

# network

enterprise europe

## Lo strumento PMI di Horizon 2020

### *Regole per la sottomissione*



[een.ec.europa.eu](http://een.ec.europa.eu)  
[ec.europa.eu/research/participants/portal](http://ec.europa.eu/research/participants/portal)



### REGOLE DI PARTECIPAZIONE

- ✓ Il Regolamento EU N. 1290/2013, articolo 53, stabilisce che **solo le PMI possono partecipare** alle call pubblicate nell'ambito dello strumento PMI.
- ✓ Le PMI possono cooperare con altre imprese e con organizzazioni di ricerca o università. Pertanto la condizione minima è la partecipazione di un soggetto giuridico, PMI, stabilito in uno Stato membro o in un paese associato.
- ✓ Lo strumento è destinato alle PMI con potenziale innovativo ed utilizza un approccio bottom-up.

## REGOLE DI PARTECIPAZIONE – Requisiti PMI

	N. Occupati	Fatturato Annuo	Totale Bilancio
Microimprese	< di 10 occupati	≤ 2 milioni di €	≤ 2 milioni di €
Piccole Imprese	< di 50 occupati	≤ 10 milioni di €	≤ 10 milioni di €
Medie Imprese	< di 250 occupati	≤ 50 milioni di €	≤ 43 milioni di €

### Impresa autonoma

- L'impresa detiene meno del 25 % del capitale o dei diritti di voto di un'altra impresa e/o un'altra impresa detiene meno del 25 % del capitale o dei diritti di voto nell'azienda.

### Impresa associata

- L'impresa detiene almeno il 25 % ma non più del 50 % del capitale o dei diritti di voto di un'altra impresa e/o un'altra impresa detiene almeno il 25 % ma non più del 50 % del capitale o dei diritti di voto dell'azienda.



### PRESENTAZIONE DELLE PROPOSTE

- ✓ Le call dello SME Instrument sono organizzate in 4 date di cut-off per anno. Le proposte sono valutate in lotti dopo ogni scadenza intermedia.
- ✓ È possibile presentare una sola proposta per SME Instrument (in corso).
- ✓ È invece possibile sottomettere, contemporaneamente allo SME Instrument, una proposta su un altro topic H2020.



## TEMPISTICA

### **Presentazione delle proposte**

- ✓ Fase 1: 18/06/2014, 24/09/2014, 17/12/2014
- ✓ Fase 2: 09/10/2014, 17/12/2014
- ✓ Fase 1: 18/03/2015, 17/06/2015, 17/09/2015, 16/12/2015
- ✓ Fase 2: 18/03/2015, 17/06/2015, 17/09/2015, 16/12/2015

### **Valutazione e firma della convenzione**

- ✓ Esito della valutazione: due mesi dopo la corrispondente data di cut-off per la fase 1 e quattro per la fase 2.
- ✓ Firma delle convenzioni: un mese dalla data di avviso per la fase 1 e due mesi per la fase 2.



### COME PRESENTARE LE PROPOSTE

Esclusivamente mediante procedura telematica del Portale dei Partecipanti. Al sistema di sottomissione elettronica si accede dalla sezione Submission Service all'interno del Topic selezionato.



Per sottomettere una proposta di progetto è necessario quindi essere registrati al portale dei partecipanti.



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*SME Instrument, regole pratiche*

# Registrazione al portale dei partecipanti



[een.ec.europa.eu](http://een.ec.europa.eu)  
[ec.europa.eu/research/participants/portal](http://ec.europa.eu/research/participants/portal)



## REGISTRARSI AL PORTALE - 1

- ✓ Preliminarmente bisogna ottenere uno user account **ECAS** - European Commission Authentication Service, che permette di accedere ai portali della Commissione e creare una propria area riservata.





# ENTERPRISE EUROPE NETWORK

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## REGISTRARSI AL PORTALE – 1

(A-Z) Sitemap About this site Contact Legal Notice Search English

### RESEARCH & INNOVATION

#### Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

## Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

<b>Non-registered users</b>	<b>Registered users</b>
<ul style="list-style-type: none"><li>• search for funding</li><li>• read the H2020 Online Manual &amp; download the legal documents</li><li>• check if an organisation is already registered</li><li>• contact our support services or check our FAQs</li></ul>	<ul style="list-style-type: none"><li>• submit your proposal</li><li>• sign the grant</li><li>• manage your project throughout its lifecycle</li></ul>

WHAT'S NEW?

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

WORK AS AN EXPERT

MY PERSONAL AREA

INFORMATION AND SUPPORT



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## REGISTRARSI AL PORTALE – ECAS






The screenshot shows the 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)' registration page. The page title is 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)' and the breadcrumb is 'IntraComm > Authentication Service > Where Are You From?'. The main heading is 'Where are you from?'. Below the heading, there is a welcome message and instructions: 'Welcome to the European Commission Authentication Service (ECAS). Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body. Choose "W+7" if you have a special external account composed of w and 7 digits. If you aren't sure, select the "I don't know?" option for help.' There are four selection options, each with a checkbox: 'European Commission' (European Commission, Executive Agencies), 'External' (Partners, Researchers, Citizens), 'W+7' (I have an account w + 7 digits. Special external accounts), and 'I don't know?' (More information about this screen.). The 'External' option is circled in red. At the bottom, there is a 'show all' button and a list of categories: 'Institutions', 'Regulatory Agencies', 'Joint Undertakings', and 'Other'.

**EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)**  
European Commission

IntraComm > Authentication Service > Where Are You From?

### Where are you from?

Welcome to the European Commission Authentication Service (ECAS).  
Choose the institution or body for which you want to log in. Choose "**External**" if you don't work for a European institution or body. Choose "**W+7**" if you have a special external account composed of w and 7 digits.  
If you aren't sure, select the "**I don't know?**" option for help.

 <b>European Commission</b> European Commission, Executive Agencies.	<input type="checkbox"/>	 <b>External</b> Partners, Researchers, Citizens.	<input type="checkbox"/>
 <b>W+7</b> I have an account w + 7 digits. Special external accounts.	<input type="checkbox"/>	 <b>I don't know?</b> More information about this screen.	<input type="checkbox"/>

[show all](#) | [Institutions](#) | [Regulatory Agencies](#) | [Joint Undertakings](#) | [Other](#)

### REGISTRARSI AL PORTALE - ECAS

- ✓ Lo user account ECAS - European Commission Authentication Service permette di accedere ai portali della Commissione e creare una propria area riservata.
- ✓ <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>



The screenshot shows the 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External' sign-up page. The page includes the European Commission logo and navigation links for 'Login', 'New password', 'Sign Up', and 'Help'. A warning message asks if the selected domain is correct. The 'Sign Up' section contains a form with the following fields: 'Choose a username', 'First name \*', 'Last name \*', 'E-mail \*', 'Confirm e-mail \*', 'E-mail language \*' (set to English (en)), and 'Enter the code \*'. A CAPTCHA image with the letters 'C', 'S', 'C', 'I' is displayed, along with a refresh icon and a speaker icon. A checkbox for 'Privacy statement: by checking this box, you' is located at the bottom of the form.



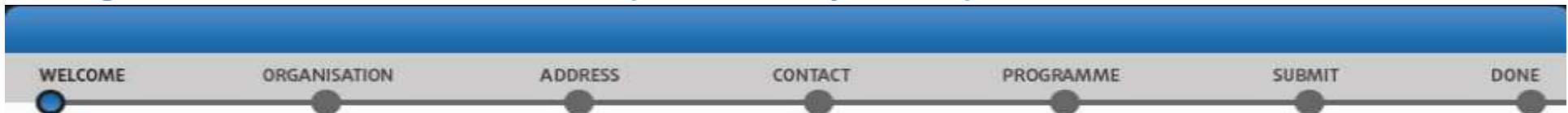
## REGISTRARSI AL PORTALE - 2

- ✓ Successivamente l'organizzazione deve ottenere un **PIC - Participant Identification Code** fornendo informazioni sullo stato legale e finanziario e utilizzando lo Unique Registration Facility (URF).
- ✓ Il PIC
  - è un codice univoco a nove cifre che serve ad identificare l'organizzazione
  - dovrà essere inserito nella proposta ed in ogni corrispondenza con la Commissione
- ✓ Il PIC che si riceve al momento della registrazione è un codice provvisorio (utilizzabile per presentare le proposte) che verrà validato dalla Commissione una volta effettuati i controlli sui dati inseriti.





## Registration Wizard: WELCOME (Preliminary Check)



**Registration overview**

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation. Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

### Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number?  Yes  No

Does it have a Business Registration Number?  Yes  No

Does it have a website?  Yes  No

[Close](#) [Next >](#)



European Commission

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*SME Instrument, regole pratiche*

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

## Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click "Yes" on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

## Enter information about your organisation

Are you registering on behalf of another organisation?

No  Yes

Is the organisation a Legal Person?

Yes  No, I'm a natural person.

Is it a non-profit organisation?

Yes  No

Is it a public body?

Yes  No

Is it a NGO?

Yes  No

Business Name

Sciant Associates Ltd.

Business Registration Number \*

0123456

Registration Date \*

01-08-2012

Registration Authority \*

ADTR-BG

Establishment/Registration Country \*

Bulgaria

Region/County

София (столица) (Sofia (stolitsa))

Legal Name \*

Sciant Associates Ltd.

Official Language \*

English

Close

Save Draft

Delete Draft

Next >



WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

## Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

## Enter Legal Address information

### Address

Street Name and Number \*

3 Dunav Str.

P.O. Box

10

Postal Code

1000

CEDEX (France only)

City \*

Sofia

Region/County

София (столица) (Sofia (stolitsa) ▼

Country \*

Bulgaria ▼

### Phones

Main Phone \*

+359887012345

Fax

+359887012340

Secondary Phone

+359887012346

### Internet Address

Internet web address / website

www.sciant-associates.bg

\* Mandatory data

Close

Save Draft

Delete Draft

< Back

Next >



WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

## Contact data

During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

## Enter contact information

### Contact

Title	<input type="text" value="Mr."/>
Position in the organisation	<input type="text" value="Project Manager"/>
Department	<input type="text" value="Legal"/>
Professional E-mail *	<input type="text" value="Ivan.TERZIEV@ext.ec.europa.eu"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Last Name *	<input type="text" value="TERZIEV"/>
First Name *	<input type="text" value="Ivan"/>

### Address

Use the existing Legal Person's address?

