploaded.

By clicking on 'Upload Data' you will be asked to upload that file that you have just created. Choose the correct file to upload in SeedBook. Once you have uploaded, click on 'Validation' to check that that the file has been uploaded correctly. If there are errors in the files (e.g., missing costs, inconsistencies between WP duration and project duration) you will get an error message and an 'error report' file where you can see what went wrong. In this case, you can make the necessary changes in the original file and upload it again. Once the file has been validated with no errors, click on 'Import Uploaded Data' to import the full budget into the proposal. Click on 'Close' to complete the process.

IMPORTANT:

- a) you can repeat this process as many times as you like. The system will only keep the last uploaded file, and all previous cost files will be automatically overwritten.
- b) make sure to specify the length of the project and add all the partners and work packages (WP) before you download the template. If you add/delete a partner or WP or change the project duration after you have uploaded the cost file, you will need to download a new template and fill in the information again.
- c) do not change the format of the Excel template – if you do, you will not be able to upload it or you may have to fix several errors.
- d) if you are not familiar with the system, it is recommended that you upload, verify and import the budget file at least a few days before the submission deadline, as the 'Verify' function may highlight errors that may require a significant amount of time (up to a day, for very long and complex budgets) to be fixed.
- e) as an alternative to downloading the Excel template, you can enter costs manually in the 'Work Packages' page using the 'Budget' link. This system, however, is not recommended as it is very time consuming

Q: Will eligibility rules be strictly enforced?

A: YES. Eligibility rules will be strictly enforced and are not negotiable. Please check the call texts and related guidance documents very carefully.

Q: Do the eligibility criteria apply at the time of submitting the proposal, or at the time of starting the project?

A: Eligibility criteria apply to proposals, hence they apply and must be met at the time of proposal submission (7 May 2020).

Q: Do the projects have to be linked to critical raw materials?

A: Not only, projects may address mineral or metalliferous raw materials. Other types of substances and materials may be considered as long as the focus of the project is on the raw materials value chain. Your Project Officer will be able to advise you if you have any doubts.

Q: In simple terms, what does it mean that 'The co-funding contributed by the project consortium must be minimum 30% of the total funding (not 30% of the EIT funding)'?

A: It means that the co-funding contributed by the Partners must be at least 30% of the sum of EIT funding (this is the funding you are applying for) plus the consortium co-funding (this is the co-funding you are contributing to the proposal). For example, if the project needs € 150 000, 70% can be covered using EIT funding (€ 105 000) and 30% has to be covered by partner co-funding (€ 45 000).

Q: What is the difference between 'deliverable' and 'output'?

A: For the purposes of our calls, a 'deliverable' is something 'physical' that can be handed over to someone. It can be a machine, an instrument, an instruction manual. An 'output' is somewhat more abstract, like the training of students, an advancement in the understanding of a process. For example: a lecture is an output, but the lecture notes, or a recording of the lecture, are deliverables. Please check with your Project Officer if you have any doubts. Also, keep in mind that, if your project is funded, in the Reporting stage you will need to attach some form of evidence for your deliverables, while the outputs will require only a description.

The bottom line is that you need to use KPIs, deliverable and outputs to demonstrate that it is worth investing in your project.

Q: How much information do I need to provide on costs?

A: All costs, even small cost items, must be fully described and justified. It is not enough to say that you need €20.000,00 to buy equipment. You need to describe what the equipment is, what it is used for, how many items, and the unit cost. With reference to equipment, the only eligible cost that can be claimed is the depreciation cost in a given year, not the actual purchase cost of the equipment. Depreciation costs should be calculated using the relevant national guidelines, and the cost justification should include the actual cost, the depreciation cost (which is the only eligible cost that can be claimed) and a brief explanation of how the depreciation cost was calculated. The difference between the purchase cost and depreciation cannot be included as co-funding. Similarly, personnel costs MUST BE FULLY DOCUMENTED AND JUSTIFIED. Please 1) use realistic costs and 2) provide as much information as you can - FTE, role and qualification (assistant, technician, project coordinator, etc.) of the person, and certainly enough information to assess whether the cost is justified:

***BAD example:*** Personnel cost €10.000,00 - 0.2 FTE

***GOOD example:*** Personnel cost €10.000,00 - 0.2 FTE of a Researcher to work on WP2 (rate €XX/h)

Please note the Indirect costs will be calculated automatically, and therefore you do not need to worry about them. Also, remember that indirect costs exceeding 25% cannot be used as co-funding. The amount exceeding 25% can only be accounted as KCA, if applicable. Please make sure that costs are entered in the correct cells in the Excel spreadsheet (e.g., do not enter all the information in the same cell for a given cost line), otherwise you will not be able to upload it!