



**Project Acronym:** COPILOT

**Project Title:** Co-creating the next generation platform of PILOT and demo infrastructures, unlocking faster innovations and EU bioeconomy growth

**Project Number:** 101157279

**Topic:** HORIZON-JU-CBE-2023-S-01

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## **COPILOT Open Calls Annex 1: Guidelines for Applicants (OC1, OC2)**



*This project is supported by the Circular Bio-based Europe Joint Undertaking and its members.*

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## 1. Introduction

This document provides the relevant information regarding the open calls for applicants for the COPILOT project.

Through its two open calls, the COPILOT project aims to engage **Open Access Pilot and Demo Infrastructures (OC1) and Bioeconomy Innovators (OC2)**<sup>1</sup>.

There are several objectives dedicated to the COPILOT Open Calls:

- Engage and stimulate Open Access Pilot and **Demo Infrastructures (PDIs)** as well as **Bioeconomy Innovators (BIs)** aiming to scale-up and grow.
- Ensure the active participation of engaged third parties in the platform & service development so they become early adopters of the next generation Pilots4U platform.
- Ensure the co-creation of the database, platform and related business model in collaboration with representatives of the most important stakeholder groups: the PDIs and BIs.
- Expand the outreach and flexibility of the proposed platform & services with external input of the winners of the Open Calls by providing access to specialised and qualified resources within various disciplines and technologies.
- Develop a set of success stories to foster the adoption and uptake the next generation platform services.
- Provide direct support and guidance to third parties through incentive building.
- Create real impact on the next generation Pilots4U platform and the COPILOT project key exploitable results.

## 2. General information

### 2.1 Terms and definitions

Term	Definition
<b>COPILOT consortium</b>	Group of legal entities that are cumulatively responsible for implementing the COPILOT project as defined in the Grant Agreement number 101157279.
<b>Applicant</b>	Defined, in an open call overview, eligible entities regarding OC1 and OC2.
<b>Application phase</b>	Period when applicants can submit applications to the open call.

<sup>1</sup> OC1 and OC2 - differences described in Open Call Overview

<b>Evaluation phase</b>	Period when the consortium evaluates and ranks the applications.
<b>Contracting</b>	Period when the selected applications and the consortium complete the administrative procedures to sign the sub-grant agreement and prepare administrative documents.
<b>Implementation phase</b>	Period when selected applicants start their activities.

## 2.2 Means of submission

The COPILOT Open Call page on the F6S platform (<https://www.f6s.com/copilot-open-call>) will be the entry point for the submission of all applications to the COPILOT open calls. Any application submitted through other channels will be automatically rejected.

## 2.3 Language

English is the only official language for the COPILOT Open Call. Submissions done in any language other than English will not be eligible and will not be evaluated.

Similarly, English is the only official language during the whole implementation of the COPILOT programme. This means that any requested submission of documentation and deliverables will be done in English to be eligible.

## 2.4 Documentation formats

All the documents submitted by the applicants should be submitted as PDF files unless stated otherwise.

## 2.5 Data protection

To process and evaluate applications, the COPILOT consortium will need to collect personal and industrial data. F6S Network Ireland Limited (F6S), will act as Data Controller for data submitted through the F6S platform for these purposes. Please see our privacy policy [here](#). A Data Protection Officer (DPO) has been appointed by F6S generally, to ensure compliance with data protection regulations, such as the General Data Protection Regulation (GDPR), and that personal data is collected, processed, and stored in a secure manner.

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 compliance. Please refer to <https://www.f6s.com/privacy-policy> to review the F6S platform's privacy policy and data security policy.

Apart from the F6S platform, data will also be stored in the F6S Google Drive, and in the project repository on Sharepoint managed by the project coordinator BBEPP.

Please note that the COPILOT consortium must retain generated data until five years after the balance of the COPILOT project is paid or longer if there are ongoing procedures (such as audits, investigations or litigation). In this case, the data must be kept until the end.

## 2.6 Origins of the funds

Selected applicants will sign a dedicated sub-grant funding agreement with the COPILOT consortium. The funds associated with this sub-grant agreement originate from the European project COPILOT and remain the property of the Circular Bio-based Europe Joint Undertaking (granting authority) until the balance is paid. The management rights to these funds have been transferred to the COPILOT project partners through the Circular Bio-based Europe Joint Undertaking GA no. 101157279.