Street Name and Number *	<input type="text" value="3 Dunav Str."/>
P.O. Box	<input type="text" value="10"/>
Postal Code	<input type="text" value="1000"/>
CEDEX (France only)	<input type="text"/>
City *	<input type="text" value="Sofia"/>

Close

Save Draft

Delete Draft

< Back

Next >





# ENTERPRISE EUROPE NETWORK

European Commission

*SME Instrument regole pratiche*

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

## Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

## Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

[Finish your registration](#)

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

Research and Innovation (R&I) F

Select a Programme from the list:

Research and Innovation (R&I) Programme



### REGISTRARSI AL PORTALE - 3

- ✓ È necessario designare un rappresentante, il **LEAR - Legal Entity Appointed Representative**, ed effettuare il self-check finanziario (financial viability) della propria organizzazione.



European Commission

# ENTERPRISE EUROPE NETWORK

SME Instrument, regole pratiche

Welcome **Ivan TERZIEV**, you can edit **Sciant Associates Ltd. 949651826**

English(en) ▼

- Messages
- Documents
- Organisation
- Legal Address
- Contact Person
- LEAR**
- Legal Status
- Enterprise Data
- FP7 ICM
- Certification Data
- Balance Sheet
- IBBA

## LEAR

Enter information about the LEAR of the organisation. The LEAR is responsible for maintaining the data of the organisation.

After LEAR nomination, the LEAR will be automatically invited and enabled to access the registered data on the Participant Portal.

To nominate a LEAR, please send the LEAR appointment form to the following email: REA-URF-VALIDATION@ec.europa.eu.

See details and access your LEAR appointment form from the [FAQ](#) section. § 3 Roles >>>The Legal Entity Appointed Representatives'(LEARs) role >>> How can I appoint a LEAR?

Title

Position in the organisation

Department

Professional E-mail \*

Gender \*  Male  Female

First Name \*

Last Name \*

### Address

*Use the existing Legal Person's address?*

Street Name and Number \*

P.O. Box

Postal Code

CEDEX (France only)

City \*

Country \*  ▼

Region/County  ▼

### Phones

*Use the existing Legal Person's*

Research and Innovation (R&I) F ▼

**Update your data**

**Reset filter**

**Quit**



### REGISTRARSI AL PORTALE - 4

- ✓ Per accedere allo SME Instrument, occorre essere registrati con lo status di Piccola e Media impresa attraverso lo SME self- assessment wizard



# ENTERPRISE EUROPE NETWORK

European

Update of organisation data - Google Chrome

https://ec.europa.eu/research/participants/urf/secure/research/updateview.do?pic=945956223

Welcome **Carmela GALLO**, you can view SPIN - Consorzio di Ricerca, I... **945956223**

- Messages
  - Documents
  - Organisation
  - Legal Address
  - Contact Person
  - LEAR
  - Legal Status
  - Enterprise Data
  - FP7 ICM
  - Certification Data
  - Balance Sheet
- IBBA

## Organisation Data

Please enter the data for the organisation.

Effective Date:	<input type="text" value="08-10-1996"/>
PIC	945956223
Is the organisation a Legal Person?	<input checked="" type="radio"/> Yes <input type="radio"/> No, I am a Natural Person.
Is it a Non-Profit Organisation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a Public Body?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a NGO?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Legal Name	<input type="text" value="SPIN - Consorzio di Ricerca, Innov"/>
Business Name	<input type="text" value="SPIN S.c.r.l."/>
Official Language *	<input type="text" value="Italian"/>
Establishment/Registration Country *	<input type="text" value="Italy"/>
Legal Form	<input type="text" value="SOCIETA CONSORTILE RESI"/>
VAT number	<input type="text" value="IT02087050783"/>
Business Registration Number	<input type="text" value="132169"/>
Registration Date *	<input type="text" value="08-10-1996"/>
Registration Authority *	<input type="text" value="CCIAA di Cosenza"/>
NACE code	<input type="text" value="-- Please Select --"/>

Research and Innovation (R&I) ▾

Reset filter

Quit

- Choose your Framework Programme
- Research and Innovation (R&I) Programme**

User manual





Welcome **Carmela GALLO**, you can view SPIN - Consorzio di Ricerca, I... **945956223**

- Messages
  - Documents
  - Organisation
  - Legal Address
  - Contact Person
  - LEAR
  - Legal Status
  - Enterprise Data
  - FP7 ICM
  - Certification Data
  - Balance Sheet
- IBBA

## Enterprise Data

Please enter your organisation's enterprise data based on the legal documents of the organisation.  
More information can be found at [SME page](#) of the Participant Portal and in the [SME definition](#) page.

