



# Frequently Asked Questions

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**METASTARS INNOVATION SUPPORT MECHANISM**

**CALL FOR INNOVATION SERVICES**

VERSION 1.1

30-03-2023

### Q1: Who can apply?

**A1:** Applicants must be SMEs established or have a branch office in the METASTARS territorial scope described as follows:

a. EU Member States (including overseas countries and territories (OCTs))

b. non-EU countries:

- listed EEA countries and countries associated to the COSME part of the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#));

Applicants must be SMEs from the Aeronautics, Space, Defence and ICT sectors wishing to submit proposals related to Aerospace & Defence and declare their SME status in accordance with the SME definition of the European Union as part of the application via [this link](#).

### Q2: Can a SME apply for several innovation services?

**A2:** Each interested SME may submit ONLY ONE proposal for up to two (2) innovation services. In case of multiple submissions by the same SME, only the first submission will be taken into account; the next submissions will be automatically rejected.

### Q3: What is a lump sum?

**A3:** Successful proposals shall receive the requested financial contribution in the form of a lump sum. A lump sum is a fixed amount of money which can be used by beneficiaries for several purposes related to the achievement of the project objectives. Since the granting of a lump-sum does not foresee the delivery of a detailed financial reporting and timesheets, the use of the budget will be controlled considering the review meeting between the METASTARS consortium partners and the beneficiary. Supporting documentation will be asked to ensure that the service has been implemented as agreed in the form of a final report. For more information, please refer to Section 3.2 of the METASTARS Call for Innovation Services.

### Q4: Are applications by consortia accepted?

**A4:** No, only applications by single applicants are allowed.

### Q5: Is it possible to charge equipment costs within innovation services?

**A5:** The eligible cost category for all innovation services except for the Internationalisation for Japan and Internationalisation for Canada are external services (subcontracting). In case of other cost categories being requested (e.g., staff costs, equipment, consumables, travel, etc.), the proposal will be automatically rejected.

In the case of the Internationalisation for Japan and Internationalisation for Canada services, external services (subcontracting), travels and subsistence, entrance fees to international fairs can be declared.

**Q6: Is it compatible for an SME to apply for an innovation service in parallel to an innovation project?**

**A6:** Yes, applicants are entitled to apply and benefit from more than one type of METASTARS financial support, reaching a total maximum funding of €60.000 per SME. The applicant SMEs will be allowed to be granted max. 2 Innovation Services (applying one time for up to 2 services) and 1 Innovation Project (up to 40.000€), for a maximum of 60.000€.

**Q7: Can the cost categories allowed by each innovation change?**

**A7:** The categories of costs that are covered by each innovation service cannot be changed. Should the applicant need to execute other costs, it would have to finance them with funds not coming from the METASTARS Call for Innovation Services.

**Q8: Does the program already have a list of service providers?**

**A8:** No, METASTARS does not provide a list of service providers. Please contact your SME contact point (Annex 1 in the METASTARS Call for Innovation Services) for further support.

**Q9: Can project expenses be incurred before the project starting date?**

**A9:** Only costs generated during the lifetime of the project can be eligible. Period of costs' eligibility is from the Grant Agreement signature date until the end of the project. In the case of the provided services, costs may be eligible as from the date of submission (the activity must take place after the submission of the application date) of the application if duly justified, and provided that all other conditions for cost eligibility are met.

**Q10: Please clarify the question "Please explain the innovation aspects of the requested service for the applicant" included in the innovation services application form.**

**A10:** In this question, the innovation aspects for the applicant SME should be described. The innovation aspects for the sector/ market are not requested in this question.

**Q11: How does the first come first served basis evaluation work?**

**A11:** Upon receipt of each proposal, the evaluation process will begin. The applicant will be notified on the result of the evaluation process within maximum 15 working days, starting from the date of the submission of each proposal. The deadline of the METASTARS Call for Innovation Services is December 31<sup>st</sup>, 2023, @ 17.00 CET. However, the consortium reserves the right to close the call earlier in case all the budget is used.

**Q12: Are the services listed in the METASTARS Call for Innovation Services provided by third parties or only by the project partners (Corallia, Aerospace Valley, CTA and Aviation Valley)? Is there a database with service providers?**

**A12:** Upon submission and evaluation, the beneficiaries SMEs are responsible for finding the suitable external expert that will provide them with the service(s) for which they applied. The project partners (Corallia, Aerospace Valley, CTA and Aviation Valley) are only responsible for managing the METASTARS Call for Innovation Services, the application and evaluation procedure and the monitoring of the successful implementation of services. They do not provide direct services to SMEs under the METASTARS Call for Innovation Services. Since the project consortium is not at all involved in the external experts that will be providing the beneficiaries SMEs with services, there is no such database.

**Q13: I have a doubt related to the budget. If I require 6k support for Digitalisation Services and 15k support for the Information System Security, what does my company get? Are we going to get real money to develop the needed skills independently or we are going to get the equivalent of those money in services provided by the METASTARS partners? Which type of services are we getting for the above examples? If we decide not to apply for the Innovation Services, can we apply instead for the Innovation Projects calls?**

**A13:** As described in the METASTARS Guide for Applicants for the METASTARS Call for Innovation Services, section 3.2, “Successful proposals shall receive the requested financial contribution in the form of a lump sum”, as long as your proposal is positively evaluated and there is budget available under the current call. This means that you will be receiving money which you will need to subcontract to external experts as described in Annex 3 of the same Guide.

No services by the METASTARS project consortium are provided under the METASTARS Call for Innovation Services. The project partners are only responsible for managing the METASTARS Call for Innovation Services, the application and evaluation procedure and the monitoring of the successful implementation of services.

You can apply for Innovation Services or Innovation Projects or both. It is not mandatory to apply for Services before applying for Projects.