## 3. Eligibility criteria

### 3.1 Applicants' eligibility

All applicants must meet the requirements described in this section to be eligible:

- Submissions will ONLY be accepted through the F6S platform and respective page dedicated to the COPILOT – Open Calls: <https://www.f6s.com/copilot-open-call>
- Fit within the target audience (types of applicants: respective audiences for OC1 or OC2) as indicated in section 3.1.1 of this document
- Are based and registered in an eligible Horizon Europe country<sup>2</sup>
- The application and all requested documents are provided only in English language as indicated in section 2.3 of this document.

The detailed eligibility criteria, as described in the sections below, apply.

#### 3.1.1 Types of applicants

**Open Call 1: Call4BioPlants** will fund Open Access Pilot and Demo Infrastructures (PDIs) active within the bioeconomy implemented by SMEs or RTOs. PDIs for bioeconomy defined as:

- Open access, multipurpose Pilot and Demo infrastructures that provide scale-up equipment and related expertise for piloting (TRL 4-5) and demonstration (TRL 6-7) of innovative bio-based products and processes, for a fee.
- Joint investments in equipment and expertise that can be used, for a fee, by any entrepreneur in need of scale-up.

<sup>2</sup> [Eligible countries](#)

**Open Call 2: Call4BioInnovators** will fund start-ups, spin-offs, scale-ups and SMEs<sup>3</sup> developing a technology within the bioeconomy domain.

The following additional conditions apply:

- The participating organisations should not have been declared bankrupt or have initiated bankruptcy procedures at the time of applying.
- The organisations or individuals applying should not have convictions for fraudulent behaviour, other financial irregularities, and unethical or illegal business practices.
- There should not be any conflict of interest with any of the COPILOT partners (beneficiaries), as detailed in Section 3.1.4.
- Applicants can only apply to OC1 or OC2. Applicants applying for both open calls will be automatically rejected.

### 3.1.2 Financial eligibility

Each selected applicant will receive up to €6.000 to carry out the respective mandatory actions and additional activities set up in the application.

Funds will be disbursed in two instalments (50% each). One in month 2 after sub-grant agreement signature and the second in month 22 after sub-grant agreement signature. Both instalments will be based on documents delivered to the COPILOT by the applicant defined in section 6.1 of this document.

### 3.1.3 Conflict of interest

Beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the sub-project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interest').

They must formally notify the COPILOT Coordinator without delay of any situation constituting or likely to lead to a conflict of interest and immediately take all the necessary steps to rectify this situation. The COPILOT Coordinator will verify if the measures taken are appropriate and may require additional measures to be taken by a specific deadline.

If a sub-granted project consortium member breaches any of its obligations, the sub-grant agreement may be automatically terminated. Moreover, costs may be rejected.

## 4. Open calls: submission, selection and implementation

This section aims to provide applicants with a clear overview of the submission, selection, and implementation process.

Furthermore, applicants will be informed about the mandatory actions required by the COPILOT consortium during the project's implementation.

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<sup>3</sup> [SME definition](#)

## 4.1 Application preparation and submission

The following steps must be completed to successfully submit application in the COPILOT open calls:

- **Register on the F6S platform.** The F6S platform will be the central interface for managing the applications during the open call.
- **Get familiar with the documentation.** All documents included in the dedicated project website and on F6S platform bind for the COPILOT open calls and should be treated as one.
- **Fill in all necessary information** indicated as necessary in the dedicated website on F6S platform.
- **Submit** only if you are sure that all needed documents are attached and included.
- **Submit** only within a dedicated timeline for submission of application open call submission **12 August 2024 - 10 October 2024 (17:00 CET).**

The COPILOT - Open Calls is a competitive funding programme. Only one application per applicant (legal entity or natural person) can be submitted to open call. In the event of multiple submissions by an applicant, only the last application received (timestamp of the system) will enter the evaluation process (and regardless of the track to which an application is being submitted to). Any other submitted applications involving the same applicant will be declared non-eligible and will not be evaluated in any case.