I declare my organisation as non SME effective as of

## Perform an SME Self Assessment

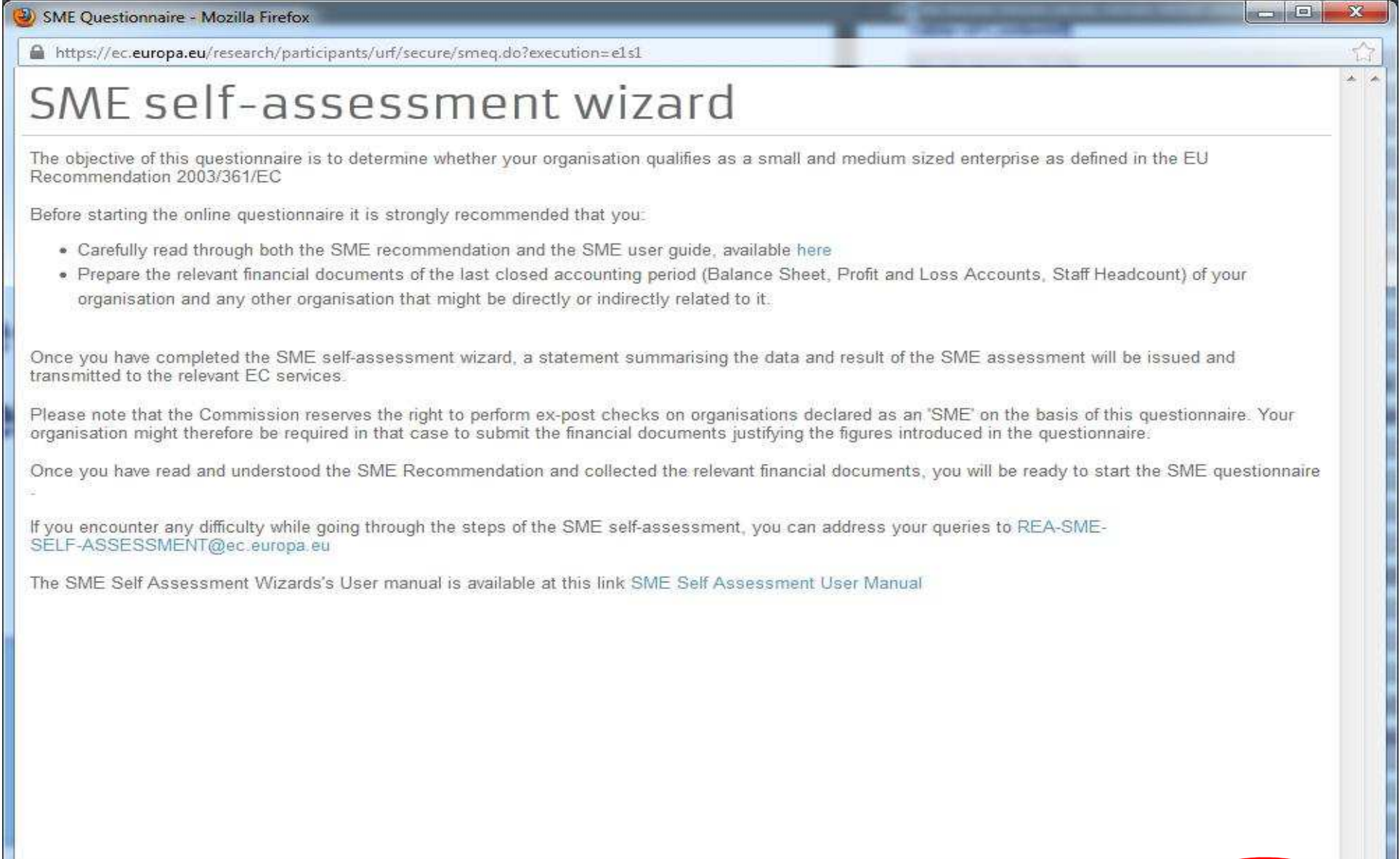
- Based on the most recent self-assessment you submitted
- Perform a totally new self-assessment
- Resume Draft

Research and Innovation (R&I) ▼

Reset filter

Quit





SME Questionnaire - Mozilla Firefox

https://ec.europa.eu/research/participants/urf/secure/smeq.do?execution=e1s1

## SME self-assessment wizard

The objective of this questionnaire is to determine whether your organisation qualifies as a small and medium sized enterprise as defined in the EU Recommendation 2003/361/EC

Before starting the online questionnaire it is strongly recommended that you:

- Carefully read through both the SME recommendation and the SME user guide, available [here](#)
- Prepare the relevant financial documents of the last closed accounting period (Balance Sheet, Profit and Loss Accounts, Staff Headcount) of your organisation and any other organisation that might be directly or indirectly related to it.

Once you have completed the SME self-assessment wizard, a statement summarising the data and result of the SME assessment will be issued and transmitted to the relevant EC services.

Please note that the Commission reserves the right to perform ex-post checks on organisations declared as an 'SME' on the basis of this questionnaire. Your organisation might therefore be required in that case to submit the financial documents justifying the figures introduced in the questionnaire.

Once you have read and understood the SME Recommendation and collected the relevant financial documents, you will be ready to start the SME questionnaire

If you encounter any difficulty while going through the steps of the SME self-assessment, you can address your queries to [REA-SME-SELF-ASSESSMENT@ec.europa.eu](mailto:REA-SME-SELF-ASSESSMENT@ec.europa.eu)

The SME Self Assessment Wizards's User manual is available at this link [SME Self Assessment User Manual](#)



SME Questionnaire - Mozilla Firefox

https://ec.europa.eu/research/participants/urf/secure/smeq.do?execution=e1s5

### SCIANT ASSOCIATES LTD.

Is Sciant Associates Ltd. engaged in an economic activity?

Yes  No

### Enter data from the relevant accounting period

Would you like to use for this entity a Consolidated Account?

Yes  No

### Individual accounts

Date of closure for accounting period

26-01-2014

Staff Headcount

124

Currency in which the balance sheet is drafted

EUR

Annual turnover

45000

Annual balance sheet total

20000

Cancel

Validate

Is Sciant Associates Ltd. an SME?

Why?

Qualify as an enterprise.  
Entity engaged in an economic activity (i), irrespective of its legal  
status, is not considered as an SME by this SME wizard.

You are not allowed to enter the financial data related to Sciant Associates Ltd..To be

I am ready to enter data for Sciant





SME Questionnaire - Mozilla Firefox

https://www.acceptance.ec.europa.eu/research/participants/urf/secure/smeq.do?execution=e2s12

Thank you for having completed the online SME questionnaire.

### Ready for the result of the SME self-assessment

[Why?](#)

Below you will find a summary of the data that you have entered. Please verify that the all data is correct before pressing the "submit" button as no changes will be possible after that. Once you submit the data, the SME wizard will calculate whether **test** qualifies as an SME according to the EC Recommendation 2003/361/EC and transmit the information to the relevant EC services.

- I confirm that all data has been entered in good faith and in respect of the EC guidelines.
- I have read and understood the explanations provided throughout the questionnaire and agree to submit the financial supporting documents should an ex post verification be performed on test.
- I have understood that the EU has the right to end my participation in a project and/or claim the funding back, should any of the data I have submitted be intentionally wrongful.

I have read and understood the information above and I am ready to enter data for test

**Submit**

### Overview of ownership

Name	%	Type	Financial Data	Actions	S	P	O
test		MO	TO: 65,000,000.00 EUR BS: 40,000,000.00 EUR Employees: 260.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Minor Shareholders	100.00 %	M			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dorsett and Brickstone Co.	70.00 %	P	TO: 400,000.00 EUR BS: 25,000.00 EUR Employees: 53.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Minor Shareholders	58.00 %	M			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Overview of ownership

Name	%	Type	Financial Data	Actions	S	P	O
▼ Sciant Associates Ltd.		MO	TO: 45,000.00 EUR BS: 20,000.00 EUR Employees: 124.00				
Sciant Associates Brazil	27.00 %	S	TO: 35,000.00 EUR BS: 9,450.00 EUR Employees: 230.00		-	-	-
Minor Shareholders	73.00 %	M					
Dorsett and Brickstone Co.	42.00 %	P	TO: 20,000.00 EUR BS: 8,400.00 EUR Employees: 53.00		-	-	-
Drakebound Systems Ltd.	100.00 %	O	TO: 5,000.00 EUR BS: 2,500.00 EUR Employees: 8.00		-	-	-



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# Sottomettere una proposta



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[ec.europa.eu/research/participants/portal](http://ec.europa.eu/research/participants/portal)



# ENTERPRISE EUROPE NETWORK

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<http://ec.europa.eu/research/participants/portal/>

(A-Z) Sitemap About this site Contact Legal Notice Search English

## RESEARCH & INNOVATION

### Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

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- 2014-2020 Horizon 2020 - research and innovation framework programme
- 2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

<b>Non-registered users</b>	<b>Registered users</b>
<ul style="list-style-type: none"><li>• search for funding</li><li>• read the H2020 Online Manual &amp; download the legal documents</li><li>• check if an organisation is already registered</li><li>• contact our support services or check our FAQs</li></ul>	<ul style="list-style-type: none"><li>• submit your proposal</li><li>• sign the grant</li><li>• manage your project throughout its lifecycle</li></ul>

WHAT'S NEW?

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

WORK AS AN EXPERT

MY PERSONAL AREA

INFORMATION AND SUPPORT





[http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/search/search\\_topics.html](http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/search/search_topics.html)

(A-Z) Sitemap About this site Contact Legal Notice Search English

### RESEARCH & INNOVATION

#### Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME **FUNDING OPPORTUNITIES** HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

#### Horizon 2020

Search Topics  
Calls  
Call Updates

#### Other EU Programmes 2014-2020

Research Fund for Coal & Steel  
COSME  
3rd Health Programme  
Consumer Programme

#### FP7 & CIP Programmes 2007-2013

Calls

0 Results  
Keyword Search: Find a topic SEARCH  
If you don't find your topic, you can also use the **free text search**.