### 4.1.1 Main technology area

The COPILOT open calls (OC1 and OC2) seek to select applicants from a range of geographical locations and diverse technological areas. To facilitate the application submission process and ensure thorough preparation, the COPILOT consortium has compiled a list of key technology areas. Applicants are required to identify their specific technology area for two main reasons: (1) to confirm their alignment with the scope of the bioeconomy, and (2) to assist in the selection of applicants from various technology domains. By clearly indicating their active technology area, applicants will help streamline the evaluation process. Additionally, applicable only for applicants of OC2, are required to identify their target markets according to the table below.

Applications without specified technology areas will not be considered for the process of selection. Each applicant needs to specify at least one technology area in which it fits.

Open Call 1: Call4BioPlants – technology area	
Main technology area	Remarks
Size reduction and homogenisation e.g. chipping, extrusion, grinding, milling, densification	
Thermal and pressure techniques e.g. steam explosion, microwave, cold plasma, ultrasonication, torrefaction, hydrothermal	
Pulping	

e.g. chemical: sulphate/sulphite, organosolv, soda, mechanical, hybrid: Chemi-thermo-mechanical pulping, neutral sulphite semi-chemical pulping	Select at least 1
<b>Fermentation and digestion</b> e.g. Anaerobic digestion, biomass fermentation and precision fermentation, solid-state fermentation, gas fermentation, composting	
<b>Enzymatic catalysis</b> e.g. enzymatic hydrolysis and enzyme immobilization, remediation	
<b>Chemical conversions</b> e.g. Acid and alkaline hydrolysis, carbon capture utilisation, polymerisation, heterogeneous catalysis, reduction	
<b>Thermochemical conversions</b> e.g. gasification, pyrolysis	
<b>Material technologies</b> e.g. Coating or lamination, textile fibre spinning, fibre web production, nano/micro fibre production, biocomposite processing	
<b>Separation technologies</b> e.g. mechanical separation: centrifugation, membrane filtration, particle filtering, particle classification and sieving, physicochemical separation: chromatography, crystallization, distillation, drying, evaporation, crystallization and precipitation, field-flow fractionation, flocculation extraction: liquid-liquid extraction, solid-liquid extraction	
<b>Sterilisation technologies</b> e.g. UHT, pasteurisation, UV	
<b>Algae technologies</b> E.g. Algae cultivation in open ponds, photobioreactors and fermenters	
<b>OTHER</b>	

Open Call 2: Call4BioInnovators – technology area	
Main technology area	Remarks
<b>Biological processes</b> e.g. anaerobic digestion, biocatalysis, fermentation, methanation, microalgae cultivation, plant cell culture	
<b>Chemical processes</b>	



e.g. chemical synthesis, organosolv pretreatment/fractionation, polymerisation, thermo-chemical treatment, photochemistry	Select at least 1
Physical, physicochemical and electrochemical processes e.g. extraction, electrochemical reduction, electrochemical oxidation, electrosynthesis, encapsulation, stabilisation	
Feedstock/Raw Material Sources e.g. Agri-food Industry side streams and by-products, gases, bioplastic and composites, industrial waste or secondary streams, lignocellulosic biomass, micro/macro algae, pure sugars	
<b>Target markets</b>	<b>Remarks</b>
Biofuels and Energy	Select if applied
Agriculture and Animal Feed e.g. Animal feed and pet food, biosolutions (biocontrol/biostimulant)	
Chemical and Industrial Applications e.g. Chemical intermediates & building blocks	
Consumer Products e.g. Cosmetics, detergency, human food, pharmaceuticals & medical	
Materials and Manufacturing e.g. Adhesives, coatings, construction materials, packaging, paints, plastics composites & rubber, textile & leather, wood products and furniture, nutraceuticals	
OTHER	If the list above does not cover your technology area and target markets, you should identify them in a section: other

## 4.2 Application evaluation and selection

The evaluation of applications will be conducted internally by the COPILOT consortium. To ensure objectivity, applications will be anonymized and reviewed by COPILOT project partners, thereby avoiding any conflicts of interest. This process guarantees transparency and efficiency.

The subsequent section outlines the detailed process of evaluation and selection.

### 4.2.1 Step 1: Eligibility verification

The eligibility check will be conducted by the COPILOT consortium according to the eligibility criteria described in section 3.1.1 of this document.

That step can finish with:

- 1) **Rejection letter** stating that the applicant is not eligible. No additional feedback will be given.
- 2) **Moving application to step 2.**

#### 4.2.2 Step 2: COPILOT consortium remote evaluation of application

All applicants passing the eligibility check will pass to the next evaluation step.

Evaluation: The COPILOT consortium will review each application and prepare an Evaluation Summary Report (ESR) where they will score and comment the following evaluation criteria:

- **Applicant Profile & Proposed Concept (Threshold 3; score 1-5):** Applicants should demonstrate the value, services, and technology area relevant to the open call (PDIs or BIs) and their impact on the COPILOT platform.
- **Motivation (Threshold 3; score 1-5):** Applicants should explain their motivation for joining the co-creation process and the unique benefits they offer.
- **Team Skills & Expertise (Threshold 3; score 1-5):** Applicants must showcase their capacity, skills, expertise, and commitment, confirming they have the resources to perform mandatory actions.
- **Implementation (Threshold 3; score 1-5):** Applicants need to present a coherent, feasible, and ambitious plan, providing evidence of the necessary skills, infrastructure, and management experience.
- **Ambition & Scalability Potential (Threshold 3; score 1-5):** Applicants must define their ambition and set clear expectations aligned with open call objectives, articulating desired outcomes and scalability benefits for the COPILOT project.

Score definition regarding evaluation process varies as follows:

- score 1 – meaning application is not a fit with a selected evaluation criteria,
  - score 5 – meaning application is the excellent fit with a selected evaluation criteria
- scores in the middle of 1 and 5 are set as a scale.

This step can be finished with:

- 1) If needed, an **online interview** with the applicant will be organised with the aim to clarify unclarity in the application.
  - The interview aims to gain a deeper understanding of the project concept, team skills and competence, capacity, and willingness to exploit the results. If applicants fail to commit to the representations made in their application form during the interview, they will be declassified.
- 2) **Rejection letter** stating that the application has not be accepted
- 3) **Moving application straight** to step 3: Consensus meeting

#### 4.2.3 Step 3: Consensus meeting

The COPILOT consortium aims to engage applicants from OC1 and OC2, ensuring diversity in both technological and geographical presence to achieve balance and representativity.

This step can finish with:

- Creating final list of applications and move to step 4: Final selection

#### 4.2.4 Step 4: Final selection

At the end of the evaluation process, all applications will be ranked based by the COPILOT consortium on their scores. The list of accepted applications at remote evaluation will be published as well as the information about the non-eligible applications. All applicants will be informed about the evaluation results.

This step can finish with:

- **Publication of the whole list of eligible applicants with their points<sup>4</sup>**

### 4.3 Redress

An applicant may submit a request for redress if they believe the results of the eligibility checks were incorrectly applied or if there was a shortcoming in the application of the COPILOT open call rules. Requests for redress must:

- Be received within three (3) working days from the reception of (1) a rejection letter considering the application as non-eligible or (2) the ESR information letter.
- Clearly indicate the subject of the complaint and provide a detailed description with supporting arguments and evidence.
- Be sent by the applicant's legal representative that has also submitted the application.

In case a request for redress is received, an internal review committee from COPILOT will examine the applicant's complaint. The committee will review the complaint and 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 application will be re-evaluated.

Please note:

- This procedure is concerned only with the eligibility/evaluation organisation process. The committee will not question the scientific or technical judgement of the expert evaluators applied in evaluating the application.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund the application or not.
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

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<sup>4</sup> Remark only first ten (10) highest ranked OC1 applicants will be funded; Remark only first fifteen (15) highest ranked OC2 applicants will be funded

- Anonymous or incomplete complaints will not be considered.
- Only one request for redress per application will be considered by the committee.

All requests for redress will be treated in confidence and must be sent to F6S at: [copilot@f6s.com](mailto:copilot@f6s.com)

#### 4.4 Checks and reviews

The EC may, at any time during the implementation of the sub-project and up to five years after the end of the sub-project, arrange for a check and review to be carried out, by external auditors, or by the EC services themselves, including the European Anti-Fraud office (OLAF). The procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC.