Status:  Open  Closed  Forthcoming

Sort by:  Title  Call Id  Publication Date  Deadline Date

In addition, **see all the open calls** of Marie Skłodowska-Curie actions (MSCA) and European Research Council (ERC) grants for individual researchers of any nationality and research teams. The MSCA grants include opportunities for companies and SMEs. **The MSCA and ERC grants are not restricted to specific topics.**

Quick finder for topics linked to H2020 cross-cutting priorities:

- Cross-cutting Key-Enabling Technologies (KETs)
- ERA-NET
- Gender
- Contractual Public-Private Partnerships (cPPPs)
- International cooperation**
- SME Instrument**
- Social sciences and humanities

[http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/ftags/sme\\_instrument.html#c,topics=flags/s/SME/1/1&+callIdentifier/desc](http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/ftags/sme_instrument.html#c,topics=flags/s/SME/1/1&+callIdentifier/desc)

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Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT ▾

🔍
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### Horizon 2020

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Calls 📅 📧

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Calls 📅 📧

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## Topics for the SME instrument

The dedicated SME instrument encourages for-profit **SMEs** to put forward their most innovative ideas with an EU dimension. The instrument aims to fill gaps in funding for high-risk innovation and close-to-market activities to give a strong boost to breakthrough innovation. It targets highly innovative SMEs with a strong ambition to develop, grow and internationalise. It covers the whole innovation cycle, the focus being on delivery of new products, services or processes on the market.

Only SMEs are eligible for funding, and can decide how best to organise a project or with whom to collaborate, including through subcontracting of tasks if they lack in-house capabilities. In order to boost market relevance and foster commercialisation of project results, also single SMEs can apply for support. [More...](#)

**Topic:** [SME Instrument:Space-SME-2014-1](#)  
Specific challenge: To engage small and medium enterprises in space research and development,

<b>Call title:</b>	<a href="#">Horizon 2020 dedicated SME Instrument - Phase 1 2014</a>	<b>Status:</b> <span style="background-color: #28a745; color: white; padding: 2px 5px;">Open</span>
<b>Call identifier:</b>	<a href="#">H2020-SMEINST-1-2014</a>	<b>Deadline:</b> 17-12-2014

**Topic:** [Open Disruptive Innovation Scheme \(implemented through the SME instrument\):ICT-37-2014-1](#)  
Specific Challenge: The challenge is to provide support to a large set of early stage high

<b>Call title:</b>	<a href="#">Horizon 2020 dedicated SME Instrument - Phase 1 2014</a>	<b>Status:</b> <span style="background-color: #28a745; color: white; padding: 2px 5px;">Open</span>
<b>Call identifier:</b>	<a href="#">H2020-SMEINST-1-2014</a>	<b>Deadline:</b> 17-12-2014

**Topic:** [Accelerating the uptake of nanotechnologies, advanced materials or advanced manufacturing and processing technologies by SMEs:NMP-25-2014-1](#)  
Specific challenge: Research results should be taken up by industry, harvesting the hitherto





### TOPICS AND SUBMISSION SERVICE



- ✓ Space SME-2014-1: SME Instrument
- ✓ ICT-37-2014-1: Open Disruptive Innovation Scheme (implemented through the SME instrument)
- ✓ NMP-25-2014-1: Accelerating the uptake of nanotechnologies, advanced materials or advanced manufacturing and processing technologies by SMEs
- ✓ PHC-12-2014-1: Clinical research for the validation of biomarkers and/or diagnostic medical devices
- ✓ SFS-08-2014-1: Resource-efficient eco-innovative food production and processing
- ✓ BG-12-2014-1: Supporting SMEs efforts for the development - deployment and market replication of innovative solutions for blue growth
- ✓ SIE-01-2014-1: Stimulating the innovation potential of SMEs for a low carbon energy system
- ✓ IT-1-2014-1: Small business innovation research for Transport
- ✓ SC5-20-2014-1: Boosting the potential of small businesses for eco-innovation and a sustainable supply of raw materials
- ✓ DRS-17-2014-1: Critical infrastructure protection topic 7: SME instrument topic: "Protection of Urban soft targets and urban critical infrastructures"
- ✓ BIOTEC-5a-2014-1: SME boosting biotechnology-based industrial processes driving competitiveness and sustainability

### PER SOTTOMETTERE UNA PROPOSTA

#### Horizon 2020

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Calls  

Call Updates  

### Horizon 2020 dedicated SME Instrument - Phase 1 2014

H2020-SMEINST-1-2014 Sub call of: H2020-SMEInst-2014-2015

<b>Publication date</b>	11-12-2013	<b>Deadline Date</b>	17-12-2014 17:00:00 (Brussels local time)
		<b>Intermediate deadlines(s)</b>	18-06-2014 17:00:00 (Brussels local time) 24-09-2014 17:00:00 (Brussels local time)
<b>Total Call Budget</b>	€25,102,000	<b>Main Pillar</b>	Industrial Leadership
<b>Status</b>	<span style="background-color: green; color: white; padding: 2px;">Open</span>	<b>Q1 reference</b>	Q1 C361/9 of 11 December 2013
<b>Topic: Open Disruptive Innovation Scheme (implemented through the SME instrument)</b>			<b>ICT-37-2014-1</b>

Topic Description | [Topic Conditions & Documents](#) | [Submission Service](#)

Specific Challenge: The challenge is to provide support to a large set of early stage high risk innovative SMEs in the ICT sector. Focus will be on SME proposing innovative ICT concept, product and service applying new sets of rules, values and models which ultimately disrupt existing markets.