There will be no financial checks, reviews, or audits to check costs, since beneficiaries have no obligation to document the costs incurred for the action. Checks, reviews, and audits will focus on the technical implementation of the action.

#### 4.5 Promoting the action and give visibility to the EU funding

The beneficiary must promote the sub-project, the COPILOT 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.

#### 4.6 Data protection and confidentiality

During the implementation of the COPILOT Open Call activities and for five years after the end of the programme activities, the parties must keep confidential any data, documents, invoices or other material (in any form) that is identified as confidential at Sub-grant Agreement signing time ('confidential information').

If a selected applicant requests, the Commission and the COPILOT Consortium may agree to keep such information confidential for an additional period beyond the initial five years. This will be explicitly stated in the Sub-grant agreement.

If the information has been identified as confidential during the COPILOT programme or only orally, it will be considered to be confidential only if this is accepted by the COPILOT coordinator and confirmed in writing within 15 days of the oral disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the Sub-grant Agreement.

The selected applicants may disclose confidential information to the COPILOT Consortium and to the selected reviewers, who will be bounded by a specific Non-Disclosure Agreement.

## 5. Sub-grant agreement preparation and implementation

Only selected applications from both open calls will be invited.

### 5.1 Contract preparation

Contract preparation will run through an administrative and financial check based on COPILOT consortium comments. If needed, a phone call or teleconference may be required and organised to clarify any pending questions. The objective of the contract preparation is to fulfil the legal requirements between the COPILOT consortium and each beneficiary of the open call.

The following information will be needed from each funded applicant:

- Proof of legal existence will be required: company register, official journal or other official document per country showing the name of the organisation, the legal address and registration number and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
- Bank account information (Annex 6)
- Declaration of Honour (Annex 4)
- SME declaration (if applicable) (Annex 5)

### 5.2 Use of qualified signatures

All documentation that requires a signature (e.g., Declaration of Honour, SME Declaration (if applicable), Bank Account, and sub-grant agreement must be signed with a valid electronic digital signature. The valid electronic digital signature is one of the following:

- Simple electronic signatures (SES)
- Advanced electronic signatures (AES)
- Qualified electronic signatures (QES)

Therefore, scanned wet signatures (hand-written signatures) are not considered eligible.

The European Commission proposes a [demo of DSS](#) (Digital Signature Services), a tool that enables the signature of documents. More information about qualified digital signatures is available [here](#).

The request of the above listed documentation by the COPILOT consortium will be sent to the project representatives, including deadlines by which information and documentation should be sent. In general, the negotiation should be concluded within 2 weeks. An additional period may be provided by the COPILOT coordinator in case of a relevant reasoning. In case negotiations have not been concluded within the above period, the application is automatically rejected and the next application in the reserve list is invited to initiate the contract preparation.

### 5.3 Contract signature

At the end of the contract preparation and negotiation phase, the sub-grant agreement (Annex 3) will be signed between the COPILOT consortium represented by its Coordinator (BBEPP), the Treasurer (F6S), and the sub-granted project representative.

## 6. Implementation and reporting

### 6.1 Mandatory actions of OC1 and OC2

To be successful in the selection process, applicants must complete mandatory actions throughout the implementation of the COPILOT project (December 2024 – September 2026). The following section outlines the mandatory actions for selected applicants in OC1 and OC2 separately, along with their “definition of done”.

Open Call 1: Call4BioPlants - mandatory actions	
Action	Definition of done
To prepare a <b>comprehensive plan including applications (possible/proposed content, timings...) on all below mentioned actions and activities to be performed</b> during the project execution.	Plan (pdf file) sent via email to the COPILOT consortium. Due two months after sub-grant agreement signature.
To register on the Pilots4U powered by Copilot Platform	Confirmation of the registration and visibility in the database.
<b>SPRINT 1</b>  <b>FIRST INSTALMENT</b>  Only after the comprehensive plan is delivered the first instalment will be activated by the COPILOT consortium. First instalment will be initiated no earlier than in two months after sub-grant agreement signature.	
<b>Organise 1h online webinar</b> in the area of specialisation or expertise of the respective PDI. The PDI will propose the content and date for the webinar, which will be evaluated by the COPILOT consortium and decided upon by mutual agreement. The webinar will be part of the Scale-Up & Growth program, and a recording will be made available on the COPILOT platform.	<ol style="list-style-type: none"> <li>1. Recording of the webinar</li> <li>2. Input to promote the webinar (and its recording) on the COPILOT website and social media sent to the Coordinator</li> </ol>
<b>Take active part (attend &amp; pitch) in <a href="#">PITCH PERFECT AND BOOST THE EUROPEAN BIOECONOMY 2024 event</a></b> (2 <sup>nd</sup> and 3 <sup>rd</sup> December 2024 in Brussels).	<ol style="list-style-type: none"> <li>1. Attend and give a 7-minute pitch in the 2024 edition of the Pitch Perfect and Boost the EU bioeconomy event.</li> <li>2. Help promote the Pitch Perfect events</li> </ol>

<p><b>Take part in the co-creation workshops</b> (4<sup>th</sup> December 2024 in Ghent) organised by the COPILOT consortium.</p> <p><i>Remark: Free bus transport will be organised by COPILOT on December 4<sup>th</sup>, 2024: Brussels Airport - Ghent - Brussels Airport.</i></p>	<p>Personal presence (4<sup>th</sup> December 2024) in the workshops in Ghent (Belgium).</p>
<p><b>Take part in further online co-creation workshops</b> organised by the COPILOT consortium in the period from May to September 2025</p>	<p>Personal presence in min. 1 online workshops.</p>
<p><b>(Online) testing of the beta-version</b> of the newly developed, improved and future-prove "Pilots4U powered by COPILOT" platform as well as its Business Model.</p>	<p>Comprehensive report including below mentioned points:</p> <ul style="list-style-type: none"> <li>● Strong &amp; weak points of the platform</li> <li>● Areas of improvement</li> <li>● Missing features</li> </ul> <p>A max. 2-page PDF document listing the above points must be sent to the Coordinator.</p>
<p><b>Organise a study visit (including catering tea, coffee, lunch, snacks...)</b> of the facility of the respective PDI including a dedicated scale-up related <b>training session</b> jointly organised with the study visit (max. 4 hours in total)</p>	<p>Photos and a scanned PDF of the participants signature list stating name, first name, affiliation and signature</p>
<p><b>Promotional activities of the project</b></p>	<p>PDI should at least:</p> <ul style="list-style-type: none"> <li>● Share 10 COPILOT project posts on LinkedIn</li> <li>● Create 2 posts on their respective LinkedIn social media channel about the COPILOT project and actions performed by the PDI in the project</li> </ul> <p>In case the selected PDI does not have a dedicated LinkedIn profile, the innovator should conduct at least four email campaigns (COPILOT Coordinator always in cc) promoting COPILOT activities, to at least 15 relevant stakeholders per campaign.</p>
<p><b>Final report on the activities carried out</b></p>	<p>The comprehensive report on the activities carried out throughout the project and planned to be carried out until the end of the project.</p>
<p><b>SPRINT 2</b></p> <p><b>SECOND INSTALMENT</b></p> <p>Second instalment will be initiated no earlier than in twenty two months after sub-grant agreement signature and only after:</p> <p>1. Submission of final report on the activities carried out</p>	