The objective of the ODI is threefold:

- Nurture promising innovative and disruptive ideas;





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LOGIN    FUNDING SCHEME    **CREATE DRAFT**    PARTIES    EDIT PROPOSAL    SUBMIT

## Step 3

### Create a Draft Proposal

H2020-SMEINST-2-2014

Carmela Gallo

ICT-37-2014

SME-2

THU 09 October 2014 17:00:00 Brussels Local Time

90 days left until closure

**Configuration OK**

You're using Chrome 35 on Windows. **Adobe Reader** (version 10.1.4.0) is installed.

For more information, please consult the [User Guide](#).

### Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are mandatory.

#### Your organisation

PIC\*  Short name\*

Organisations you have been previously associated with. Click to select.

PIC: 846966223  
SPIN S.r.l.  
Via Pedro Alvarez Cabral, 18  
Rende (CS) IT  
VAT: IT02087050763

Search for your organisation PIC

#### Your Role

Please indicate your role in this proposal.

Main contact

Contact person

#### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*  Please restrict acronym to latin characters only.

Short Summary (max. 2000 characters)  
Character count:

Version: 20140603-1042 - Service Desk: DIGIT-EPPT-SEP-SUPPORT@ec.europa.eu (+32 (0) 29 92222)



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*SME Instrument, regole pratiche*

# Proposta PHASE I



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### SUBMISSION SERVICE

La proposta SME INSTRUMENT phase I si compone di due parti principali:

- ✓ Administrative form (file pdf compilabile)
  - titolo, keywords, abstract
  - declarations (consenso dei partner, eleggibilità, capacità finanziaria....)
  - informazioni amministrative e di contatto
  - ethics issues table
  
- ✓ Technical Annex (formato pdf):
  - 1-3 - descrizione del progetto: comprende le sezioni eccellenza, impatto, qualità ed efficienza dell'attuazione;
  - 4-5 - Membri del consorzio + ethics and security



## SME INSTRUMENT – PHASE I – TECHNICAL ANNEX

Il proponente deve fornire nel technical annex

- ✓ informazioni su aspetti innovativi, scopo, qualità, rischi, stadio di sviluppo

➡ permettere una valutazione iniziale della Business idea

- ✓ una descrizione della attività che porteranno allo studio di fattibilità che includerà un business plan

➡ permettere di valutare l'outcome (principale) del progetto



## SME INSTRUMENT – PHASE I – TECHNICAL ANNEX

### ! ATTENZIONE

- ✓ La copertina e le sezioni 1, 2 e 3 non devono superare le 10 pagine
- ✓ Dimensione minima del font: 11
- ✓ Dimensione minima dei margini: 15 mm



se si va oltre il limite, il testo in eccesso non sarà considerato.



### SME INSTRUMENT – PHASE I – TECHNICAL ANNEX

## 1. EXCELLENCE

### ✓ Objective

- descrivere gli obiettivi generali del progetto di innovazione, il problema da risolvere e i risultati attesi
- descrivere gli obiettivi specifici dello studio di fattibilità

### ✓ Relation to the work programme

### ✓ Concept and approach

- Come l'innovazione risolve un problema o rappresenta una opportunità di business
- Stadio di sviluppo della tecnologia
- Posizionamento rispetto a Technology Readiness Level
- Risultati (attesi) dello studio di fattibilità
- Innovazione rispetto alle sfide sociali UE
- Politiche di genere

### ✓ Ambition

- Innovatività della soluzione
- Descrizione della soluzione, vantaggi, valore aggiunto, soluzioni alternative
- Miglioramento potenziali durante l'azione



### SME INSTRUMENT – PHASE I – TECHNICAL ANNEX

## 2. IMPACT

### ✓ **Impatti attesi – Users / Markets**

- Bisogni degli users, benefici economici per gli users
- Mercato, segmento, volumi, trends
- Competitor e soluzioni concorrenti
- Segmenti di mercato, barriere, stakeholders

### ✓ **Impatti attesi / Company**

- Coerenza con la strategia di impresa
- Rilevanza per il management
- Crescita in termini di turnover, occupazione, quota di mercato.....

### ✓ **Misure per massimizzare l'impatto**

- Disseminazione e valorizzazione dei risultati (piano di commercializzazione iniziale, cooperazione con terze parti)
- IPR e protezione della conoscenza (fattori chiave, ricerca brevettuale, strategia di protezione, standard e vincoli normativi)



## SME INSTRUMENT – PHASE I – TECHNICAL ANNEX

### 3. IMPLEMENTATION

- ✓ Work Plan
- ✓ Management e procedure
- ✓ Struttura del consorzio
- ✓ Risorse impegnate (precompilato)

#### Work Package Title: Feasibility Study

##### Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

##### Deliverable:

Feasibility report, including a business plan





## SME INSTRUMENT – PHASE I – TECHNICAL ANNEX

### 4. Consorzio

✓ **Membri del consorzio**

- descrizione dell'organizzazione, cv, pubblicazioni, progetti / attività rilevanti, infrastrutture
- terze parti e ruolo

### 5. Ethics and Security



**Non rientra nei limiti.**



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# Proposta PHASE II



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### SUBMISSION SERVICE

La proposta SME INSTRUMENT phase II si compone di due parti principali:

- ✓ Administrative form (file pdf compilabile)
  - titolo, keywords, abstract
  - declarations (consenso dei partner, eleggibilità, capacità finanziaria....)
  - informazioni amministrative e di contatto
  - ethics issues table
  - budget: costi diretti (personale, subcontracting,...) + costi indiretti, costi totali, grant....
  