## 2. Submission of the actions planned for the following months

Open Call 2: Call4BioInnovators - mandatory actions	
Action	Definition of done
To prepare <b>comprehensive plan (including all below mentioned actions) of actions and activities to be performed</b> during the project execution	Plan (pdf file) sent via email to the COPILOT consortium. Due M2 after sub-grant agreement signature.
To register in the Pilots4U/Copilot Platform	Confirmation of the registration and visibility in the database.
<b>SPRINT 1</b>  <b>FIRST INSTALMENT</b>	
Only after the comprehensive plan is delivered the first instalment will be activated by the COPILOT consortium. First instalment will be initiated no earlier than in two months after sub-grant agreement signature.	
<b>Take part in min. 1 (one) 1h online webinar</b> organised by a PDI in the framework of the COPILOT Scale-Up & Growth programme	Complete an evaluation form pointing out the strengths and weaknesses of the webinar and suggest improvements.
<b>Take active part (attend &amp; pitch) in the <a href="#">PITCH PERFECT AND BOOST THE EUROPEAN BIOECONOMY 2024 event</a></b> (2 <sup>nd</sup> and 3 <sup>rd</sup> December 2024 in Brussels).	<ol style="list-style-type: none"> <li>Attend and give a 7-minute pitch in the 2024 edition of the Pitch Perfect and Boost the EU bioeconomy event.</li> <li>Help promote the Pitch Perfect events</li> </ol>
<b>Take part in the co-creation workshops</b> (4 <sup>th</sup> December 2024 in Ghent) organised by the COPILOT consortium  <i>Remark: Free bus transport will be organised by COPILOT on December 4<sup>th</sup>, 2024: Brussels Airport - Ghent - Brussels Airport</i>	Personal presence (4 <sup>th</sup> December 2024) in the workshops in Ghent (Belgium).
<b>Take part in further online co-creation workshops</b> organised by the COPILOT consortium in the period from May to September 2025	Personal presence in min. 1 online workshops.
<b>(Online) testing of the beta-version</b> of the newly developed, improved and future-prove "Pilots4U powered by COPILOT" platform as well as its Business Model.	Comprehensive report including below mentioned points: <ul style="list-style-type: none"> <li>● Strong &amp; weak points of the platform</li> <li>● Areas of improvement</li> <li>● Missing features</li> </ul> A max. 2-page PDF document listing the above points must be sent to the Coordinator.



<p><b>Take part in min. one study visit (of the PDI of your choice)</b> including a dedicated scale-up related <b>training session</b> jointly organised with the study visit (max. 4 hours in total)</p>	<ol style="list-style-type: none"> <li>1. Personal presence in at least one study visits and training session organised by COPILOT, signature of the participant list.</li> <li>2. Complete the survey conducted after the study visit &amp; training.</li> </ol>
<p><b>Promotional activities of the project</b></p>	<p>BIs should at least:</p> <ul style="list-style-type: none"> <li>• Share 10 COPILOT project posts on their LinkedIn profiles</li> <li>• Create 2 posts on their respective LinkedIn profiles about the COPILOT project and actions performed by the innovator in the project</li> </ul> <p>In case the selected BI does not have a dedicated LinkedIn profile, the innovator should conduct at least four email campaigns (COPILOT Coordinator always in cc) promoting COPILOT activities, to at least 15 relevant stakeholders per campaign.</p>
<p><b>Final report on the activities carried out</b></p>	<p>The comprehensive report on the activities carried out throughout the project and planned to be carried out until the end of the project.</p>
<p><b>SPRINT 2</b></p> <p><b>SECOND INSTALMENT</b></p> <p>Second instalment will be initiated no earlier than in twenty two months after sub-grant agreement signature and only after:</p> <ol style="list-style-type: none"> <li>1. Submission of final report on the activities carried out</li> <li>2. Submission of the actions planned for the following months</li> </ol>	

All above mentioned mandatory actions which must be performed by every selected applicant within OC1 and OC2 will build a comprehensive program and will build one community of bioeconomy stakeholders which is a critical aim of the COPILOT project itself.

## 6.2 Reports, requirements and payment

After the finalisation and signing of the sub-grant agreement, the selected sub-granted applications will move into the implementation phase.

<p><b>Open Call 1: Call4BioPlants and Open Call 2: Call4BioInnovators</b></p>		
<p>Stage</p>	<p>Reports and requirements</p>	<p>Payment</p>
<p>Two months after</p>	<p><b>Comprehensive plan of activities planned to</b></p>	

the sub-grant agreement signature	<b>be carried out, objectives, timetable, dates, people involved</b>	50%
Twenty-two months after the sub-grant agreement signature	<b>Comprehensive report of activities and tasks carried out, objectives achieved</b>	50%

A review, conducted by the COPILOT consortium, will take place between 10 to 20 calendar days after the due month. Additionally, the COPILOT consortium may request interim reports within this period if there are conditions that could jeopardise the implementation of the actions.

## 7. Contact information

Any official correspondence connected with OC1 and OC2 can be conducted in a dedicated website (<https://www.f6s.com/copilot-open-call/discuss>) in the F6S platform to be as transparent as possible. Any individual inquiries ex. via email, via phone will not be considered as asked.