- ✓ Technical Annex (formato pdf):
  - 1-3: descrizione del progetto: comprende le sezioni eccellenza, impatto, qualità ed efficienza dell'attuazione;
  - 4-5: Membri del consorzio + ethics and security



### SME INSTRUMENT – PHASE II – TECHNICAL ANNEX

Il proponente deve fornire nel technical annex informazioni

- ✓ Basate su uno studio di fattibilità corredato da un business plan (indipendentemente se finanziato dallo SME Instrument Phase I)

➡ permettere di valutare se investire nello sviluppo e nella dimostrazione

- ✓ Sugli obiettivi del progetto e le attività che porteranno al lancio sul mercato

➡ permettere di valutare l'outcome (finale) del progetto



## SME INSTRUMENT – PHASE II – TECHNICAL ANNEX

### ! ATTENZIONE

- ✓ La copertina e le sezioni 1, 2 e 3 non devono superare le 30 pagine
- ✓ Dimensione minima del font: 11
- ✓ Dimensione minima dei margini: 15 mm



se si va oltre il limite, il testo in eccesso non sarà considerato.



### SME INSTRUMENT – PHASE II – TECHNICAL ANNEX

## 1. EXCELLENCE

### ✓ Objective

- descrivere gli obiettivi generali del progetto di innovazione e i risultati attesi
- descrivere il problema industriale/sociale/economico che affronta, opportunità di business, relazione con il work programme, i risultati

### ✓ Relation to the work programme

### ✓ Concept and approach

- Stadio di sviluppo e milestones (riferimenti ai risultati di Phase 1, se presente)
- Posizionamento rispetto a Technology Readiness Level
- Descrizione del concept, dell'approccio e delle attività
- Coerenza con le strategie di mercato e innovazione rispetto alle sfide sociali UE
- Politiche di genere

### ✓ Ambition

- Innovatività della soluzione
- Descrizione delle applicazioni di mercato e valore aggiunto
- Performance / impatto rispetto ai bisogni, vantaggi rispetto alle altre soluzioni



### SME INSTRUMENT – PHASE II – TECHNICAL ANNEX

## 2. IMPACT

### ✓ **Impatti attesi – Users / Markets**

- Bisogni degli users, benefici economici per gli users
- Mercato, segmento, volumi, trends
- Competitor e soluzioni concorrenti
- Segmenti di mercato, barriere, stakeholder

### ✓ **Impatti attesi / Company**

- Rilevanza rispetto alla strategia di impresa
- Rilevanza rispetto al potenziale di crescita dell'impresa
- Utilizzo del coach
- Fondi necessari per la commercializzazione

### ✓ **Misure per massimizzare l'impatto**

- Disseminazione e valorizzazione dei risultati (stakeholder, attività, piano di commercializzazione)
- IPR e protezione della conoscenza (fattori chiave, ricerca brevettuale, strategia di protezione, standard e vincoli normativi)
- Se rilevanti, informazioni sulla gestione dei dati della ricerca
- Attività di comunicazione



## SME INSTRUMENT – PHASE II – TECHNICAL ANNEX

### 2. IMPLEMENTATION

✓ **Work Plan**

- Struttura generale, timing
- Work Package: lista, descrizione di ciascun WP, lista dei deliverables
- Rappresentazione grafica (PERT o simili)

✓ **Management e procedure**

✓ **Struttura del consorzio**

✓ **Risorse impegnate**

- Person/months impiegate
- Other direct costs: nel caso in cui superano il 15% dei costi del personale.





### SME INSTRUMENT – PHASE II – TECHNICAL ANNEX

### 3. IMPLEMENTATION

Work Package number			Start Date		
Work Package Title					
Participant Number					
Short name of participant					
Person/months per participants					
Objectives					
Description of work (tasks, lead partner, role of participants...)					
Deliverables					



## SME INSTRUMENT – PHASE II – TECHNICAL ANNEX

### 3. IMPLEMENTATION

#### ✓ **Tabelle**

- **Lista dei WP** con l'indicazione dei Lead participant, data di inizio e fine
- **Lista dei deliverables** con WP di riferimento, tipologia, dissemination level, data
- **Lista delle milestones** con l'indicazione degli strumenti di verifica
- **Lista delle Criticità** con l'indicazione delle misure di mitigazione
- **Impegno del personale** per Participant e per WP
- **Other direct costs:** importo per voce di spesa (travel, equipment, other goods and services) e relativa giustificazione

## SME INSTRUMENT – PHASE II – TECHNICAL ANNEX

### 4. Consorzio

✓ **Membri del consorzio**

- descrivere dell'organizzazione, cv, pubblicazioni, progetti / attività rilevanti, infrastrutture
- terze parti

### 5. Ethics and Security



**Non rientra nei limiti.**



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**Grazie per l'attenzione.**



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